***This is an example draft of a Student organization constituion at qunsigamond Communtity College.***

**The draft can be modified to fit the mission and vision of the organization prior to submission.**

**--------------------------------------------------------------------------------------------**

CONSTITUTION & BYLAWS

*INSERT NAME OF organization*

# Quinsigamond Community College

#### Adopted on and/or most recently revised on *INSERT DATE*

**ARTICLE I NAME**

**Section 1.** The name of this student organization shall be the ***INSERT NAME HERE.***

**ARTICE II PURPOSE**

**Section 1** The purpose of this organization is to offer the student body of Quinsiagmond Community College an opportunity to ***insert Mission of the organization and what they intend to do for the QCC community and students.***

**ARTICLE III MEMBERSHIP**

**Section 1** Membership in ***INSERT NAME HERE*** shall be open to ALL Quinsigamond Community College students. Membership shall be contingent solely upon matriculation in the college. Any member of the student body who is enrolled in classes at any of the college’s campuses are eligible to attend and participate in the organization.

 **Members are required to:**

1. ***Insert membership requirements here***
2. ***Insert membership requirements here***
3. ***Insert membership requirements here***

**Section 2**  Eligibility for membership, or appointed, or elected student officer positions may not be limited on basis of age, marital status, ability, class, national origin, political affiliation, race, religion, gender identity or expression, or sexual orientation. Upon lack of matriculation, either by graduation, dismissal from the college or failure to return at any point, any member shall terminate his/hers/their membership.

**ARTICLE IV EXECUTIVE BOARD (OFFICERS)**

**Section 1** The Executive Board shall consist of the elected and/or appointed officers. The Executive Board shall be the President, Vice-President, Treasurer and Secretary ***(subject to change based on organization’s mission).***

**Section 2** The Executive Committee shall meet ***INSERT TIMES/DATES***, or as determined during the academic year. Special meetings may be called by the President or a majority of the Executive Board.

**Section 3** Powers and Duties of Executive Board:

ALL of the Executive Board must be eligible for extracurricular involvement and be in good academic and conduct standing with the college.

***(The below powers and duties can change based on the need of the club.)***

 a. The President shall serve as the Chief Executive Officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large.

 b. The Vice President shall work with the membership of the organization. The Vice President shall organize the structure of the organization and ensure its stability. In addition the Vice President will also absorb all responsibilities of the president when the president is unavailable.

 c. The Treasurer shall manage the budget of the organization. With all duties regarding the finances of the organization, this includes but is not limited maintaining the organizations financial standing with QCC and the Department of Student Life.

1. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file.

**ARTICLE V Electing & Appointing, and Removing Officers**

**Section 1** The President, Vice President, Treasurer and Secretary are elected annually. Elections shall take place at a regularly scheduled meeting of the student organization at which a minimum of ***X (insert number of members)*** number of members are present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

**Section 2** Nominations for Executive Board shall be made at the regular meeting prior to the elections. Members may nominate themselves for an office.

**Section 3** The Executive Board of ***INSERT NAME HERE*** at Quinsigamond Community College shall be nominated and elected in this order: President, Vice President, Treasurer and Secretary

**Section 4** The Executive Board shall be elected by majority vote.

**Section 5** The Executive Board shall assume their elected office at the organization meeting immediately after elections until the end of their term.

**Section 6** If the position of President becomes vacant as the result of resignation or ineligibility, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

**ARTICLE VI MEETINGS**

**Section 1** Regular meetings shall be scheduled throughout the academic year.

**Section 2** Special meetings may be called by the President or a majority of the Executive Board. All student members must be given a minimum of 48 hours’ notice prior to the meeting time.

**ARTICLE VII Quorum and Voting**

**Section 1**          When voting in the case of officer elections votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

**Section  2** When voting during meetings for anything other than election of officers; votes will be tallied by a show of hands based off of all voting members present.

**Section  3** Student members must be present to vote. Absentee or proxy voting is not permitted.

**Section  4** Voting status is achieved by a member attending at least three meeting or organization sponsored events within the fall semester of each academic year.

**ARTICLE VIII ADVISOR(S)**

**Section 1** ***INSERT NAME HERE*** shall appoint an individual(s) employed as an, faculty or staff member by Quinsigamond Community College to serve as the advisor(s).

**Section 2** Faculty, and staff are eligible to serve as the advisor(s). The advisor(s) shall fulfill the responsibilities specified in the Quinsigamond Community College Club and Organization Manual.

**ARTICLE IX AMENDMENTS**

**Section 1** Proposed amendments to these constitution & bylaws shall be presented to the student membership, in writing, one meeting prior to the meeting where the amendment(s) will be voted upon.

**Section 2** Constitution & bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**Section 3** A copy of any amendments to ***INSERT NAME HERE*** Constitution & bylaws must be submitted to Student Life within two weeks of voting.