**Instructions for Use**

If you are a nationally recognized club/organization, you may already have pre-established constitution/bylaws. If so, please obtain a copy, review it, and adapt it to accurately represent your specific club/organization while at the same time, ensuring that it fully aligns/complies with the nationally recognized club/organization. (For example, McDonald’s is a national corporation with many franchises that operate on the same general set of governing rules/regulations who also have some of their own rules/regulations.)

The Club Constitution/Bylaws template provided below is a highly generalized, standard template. Since every club/organization is different, it will need to be reviewed and adapted to fit your specific club/organization. The highlighted areas will need to be completed for sure, but it is each club/organization’s responsibility to ensure that all of the verbiage accurately reflects your club/organization as it is an official document that governs everything you do.

Prior to submission for approval, please delete all instructional verbiage (directions in parenthesis used for guiding purposes only), highlighting, and any sections that do not apply to your club/organization.

If you have any questions, feel free to stop by the Campus Life/Student Senate Office (Heartland B024) or contact:

Shaun Keeley

Director of Campus Life

[skeeley@sctcc.edu](mailto:skeeley@sctcc.edu)

(320)-308-5922

**ST. CLOUD TECHNICAL & COMMUNITY COLLEGE (SCTCC)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB CONSTITUTION**

**ARTICLE I - NAME**

The name of this student club shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “the club”).

**ARTICLE II – PURPOSE**

**Section 1:** To serve as an official form of gathering for students interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Section 2:** The club will work to promote \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on SCTCC’s campus through events, activities, educational, and philanthropic initiatives.

**Section 3:** To create an opportunity for all students to get connected and be involved within SCTCC’s campus and within the greater community.

**ARTICLE III – MEMBERSHIP**

**Section 1:** The club will be open to any and all students enrolled at SCTCC.

**Section 2:** Club/organization members shall be responsible for attending club/organization meetings, participating in events and activities, and positively representing the club/organization at all times - both on and off campus.

**Section 3:** The club/organization does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership in a local commission as defined by law.

**ARTICLE IV – OFFICERS**

**Section 1:** The Club Officers shall be the President, Vice President, Secretary, Treasurer, Designated Student Senate Club Delegate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list any other Officers – i.e. Public Relations, etc.).

**Section 2:** Club Officers will be elected by the club’s members. The election process will be decided upon by the club each year and results will be shared with the club advisor(s).

**Section 3:** The President shall: (duties listed are general/standard – add, change, and/or delete as applicable)

1. Preside over club meetings.
2. Act as a liaison between the club and students, faculty, and staff.
3. Ensure other club officers are performing their duties.
4. Manage and direct the activities of the club.

**Section 4:** The Vice President shall: (duties listed are general – add, change, and/or delete as needed)

1. Act on behalf of the President when needed.
2. Assist the President in duties as requested.

**Section 5:** The Secretary shall: (duties listed are general – add, change, and/or delete as needed)

1. Take accurate minutes during club meetings.
2. Communicate with club membership as needed.

**Section 6:** The Treasurer shall: (duties listed are general – add, change, and/or delete as needed)

1. Keep accurate record of club finances.
2. Report the use of finances to the club.

**Section 7:** The Designated Student Senate Club Delegate shall: (duties listed are general – add, change, and/or delete as needed)

1. Serve as a liaison between the Club/Organization and Student Senate.
2. Attend all Student Senate meetings.
3. Communicate/Report all Student Senate News, Updates, Events, and Activities back to the Club/Organization.

**Add additional Sections as needed (one per Officer)**

**ARTICLE V – CLUB OPERATIONS**

**Section 1:** A club meeting schedule shall be established at the first club meeting directly after Permanent Club Recognition approval by Student Senate.

**Section 2**: Quorum shall be defined as half of the membership present plus one (50 plus 1), and is required for business to take place.

**Section 3:** The club must select an SCTCC faculty or staff employee to be their club/organization advisor.

**ARTICLE VI – METHOD OF DISSOLUTION**

**Section 1:** The club may be dissolved by one or more of the following methods:

1. By a majority vote (50 plus 1) of the club membership.
2. Closing of the College.

**Section 2:** In the case of a club dissolution or inactivity, all club/organization funds shall be returned (disbursed) to the general Campus Life Student Activity Fund. Club inactivity is defined as two academic years and will result in automatic dissolution of funds. (If a nationally recognized club/organization, make sure to check this as it may be specified there.)

**ARTICLE VII – CLUB CONDUCT**

**Section 1: School Policies**

Club/Organization members will conform to all school regulations outlined in the Student Handbook including but not limited to the Code of Conduct, Equal Opportunity, Cultural Diversity, and Nondiscrimination. Members who are in violation of the code of conduct are subject to a full investigation by the conduct officer. Club officers and members can be subject to removal with or without cause.

**Section 2: Removal of Club Officers**

By a majority vote of the club’s membership by written ballot, and in consultation with the club advisor, the club shall have the authority to remove any club officer from their position for:

1. Disciplinary reasons.
2. Failure to perform duties as stated in the Club/Organization Constitution.
3. Academic/behavioral probation and/or suspension.

**Section 3: Code of Conduct**

See Minnesota State Policy 3.24; Procedure 3.26.1

St. Cloud Technical & Community College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. This Student Code of Conduct, in tandem with the College’s Expect Respect behaviors, help ensure a learning community that is vibrant and respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests. In addition to students understanding their rights and responsibilities, St. Cloud Technical & Community College expects that each student will obey the laws enacted by federal, state, and local governments. In addition, there are certain rules and regulations governing student conduct that have been established by St. Cloud Technical & Community College and the Minnesota State Colleges and Universities Board of Trustees (Minnesota State). Persons who fail to act accordingly may be subject to disciplinary actions as set forth in the Student Code of Conduct.

**Off-campus Conduct**

St. Cloud Technical & Community College and the Minnesota State Colleges and Universities reserve the right to review student behavior that occurs off campus if the behavior violates college policy; local, state or federal laws; or adversely affects the educational or service interests of the college. In addition to maintaining the confidentially of each case, the College also ensures that alleged violators will be afforded due process in investigating their conduct. To access a complete copy of the Code of Conduct listing disciplinary offenses, sanctions for conduct violations, disciplinary procedures, appeal process, and record retention, please go to https://www.sctcc.edu/policies.

**Section 4: Equal Opportunity**

St. Cloud Technical & Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud Technical and Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Second 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints, or grievances concerning the application of affirmative action, equal opportunity, or Title IX at SCTCC should be referred to the affirmative action officer, Deb Holstad, located in room 1-403, or telephone (320) 308- 3227, DHolstad@sctcc.edu. Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the Student Support Manager, who is located in Office 1-401, or telephone (320) 308-5096, acc@sctcc.edu.

**Section 5: Cultural Diversity**

St. Cloud Technical & Community College students are members of a college community that is committed to creating an inclusive and equitable environment that welcomes a diversity of opinions and ideas for students, faculty, and staff of all cultures. The college does not tolerate racism, harassment, or any derogatory remarks about a student’s race, sexual orientation, class, age, gender, or physical limitations. The best and most effective learning environment for tomorrow’s leaders is a multi-cultural setting.

**Section 6: Nondiscrimination Policy Statement**

See Minnesota State Policy 1B.1 Policy Statement

St. Cloud Technical & Community College and Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited. Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited.

Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual’s employment, education, use of college services, or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including, but not limited to, students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

**Investigation and Resolution**

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, discrimination, or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the SCTCC designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about, or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

SCTCC’s Designated Officers (To report discrimination/harassment): Student Complaints – Carol Brewer, Director of Safety and Security office 1-401Y, carol.brewer@sctcc.edu, office 1-401 phone: (320) 308-6158. Employee Complaints – Deb Holstad, Human Resources Director, office 1-403C, DHolstad@sctcc.edu, office phone: (320) 308-3227.

**ARTICLE VIII – METHOD OF AMENDMENT**

**Section 1:** This constitution shall become effective upon a majority vote (50 plus 1) of the initial club membership, approval by the SCTCC Student Senate, and the Director of Campus Life.

**Section 2:** Proposed changes or amendments to this constitution may be made by any current member in good standing and must be submitted to the club/organization in writing one week before it comes to a vote and must receive a majority vote (50 plus 1) of the club’s membership.

**Section 3:** The club/organization constitution/by-laws will be reviewed by the club annually.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Club/Organization President Date

St. Cloud Technical and Community College (SCTCC)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Club Advisor(s) Date

St. Cloud Technical and Community College (SCTCC)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Student Senate President Date

St. Cloud Technical and Community College (SCTCC)

Date Created: \_\_\_\_\_\_\_\_\_\_\_\_\_\_