

## STUDENT ORGANIZATION CONSTITUTION GUIDE

Writing or refining a constitution is vital to the operations of your student organization. When questions arise about the activities or the mission of the organization, the constitution is the document that guides those decisions.

Use the guidelines listed in this document to review all of the sections of a constitution as a checklist for exactly what is required. This guide discusses all of the required sections and the different decisions that you need to make to effectively write your constitution. If you have any questions about the requirements in a student organization constitution and whether you fulfill those requirements, contact the Office of Student Engagement at [mrbrisbane1@aacc.edu](mailto:mrbrisbane1@aacc.edu).

### ARTICLE I: NAME OF ORGANIZATION

The name of the organization must be uniquely different from any other currently registered student organizations and may reflect the nature and activities of the organization. In addition, any organization abbreviations or acronyms should be formally referenced in this article. Organizations are permitted to include “Anne Arundel Community College” or “AACC” as part of the organization name. If the organization is affiliated with a parent organization, that information must be stated in the article of the constitution.

*Sample 1: The name of this organization shall be Adventure Society.*

*Sample 2: The name of this organization shall be the Genders & Sexualities Alliance. This organization will utilize the initials GSA.*

*Sample 3: The name of this organization shall be the American Institute of Architecture Students. This organization will utilize the initials AIAS and will be affiliated with the national AIAS organization.*

### ARTICLE II: MISSION STATEMENT

The mission statement of a student organization is important to determine the organization’s goals and purpose. An organization’s mission statement should make apparent:

1. It’s long term purpose
2. It’s goals for accomplishing that purpose

*Sample: Mission Statement*

*The purpose of the Paralegal club is to:*

1. *Promote the development and maintenance of skill in the paralegal students;*

2. *Provide an opportunity to meet with paralegal students and paraprofessional from the legal and surrounding community;*
3. *Promote respect for law and order by participation in law week activities sponsored by the Maryland State Bar Association and the Anne Arundel Bar Association;*
4. *Provide support and education to the paralegal students to increase awareness and knowledge of the paralegal program and profession;*
5. *Encourage ethical standards among paralegal students.*

### **ARTICLE III: MEMBERSHIP**

Membership must be open to any currently enrolled student at Anne Arundel Community College. An organization may include an opportunity for non-students to become members and they may also include an assessment of fees for those students since they do not pay student activity fees.

*Sample 1:*

*Regular Membership: Regular membership in this organization is available to any interested registered student of the college (i.e., who has paid a student activity fee upon registration).*

*Associate Membership: Associate membership is defined as persons who have not paid a student activity fee. Associate members may be assessed special fees for participation in certain organizational activities, if the activities are supported by student government association funds.*

*Sample 2:*

*To be eligible for membership, a person must attend and sign into at least one meeting and be a currently enrolled student at AACC*

### **ARTICLE IV: OFFICERS**

Include the title and specific duties for each officer. Also include eligibility information. It is AACC's policy that only current credit students can hold an office in a student club. You should only include responsibilities here that are imperative to running the organization (who will plan and run meetings? Who will take attendance? Who will coordinate events? Who will market events?)

*Sample: Officers*

*Section 1: The officers of this club shall be a President, Vice-President, Secretary/Treasurer, and Activities Coordinator. These officers will comprise the Executive Board.*

*Section 2: The President presides at all meetings, appoints committee chairpersons, and serves as a liaison to the Student Engagement office.*

*Section 3: The Vice-President assumes the duties of the President in his/her absence, and represents the club at the Student Government Association Advisory Council meetings.*

*Section 4: The Secretary/Treasurer takes minutes at meetings, prepares agendas, keeps list of member's names and addresses, keeps records of financial transactions, and follows college financial policies and procedures.*

*Section 5: The Activities Coordinator is responsible for planning, facilitating, and publicizing all club activities.*

## **ARTICLE V: ELECTIONS AND NOMINATIONS**

Include any rules and procedures for how elections and/or nominations should happen. Include how often they will be held, the term of office for positions, the process for elections (ballot types, who votes, etc.)

*Sample: Elections and Nominations*

*Section 1: Elections of officers will take place at the final general meeting of the Spring semester. Officers will be elected by majority vote of the members. The term of office will be the following academic year.*

*Section 2: The process for elections will be done at the discretion of the outgoing President with consultation from the Advisor. If any members have an objection to the process selected for elections, then the organization shall proceed with a secret ballot*

*Section 3: Students running for office must be current credit students and maintain a minimum GPA of 2.0.*

## **ARTICLE VI: REMOVAL OF OFFICERS**

This article should describe the grounds in which a person can be removed from office. What is the procedure? What sort of vote occurs? How many votes are needed to successfully remove the person from office? (majority of membership, 2/3 vote, etc.). What are the ultimate

consequences? Does that person retain membership in the organization? Can they be eligible to run for that or any other office in the future?

*Sample: Removal of Officers*

*Officers may be removed from office for failure to fulfill their constitutional duties with a two-thirds vote of the general body. The officer in question must be notified of the vote of removal at least one week in advance and shall be granted the opportunity to speak before the general body prior to the vote.*

## **ARTICLE VII: REPLACEMENT PROCEDURES**

What is the required protocol to fill a vacant position? When is the election held? Is the election held in a normal fashion or will a different vote be required?

*Sample: Replacement Procedures*

*Section 1: If the President position becomes vacant the Vice President will fulfill that position unless they chose not to in which case this position will be filled just like the other positions as outlined below.*

*Section 2: To fill a vacant position, an emergency election will be held at the next general meeting. The election process will be the same as the regular election process for officers requiring a majority of members present to vote in favor of a candidate*

## **ARTICLE VIII: MEETING RULES**

Include the frequency of general meetings and/or executive board meetings. Also include any procedures for how meetings will be conducted if applicable

*Sample: The Paralegal club will hold a general membership meeting every two weeks during the academic year. The Executive Board will meet monthly as needed.*

## **ARTICLE IX: ADVISOR**

State the criteria and duties of a faculty advisor. Ideally the advisor will have an interest and/or expertise in the area related to the club.

*Sample: Advisor*

*This organization shall, at all times, have at least one Advisor who is a faculty or staff member of Anne Arundel Community College. The duties of the advisor are to attend club meetings and provide assistance and guidance to the club as desired, requested or as he/she deems*

*appropriate. The advisor serves as a resource and is responsible for organizational adherence to all college policies. The advisor also serves as a liaison with the Office of Student Engagement*

## **ARTICLE X: COLLEGE POLICIES**

***\*Note: This article must appear in the constitution verbatim as indicated below.***

This organization is to abide by all AACC policies as outlined at <http://catalog.aacc.edu/content.php?catoid=2&navoid=115>

## **ARTICLE XI: AMENDMENTS**

What are the requirements for amendments to be made to this constitution? Note that regardless of your process for approving amendments within your organization, all amendments require approval from the Student Government Association Advisory Council.

*Sample: Amendments*

*Amendments to this Constitution must be approved by a 2/3 majority vote of the organization's regular membership. Amendments must be approved by the Student Government Association Advisory Council.*

## **ARTICLE XII: RATIFICATION**

***\*Note: This article must appear in the constitution verbatim as indicated below.***

This constitution shall be considered adopted when it has received a majority vote of approval from the Student Government Association Executive Board and Advisory Council.