

# Club Charter Guidelines

## **Definition**

A written document that establishes and defines the club purpose and goals as to not duplicate the goals of an existing student organization as well as certifies compliance with any and all Student Senate, Student Life and College policy related to the group or individual students as members.

**Official Organization Name:** \_\_\_\_\_

## **Article I. Purpose of Organization/Mission Statement**

(Define in paragraph form the goals, objectives, and purposes of this organization. State what the organization will contribute to the quality of campus life at NCCC. State any other relevant information.)

## **Article II. Membership**

Eligibility – All currently matriculated students registered for at least three (3) credit hours are eligible to join any recognized club or organization. There is no limit to the number of clubs/organizations a student may join; however students are limited to holding no more than two (2) officer positions at a given time.

Definition of active member – (State any special requirements this organization sets to be an active member. State what a person must do in order to maintain active membership (attending minimum number of meetings, assisting with programs, etc). List different types of membership.)

## **Article III. Meetings and Voting**

**Section A.** A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as (Each organization will establish the size of its quorum, but it must be between 1/2 the organization's active membership and 2/3 of the organization's active membership).

### ***Section B. Voting***

Voting on any issue shall be official only if the meeting is valid.

All members shall have equal voting power.

Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **Article IV. Officers and Qualifications**

### ***Section A. Officer Positions***

(In this section, list the titles of all officer positions and qualifications to hold their offices, such as minimum semesters of participation or term limits. All student groups must have a Club Council Representative on their roster.)

### ***Section B. Duties of Officers***

All officers shall enforce this constitution.

The [specified officer] shall preside over the meetings and shall maintain organization within the group, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.

(State the duties of additional officers as necessary.)

### **Section C. Nominations and Elections**

Nomination and Elections Procedure - (State nomination and election procedures.)

\*Timing of Elections - between March and April, for the fall semester.

\*Vacancies - (State procedure to fill vacant offices.)

\*Term of Office – (Suggested length is one year.)

## **Article VI. Finances**

### **Section A. Funding**

### **Section B. Budget Process**

## **Article VII. Meetings** (Student group should determine dates, times and locations, and frequency of meetings. Any changes to the schedule should be forwarded to Student Life.)

## **Article VIII. Adoption of the Constitution**

**Section A.** Two-thirds of the active membership, or more if the organization decides, must approve the constitution.

**Section B.** This constitution will be ratified upon approval of the Student Senate.

**Section C.** This constitution shall not conflict with the Student Senate constitution or by-laws.

## **Article IX. Amendments**

Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

## **Article X. By-laws**

**Section A.** At least a 2/3 majority of the active membership must approve the by-laws and any amendments.

**Section B.** By-laws should not conflict with this constitution or the Student Senate constitution or by-laws.

## **Article XI. Hazing Policy**

Hazing, which is any act that endangers the mental or physical health or safety of any student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any group or organization is not permitted by the [organization].

## **Article XII. Discrimination Policy**

The [organization] of Niagara County Community College does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

All clubs and organizations are open to any and all students that meet the eligibility requirements listed in Article II.