

Appendix D

Sample Constitution

HEADING: IDENTIFY THE DOCUMENT AS THE CONSTITUTION, ALONG WITH THE NAME OF YOUR GROUP. CONSTITUTIONS SHALL BE SPECIFIC TO HCC. STATE AND NATIONAL CONSTITUTIONS ARE NOT ACCEPTED. USE THE TERMINOLOGY “REGISTERED STUDENT ORGANIZATION” TO IDENTIFY YOUR GROUP.

Harford Community College
CONSTITUTION OF THE SUPER STUDENTS

PREAMBLE

We, the members of the Super Students of Harford Community College do hereby constitute ourselves a Registered Student Organization (RSO) subject to the following provisions.

NAME: STATE THE CHOSEN NAME OF YOUR GROUP IN THE BODY OF THE CONSTITUTION. REMEMBER, THIS WILL BE THE OFFICIAL NAME REQUIRED ON ALL POSTED MATERIALS.

ARTICLE I

NAME

The name of the organization shall be Super Students of Harford Community College. All official documents shall bear this name.

PURPOSE: DESCRIBE THE KEY FACTORS FOR THE EXISTENCE OF YOUR GROUP. CHOOSE A PURPOSE THAT WILL BE ACTIVELY SUPPORTED BY THE MEMBERS IN ORDER TO MAINTAIN RECOGNITION. PURPOSE CAN BE DETAILED (1st EXAMPLE) OR GENERAL (2nd EXAMPLE). 1st EXAMPLE:

ARTICLE II

Purpose

Section I

To support all Harford academic performance by providing homework support, study sessions, tutoring, and other needed resources for academic excellence.

Section II

To work with HCC students, faculty and staff in the improvement of HCC academics.

Section III

To work with the general community in the improvement of HCC academics

Section IV

To provide an environment at HCC where academic achievement can be enhanced and seen as the highest priority.

2nd EXAMPLE:

ARTICLE II

Purpose

The purpose of this RSO shall be to establish and strengthen academic achievement, to support HCC classroom learning, and to enhance student interest in academic accomplishment through participation in study related events.

MEMBERSHIP: MEMBERSHIP REQUIREMENTS MUST BE STATED IN THEIR ENTIRETY. DESCRIBE THOSE ELIGIBLE FOR MEMBERSHIP. STUDENT ORGANIZATION MEMBERSHIP AT HCC IS LIMITED TO CURRENTLY REGISTERED STUDENTS. TO COMPLY WITH FEDERAL AND HCC GUIDELINES, THE FOLLOWING NONDISCRIMINATION STATEMENT MUST BE INCLUDED:

“Non-Discrimination -Harford Community College as an institution of higher learning believes in equal opportunity in education and actively encourages the enrollment of all interested persons, regardless of age (for students age 16+), color, disability, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law or policies and practices of HCC. The College’s commitment to equal opportunity extends to participation in academic, social, cultural and athletic activities and events, including membership and participation in RSOs.

While every student and visitor retains the rights to file an external complaint when he or she believes unfair practices occurred, Harford Community College provides an internal procedure for addressing such grievances.

Students who have been subjected to discriminatory actions as part of the educational process, including any discriminatory actions relating to membership or participation in RSOs, may discuss it with (1) the College Life & Wellness Office, (2) the appropriate faculty division dean; (3) the Vice President for Student Development and Institutional Effectiveness at 410-836-4233, or (4) the Vice President for College and Community Relations at 410-836-4409.”

VOTING PRIVILEGES: ADDITIONAL CRITERIA CAN BE REQUIRED FOR MEMBERS TO RECEIVE VOTING PRIVILEGES. THIS HELPS INSURE THAT THOSE VOTING HAVE A VESTED INTEREST IN THE GROUP. FOR EXAMPLE, SOME REQUIREMENTS COULD BE THAT MEMBERS MUST HAVE PAID THEIR CURRENT DUES AND BE AN ACTIVE MEMBER IN GOOD STANDING IN ORDER TO BE REGARDED AS A VOTING MEMBER.

ARTICLE III

Membership

Section I General Members

Membership in Super Students is open to all HCC students. This organization will not deny membership to any person on the basis of race, religion, sex, gender, sexual affection/orientation, disability, age, marital status, veteran status, ethnicity, national origin, color, language, or creed.

Section II Voting Members

- A. Voting members of Super Students shall consist of all active members who have signed the current membership roster.
- B. Each voting member will have only one vote.
- C. Executive officers will come from the membership and retain voting privileges.

MEETINGS: THIS SECTION WILL ADDRESS:

A. FREQUENCY OF MEETINGS - SET A TIME FRAME FOR MEETINGS, SUCH AS WEEKLY, BI-WEEKLY, OR MONTHLY. A REGULAR MEETING TIME AND PLACE HELPS ATTENDANCE AND COMMUNICATION.

B. DISCUSS WHO CAN CALL SPECIAL MEETINGS. FOR EXAMPLE, YOU MIGHT DESIGNATE A MINIMUM OF TWO SEPERATE PEOPLE THAT ARE AUTHORIZED TO CALL A SPECIAL MEETING. YOU SHOULD ALSO DESIGNATE THE NUMBER OF HOURS IN ADVANCE OF THE MEETING THAT MEMBERS WILL BE NOTIFIED.

C. QUORUM - STATE THE PERCENTAGE OF THE MEMBERSHIP THAT MUST BE PRESENT AT A MEETING IN ORDER TO CONDUCT BUSINESS AND HOW DECISIONS WILL BE MADE. FOR EXAMPLE, 2/3 OF THE VOTING MEMBERSHIP CONSTITUTES A QUORUM AND 51% OR SIMPLE MAJORITY IS NECESSARY TO PASS AN ISSUE.

D. STATE THE REFERENCE GUIDE TO BE USED IN PARLIAMENTARY INSTANCES NOT COVERED IN THE CONSTITUTION AND BY-LAWS. ROBERTS RULES OF ORDER IS MOST OFTEN SITED.

E. AGENDA - OUTLINE THE STANDARD AGENDA YOUR GROUP WILL FOLLOW:

- I. ROLL CALL
- II. READING OF MINUTES
- III. OLD BUSINESS
- IV. NEW BUSINESS
- V. ADJOURNMENT

ARTICLE IV

Meetings

Section I Meetings

A. The Super Students will meet monthly during the fall and spring semesters. The executive board shall determine time and place of meetings.

B. Special meetings may be called by the president or the advisor, allowing for a 24-hour period of advance notice.

C. Quorum shall consist of 2/3 of the voting membership. Quorum may pass an issue with simple majority vote (51%).

D. Roberts Rules of Order shall be used to conduct meetings.

E. The following agenda shall serve as the standard of meetings for Super Students:

- I. Roll call

II. Reading of minutes

III. Old business

IV. New business

V. Adjournment

OFFICERS: LIST EACH OFFICE ALONG WITH THE DUTIES/AUTHORITY OF EACH OFFICE. YOU MUST INCLUDE THE STATEMENT THAT "ONLY OFFICIALLY REGISTERED STUDENTS WITH A MINIMUM 2.0 GPA SHALL BE ELIGIBLE TO SERVE AS ELECTED OR APPOINTED OFFICERS. STUDENTS WHO HAVE VIOLATED THE HCC STUDENT CODE OF CONDUCT MAY NOT SERVE AS RSO OFFICERS."

ARTICLE V

Administration

Section I Only officially registered students with a minimum of 2.0 GPA shall be eligible to serve as elected or appointed officers of Super Students. Students who have violated the HCC Student Code of Conduct may not serve as Super Students officers.

Section II Duties of Executive Board Officers

A. President:

1. To preside at all meetings of Super Students.
2. To enforce the Constitution, By-laws and other regulations of Super Students.
3. To call special meetings.
4. To communicate the needs of Super Students to HCC and other organizations.
5. To fulfill any duties usually associated with this office not specifically mentioned in this Constitution

B. Vice President:

1. To preside in the absence of the president.
2. To assist all committees and keep the president informed of their progress.
3. To serve as parliamentarian.

C. Secretary

1. To keep a permanent record of all minutes and committee reports.
2. To keep an accurate and complete roster for all voting members.
3. To ensure distribution of mail to each organization.
4. To act as the communicator between the president and all member committees.
5. To serve as historian of the Super Students.

D. Treasurer

1. To keep an accurate record of all financial transactions of the Super Students.
2. To deposit funds and oversee expenditures of the Super Students.
3. To execute the appropriate process in order to request and obtain funds from the HCC SGA and Finance Board.
4. To report to the executive board and the general membership on the financial position of the Super Students.

Section III Executive Officer Attendance

Executive officers are required to attend all regularly scheduled meetings. If an officer misses two meetings, a warning will be issued; if a third meeting is missed, the individual will be subject to removal as determined by the executive board.

Section IV Removal of Officers

Any officer can be removed by a two-thirds (2/3) majority vote of the voting membership of the Super Students at two consecutive meetings.

ELECTION OR APPOINTMENT OF OFFICERS: SOME EXAMPLES OF PROCEDURES FOR ELECTION OF OFFICERS SHOULD INCLUDE:

- A. FREQUENCY OF ELECTIONS/ELECTIONS HELD IN THE SPRING/TERM OF OFFICE
- B. METHOD OF ANNOUCING ELECTION AND LENGTH OF NOTICE REQUIRED
- C. METHOD OF NOMINATION FOR OFFICE
- D. QUORUM FOR ELECTIONS - 51% MINIMUM VOTE REQUIRED TO PLACE IN OFFICE
- E. PROCEDURE FOLLOWED IF OFFICE IS VACATED BEFORE FULL TERM
- F. OFFICERS MUST HAVE A MINIMUM OF 2.0 GPA.

ORGANIZATIONS MAY SET A HIGHER MINIMUM GPA IF THEY DESIRE.

ARTICLE VI

Elections

Section I Nominations

A. During the first Super Students meeting in March, the president will open nominations. Any voting member may nominate any other voting member for office. At the following Super Students meeting nominations will be closed.

B. All candidates must be registered students and have a minimum 2.0 GPA to be nominated for, or voted into, any Super Students position.

Section II Elections

A. The election of officers shall be held at a well-publicized meeting, two weeks after nominations.

B. Elections will be held by secret ballot. A plurality vote of each position is required.

Section III

A. Newly elected officers shall take office after a one-week transition period.

FINANCES: LIST THE PEOPLE RESPONSIBLE FOR THE COLLECTION AND DISBURSEMENT OF FUNDS. DESIGNATE WHO WILL BE AUTHORIZING EXPENDITURES. DEFINE MAJOR AND MINOR EXPENDITURES. IT IS SUGGESTED THAT MEMBERS VOTE ON MAJOR EXPENDITURES. ADVISORS MUST SIGN OFF ON ALL EXPENDITURES.

ARTICLE VII

Finances

Section I

The treasurer will be responsible for the collection/disbursement of funds. Major expenditures will be authorized by the membership. Major expenditures (\$100 or more) will be authorized by majority vote of the membership. Minor expenditures (less than \$100) will be authorized by the president, or the vice president in absence of the president. All expenditures shall require the signatures of one of the officers and the advisor.

ADVISOR'S ROLE: DESCRIBE THE RELATIONSHIP OF THE ADVISOR TO YOUR GROUP. THE ADVISOR MUST BE ONE OF THE SIGNATURES ON ANY OF THE ORGANIZATION'S DIRECT PAY FORMS OR PETTY CASH REIMBURSEMENT PAPERWORK.

ARTICLE VIII

Advisor

Section I

A. The advisor shall be a full-time or part-time faculty or staff employee of Harford Community College.

B. An advisor can be recommended for removal from the position by the Super Students executive board if:

1. They are not contributing to the Super Students in a positive manner.
2. Any reason not mentioned but deemed appropriate by the executive board.

AMENDMENTS: DESCRIBE THE PROCESS FOR AMENDING YOUR CONSTITUTION AND BY-LAWS. THE FOLLOWING ARE TWO EXAMPLES THAT COULD BE USED:

- A. TIME REQUIREMENTS - AMENDMENTS SHOULD BE READ AT TWO CONSECUTIVE MEETINGS BEFORE THE VOTE IS TAKEN.
- B. PERCENTAGE VOTE REQUIRED - USUALLY AMENDMENTS REQUIRE A MAJORITY VOTE OF 2/3 OF THE CURRENT MEMBERSHIP TO BE ADOPTED.

ARTICLE IX

Amendments

Any member of the Super Students may sponsor any amendment. The amendment must be approved by a two-thirds (2/3) majority vote of members present. The proposed amendment is not ratified until approved by College Life & Wellness and the SGA.

SIGNATURES: INCLUDE THE SIGNATURES OF THE PRESIDENT AND FACULTY/STAFF ADVISOR, ALONG WITH THE ADVISOR'S TITLE AND DATE SUBMITTED.

President, Super Students

Advisor, Super Students

Title

Date Submitted

ADDITIONAL ITEMS: ADDITIONAL ITEMS MAY BE COVERED IN YOUR CONSTITUTION, BUT REMEMBER THAT IT SHOULD BE GENERAL INFORMATION THAT WILL NOT CHANGE FREQUENTLY.

ANNUAL REVIEW: IT IS IMPORTANT TO TAKE TIME ANNUALLY TO REVIEW YOUR CONSTITUTION TO MAKE SURE THAT THE ORGANIZATION IS OPERATING IN ACCORDANCE WITH THE CONSTITUTIONAL PROCEDURES AND PURPOSE.