CONSTITUTION TEMPLATE

*Note that any sections in Italics are considered optional and may be removed or changed.*

*Any wording in bold is considered required and must be included on an HCC Club Constitution.*

Constitution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hibbing Community College

Click or tap to enter a date.

Article I: Student Organization Name

1. The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The \_\_\_\_*name of club*\_\_\_\_ is a student organization at Hibbing Community College *and is affiliated with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

Article II: Purpose

1. The purpose of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Article III: Membership

1. Qualifications of Members:
   1. The \_\_\_\_*name of club*\_\_\_\_ is open to any student in good standing enrolled at Hibbing Community College who *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
   2. Voting privileges shall be granted to members in good standing.
   3. The responsibilities of all members shall include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attendance, participation, payment of dues, GPA maintenance, no probation/suspension, etc.)
   4. **Hibbing Community College has a non-discrimination policy. No person shall be discriminated against in the terms and conditions of … access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression.**
   5. Membership may be terminated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. *Dues: Membership dues shall be $\_\_\_\_\_\_\_ per year.*

Article IV: Officers

1. The officers of the \_\_\_\_*name of club*\_\_\_\_ shall include the following titles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(i.e. president, secretary, treasurer, etc.)*
2. Eligibility
   1. All officers must be enrolled students in good standing at Hibbing Community College
   2. *(Other qualifications for holding office may include length of membership, class standing, enrollment in a program, minimum GPA, etc.)*
3. Election
   1. Officers shall be elected by a simple majority vote of the members present at the first meeting of the fall semester *(or at the last meeting of spring semester)*
   2. If vacancies occur in any of the offices, new officers shall be elected by a simple majority present at the meeting after the announcement of the vacancy
   3. *(Other election procedures may be listed)*
4. Term
   1. *The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.*
5. Duties and Responsibilities
   1. *The Chair/President shall preside at all meetings of the club, shall represent the club to the college and others, and shall be responsible for renewing* \_\_\_\_*name of club’s*\_\_\_\_ *active status with Student Senate each year.*
   2. *The Vice President shall assume the duties of the President in their absence and serve as a member of all sub-committees*
   3. *The Secretary shall keep records of official business*
   4. *The Treasurer shall keep all records of financial transactions*
6. Removal
   1. An officer may be removed at any time with or without cause by a 2/3 majority vote of the total voting membership
   2. Automatic removal of officers shall occur if eligibility standards are not maintained or if academic or behavioral probation or suspension are imposed upon the officer

Article V: Advisor

1. The \_\_\_\_*name of club*\_\_\_\_ shall have an advisor appointed by the club/organization membership. The advisor shall attend meetings/events and serve as a liaison between the organization and the college. The advisor shall also monitor and assist with organization expenditures.

Article VI: Operations

1. Quorum
   1. A quorum for conducting any business of the organization shall consist of a simple majority of the total membership
2. Meetings
   1. Meetings shall be held at least once monthly during the regular academic year.
   2. The regular meeting schedule of \_\_\_\_*name of club*\_\_\_\_ shall be determined at the first meeting of each semester and will be distributed in writing to all members.
   3. Special meetings may be called by Officers and notice shall be given in writing to all members.
3. Organization Business
   1. **The \_\_\_\_*name of club*\_\_\_\_ shall comply with sound practices of financial management. All funds shall be maintained in accounts maintained by the college business office.**

Article VII: Dissolution of Organization

1. The \_\_\_\_*name of club*\_\_\_\_ may choose to dissolve through a 2/3 majority vote of the total membership. **In such case, any remaining student life activity fee funds will be returned to the Student Life Reserve Fund.**

Article VIII: Ratification and Amendments

1. Ratification
   1. This constitution shall become effective upon a 2/3 majority vote of the initial membership, and approval of the constitution by the Hibbing Community College Student Senate.
2. Amendment
   1. This constitution may be amended by a 2/3 majority vote of the total membership.
   2. Amendments may be submitted in written form to Student Senate.