

Guidelines for Writing a Constitution

Preamble

Article I: Name - The official name of the organization

Example:

“The name of this organization shall be The Computer Technology Club (hereafter identified as CTC). It shall be governed by the articles and amendments to this Constitution, bylaws, and College policy and regulations.”

Article II: Purpose – Include objectives and purpose of the organization

Example:

“It shall be the purpose of the CTC to provide information regarding computer technology and trends to the student body, to promote understanding and support of technology and to assist incoming students in use of technology on campus.”

Article III: Membership – There may be guidelines, but the organization must be open to all students.

Example:

“Section 1: Eligibility: Organization membership is open to all Harrisburg Area Community College students who express a desire to participate in CTC activities and meetings.

Section 2: Duties and Responsibilities: Although all students at Harrisburg Area Community College are welcome to participate in CTC activities and events, CTC members have duties and responsibilities which include:

- a. Attendance – indicate expectations of meeting, activity and event attendance.
- b. Committees – indicate expectation of serving on organization committee. (i.e. all members will serve on a minimum of one committee per semester. However, members may serve on more than one committee at a time, but at no time will have any more than one vote in any matter).
- c. Qualifications – indicate requirements to be a member in good standing. (i.e. all organization members must be current HACC students, any GPA or credit requirements. Also indicate expected action if qualifications are not met)

Section 3: Inactive memberships (if applicable).

Section 4: Alumni memberships (if applicable).”

Article IV: Officers – List positions of leadership, position duties and responsibilities.

Example:

“Section 1: The following shall be known as Executive Officers: (list titles of office, i.e. President, Vice-President, Treasurer and Secretary).

Section 2: List expectation and qualifications to perform all executive leadership positions.

Section 3: Position – Powers and Duties

Section 4: Position – Powers and Duties

Section 5: “ “

Continue with sections as needed.”

Article V: Committees – List standing/ad-hoc. (Ad-hoc is designed for a specific task and when their work is completed, disband).

Example:

Section 1: Public Relations Committee is charged with developing and implementing a yearly calendar of CTC activities and events as approved by SGA that will promote active involvement of the HACC student body.

Section 2: _____ Committee is charged with

Continue with sections as needed

Article VI: Elections – List guidelines, qualification, eligibility, timeline, etc.

Example:

Section I: Spring Semester Elections - General elections shall be held at the end of the spring semester each academic year, no later than the third week prior to the last day of classes.

Section II: Fall Semester Elections - Fall elections shall be held no later than the sixth week of the fall semester.

Section III: Voting eligibility is limited to active organization members.

Section IV: Voting results – For each office, the nominee receiving the most votes shall be declared the winner. In case of a tie, a second ballot shall be held.

Article VII: Meetings – Frequency; officer and member meetings; special meetings, etc.

Example:

Section 1: Meeting locations will be coordinated by the President and the Advisor, and posted by the Secretary. The time of the meetings shall be such as to encourage attendance of the members of the organization, as often as possible.

Section 2: Executive Office meetings shall be held bi-weekly, or as needed and must be attended by all executive officers.

Section 3: Organization meetings including executive officers and general membership shall be held monthly or as needed as deemed necessary by the executive officers and called by the Presidents, and must be attended by all officers of the organization. All students are encouraged to attend.

Continue with sections as needed.

Article VIII: Amendments and Bylaws – Bylaws govern the internal operations of the organization (the month-to-month and yearly procedures which can be changed easily).

Example:

The addition or deletion of bylaws can be established at any time with a majority vote of the membership and officers present at a meeting of the organization. Amendments will be read one month during an organization meeting and voted on the next month during the organization meeting.

This Constitution may be amended at any time with a two-thirds (2/3)-majority vote of all members present at a meeting of the organization.

Section 1:

Section 2: _____ Committee is charged with

Continue with sections as needed.