

# Student Organization Constitution Template

## Article I Name

The name of the student organization shall be

## Article II Affiliation (optional article)

This organization is affiliated with

## Article III Purpose

It shall be the purpose of this organization to

## Article IV Membership

Membership in the organization is open to any currently enrolled Umpqua Community College student. Members will have voting rights and may serve as officers in the organization.

Former students, other members of the campus community and community members may participate in the club, but may not hold office or vote.

## Article V Authority and Responsibility

Section 1 – Authority: The organization operates under the authority of the Associated Students of Umpqua Community College (ASUCC).

Section 2 – Power: The officers of the organization have the power to administer and enforce the constitution and bylaws of the organization.

Section 3 – Responsibility: The organization will adhere to the policies and procedures of Umpqua Community College, including, but not limited to the ASUCC Constitution and Bylaws and the Student Code of Conduct. The organization will also adhere to the laws and regulations of Douglas County and the State of Oregon.

## Article VI Notice of Non-Discrimination and Equal Opportunity

It is the policy of Umpqua Community College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.

## Article VII Notice of Anti-Hazing

The organization shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave or dissociate without fear of retribution or harassment.

## Article VIII Officers

Section 1 – Titles: The organization shall have a President, Vice President, Secretary and Treasurer. These officers comprise the Executive Committee.

Section 2 – Qualifications: All officers must be currently enrolled students, carrying a minimum of three credits and members of the organization.

Section 3 – Term of Office: The term of office shall be from election until the end of the academic year in June. A student may serve as an officer for no more than two terms.

Section 4 – Election: Election of officers shall be held annually. No less than two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor.

Candidates must accept the nomination and speak about their qualifications for serving as an officer. Elections will be done by a ballot. The person receiving majority vote will be elected.

Section 5 – Duties of Officers:

Section 5.1 - The President:

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the Executive Committee, directs the budget

Section 5.2 - The Vice President:

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.

Section 5.3 - The Secretary:

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the Executive Committee.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section 5.4 – Treasurer:

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

Section 6 – Resignation: An officer advisor may by submitting a letter to the Advisor.

Section 7 - Removal of Officers: Any officer who fails to fulfill the responsibilities, duties, and/or minimum qualification of the position, engages in abuse of power of office, engages in behavior and conduct unbecoming of an officer/student leader may be removed as an officer by a unanimous vote of the other members of the Executive Committee. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the membership.

**Article IX**

**Vacancies**

A vacancy shall be declared when an officer leaves the institution, resigns or is removed from office. Any vacancy which may occur in an office shall be filled by appointment by the president of the organization pending ratification at the next group business meeting.

**Article X**

**Advisor**

Section 1 – Eligibility: The advisor to the organization shall be a full time employee at Umpqua Community College. A part-time faculty member may serve as an advisor to the organization upon approval of the faculty member’s supervisor.

Section 2 – Selection: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director for Student Life.

Section 3 – Term of Service: The advisor shall be confirmed yearly by the general membership of the organization. Should the organization chose not to confirm the advisor, the organization must select another employee to serve as the advisor and have the advisor approved by the Director for Student Life. The advisor may resign by submitting a letter to Director for Student Life if prior to yearly confirmation or by asking to have his/her name withdrawn from confirmation.

Section 4 – Duties of Advisor:

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

## **Article XI Voting**

Section 1 – Eligibility: Each member in good standing may vote.

Section 2 - Quorum: Quorum in a general meeting of the organization shall constitute a minimum of three officers and five members.

Section 3 – Proxy voting: Members are allowed to vote on the business of the organization by submitting a vote in writing to the President. The proxy must state the name of the voter, the business for which the member is voting and if the member is voting in support of, against or abstaining.

## **Article XII Committees**

Section 1 – Establishment: The Executive Committee may establish both standing and special committees. Members shall be appointed by the President subject to ratification by the organization during a regular business meeting.

Section 2 – Responsibilities: The purpose and duties of the committees shall be defined by the Executive Committee.

## **Article XIII Finances**

Section 1 – On-Campus Account: The organization shall be assigned a budget code for revenues and expenses by the college. The organization shall not maintain an off-campus account.

Section 2 – Fiscal Year: The fiscal year of the organization shall be from July 1 to June 30.

Section 3 - Dues: The organization has the option of charging quarterly or yearly dues, which shall be collected upon active membership in the organization. The amount of dues shall be determined each year by the organization’s officers. The amount set for dues shall not unduly prohibit students from joining the organization and waivers or scholarships shall be offered by the organization for members who are unable to afford the dues.

Section 4 - Revenues: The organization may generate revenues through fund-raising activities approved by the Director for Student Life. Appropriate accounting procedures shall conform to college and state policy.

Section 5 - Expenditures: The organization may make expenditures with the approval of the organization treasurer and advisor. Expenditures shall conform to college and state policy.

**Article XIV Meetings**

Section 1 – Open Public Meetings: All meetings of the organization and its committees shall be open and public, and all persons shall be permitted to attend any meetings except as otherwise provided in ORS 192.610 to 192.690.

Section 2 – Notice of Regular Meetings: At least 3 days notice shall be given for each regular business meeting.

Section 3 – Special Meetings: Special or emergency meetings may be called with at least twenty-four hours notice by the Executive Committee.

Section 4 – Structure: The meetings shall include a quorum, order of business, and disposition of the minutes.

**Article XV Parliamentary Procedure**

Section 1 – Roberts Rules of Order: The rules of Parliamentary Procedure as contained in Robert’s Rules of Order, Newly Revised, shall be a guideline for the organization in all cases to which they are applicable and not inconsistent with the Constitution or any special rules of order as determined by the Executive Committee.

Section 2 – Suspension of Rules: The rules may be suspended by two-thirds vote of the present membership.

**Article XVI Bylaws**

The Bylaws shall be the lawful means by which the provisions of the Constitution shall be implemented.

**Article XVII Interpretation**

The interpretation of the Constitution shall be the responsibility of the organization’s President, with advice from the Advisor. Initial appeals to interpretation will be made to the ASUCC Executive Council. Appeals may be made to the ASUCC Student Council and subsequently, the Director for Student Life.

Any interpretation of the Constitution shall be made with the view of its basic principles, which are to increase and foster student responsibility, interest, and participation in the activities and programs of the organization.

**Article XVIII Amendments**

Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization. Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each and every previously recognized corresponding article or section null and void.

**Article XIX Adoption and Implementation**

The Constitution shall be implemented upon its adoption by a majority vote of the ASUCC Student Council.