

Pikes Peak State College

Student Club/Organization Constitution Template

A Constitution contains the fundamental principles that govern an organization's operations. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will allow members and potential members to have a better understanding of what the organization is about.

Constitution of the (Name of Organization)

Pikes Peak State College

Article I

Name

The official name of the organization shall be *(Name of Organization)*.

The name under which you charter is specific or local to the Pikes Peak State College. You should not charter an organization under any name that is used by or may be confused with any group off-campus. Any exceptions to this should be discussed with the Office of Student Engagement and Leadership prior to beginning the chartering process.

- Section 1 State if this organization is affiliated with a local, state, national, or international organization. *(If affiliated with an outside group, a charter of the affiliated outside group must accompany this constitution).*

Article II

Purpose

- Section 1 State the purposes of the organization (remember all Club activities must relate to the purposes of your organization).

- Section 2 State how the organization proposes to achieve the purposes (such as through lecture, forums, study groups, etc.).

Article III

Membership

- Section 1 Membership in the organization is open to any currently enrolled Pikes Peak State College student. Only PPSC students may serve as officers in the organization and have voting rights. Former PPSC students, faculty and staff, and local community members may participate in the club, but cannot hold office or vote.

- Section 2 This section should explain how a student becomes a member and remains a member in good standing. *(*Organizations may specify a specific number of meetings/events prospective members must attend before they can become an official/voting member)*

Clubs cannot exclude or kick out students from general membership of the club. This can only be done by the PPSC Director of Student Engagement and Leadership, Dean of Students, or Vice-President of Student Services.

Article IV

Equal Opportunity Notice and Anti-Hazing Notice

Section 1

The constitution must state that the organization will not discriminate on the basis of to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

Section 2

The organization shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave or disassociate without fear of retribution or harassment.

Article V

Authority and Responsibility

Section 1

Authority:

The organization operates under the authority of the Pikes Peak State College Student Government Association (SGA).

Section 2

Power:

The officers of the organization have the power to administer and enforce the constitution and bylaws of the organization.

Section 3

Responsibility:

The organization will adhere to the policies and procedures of Pikes Peak State College and the Colorado Community College System (CCCS), including, but not limited to the SGA Constitution and Bylaws and the Student Code of Conduct. The organization will also adhere to the laws and regulations of City of Colorado Springs, El Paso County, and the State of Colorado.

Article VI

Officers

Section 1

Titles:

The organization must have the positions of President, Vice President, Secretary and Treasurer. These officers comprise the Executive Committee. Clubs are permitted to combine the position of Secretary and Treasurer to form one position. Other officer positions are at the discretion of the club.

Section 2

Qualifications:

All officers must be currently enrolled credit students, carrying a minimum of three credits and members of the organization. Club Officers are also required to maintain a 2.0 GPA or higher and have no student judicial record at PPSC. Club officers must go through Club Officer training with the Office of Student Engagement and Leadership.

Section 3

Term of Office:

The term of office shall be one semester/one year at PPSC, from the day Full Term Classes Begin until the day Full Term Classes End or from June 1 to May 31.

Section 4 Elections:

Election of officers shall be held semesterly/annually. No less than two weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor or through an application system. Candidates must accept the nomination. Elections will be done by secret ballot. The person receiving majority vote will be elected. Elections must be run by the advisor and club members who are not running in the election. Clubs may seek the assistance from SGA to run their elections.

This section should detail how officers are nominated and elected. Only members in good academic standing may nominate, be nominated and vote; elections shall be by secret ballot and require a simple majority of members present. Student Engagement and Leadership MUST be notified of who officers are and when positions are vacated/replaced. We encourage elections to occur towards the end of term in preparation for the following term to facilitate a smooth transition from officer to officer and continuity of services from the College.

Section 5 Duties of Officers (examples):

Section 5.1 - The President:

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the Executive Committee, directs the budget
4. The president shall convene and preside at all meetings

Section 5.2 - The Vice President:

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.

Section 5.3 - The Secretary:

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the Executive Committee.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section 5.4 – Treasurer:

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.

3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

- Section 6 **Resignation:**
An officer can resign by submitting a letter to the club advisor, club president, and/or the Director of Student Engagement and Leadership at PPSC and meeting with their successor prior to resignation being effective.
- Section 7 **Removal of Officers:**
Any officer who fails to fulfill the responsibilities, duties, and/or minimum qualification of the position, engages in abuse of power of office, engages in behavior and conduct unbecoming of an officer/student leader may be removed as an officer by a unanimous vote of the other members of the Executive Committee. The Executive Committee along with the Advisor must meet with the Director of Student Engagement and Leadership prior to the removal of an officer. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with a majority approval of the membership.
- Section 8 **Vacancies**
A vacancy shall be declared when an officer leaves the institution, resigns, or is removed from office. Any vacancy which may occur in an office shall be filled by appointment by the president of the organization pending approval and ratification at the next group business meeting. Once the vacancy has been filled, an updated Club Registration/Renewal Form must be completed and submitted to Student Engagement and Leadership.
- Section 9 **Student Engagement and Leadership Training Requirements**
All clubs are required to attend Club Trainings provided by Student Engagement and Leadership's Involvement and Leadership (iLead) Team. To meet this requirement, a minimum of one officer must attend each of the monthly trainings seminars presented by SEL's iLead Team. (Different Officers may attend different training seminars, and advisors are only required to attend the Officer/Advisor Training once a year.)

Article VII

Section 1

Advisor(s)

Eligibility

Advisors to student organizations shall be permanent, full-time or part-time, employees at Pikes Peak State College. Adjunct faculty must serve at least one semester at PPSC to qualify. Temporary and student employees cannot serve as a club advisor.

Section 2

Selection:

The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Engagement and Leadership. Clubs are encouraged to recruit more than one advisor.

Section 3 **Term of Service:**
The advisor shall be approved yearly by the general membership of the organization. Should the organization choose not to approve the advisor, the organization must select another employee to serve as the advisor and have the advisor approved by the Director of Student Engagement and Leadership. The advisor may resign by submitting a letter to the Director of Student Engagement and Leadership.

Section 4 **Duties of Advisor (example):**
1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.
6. The advisor must attend all organization activities, events, and meetings.

Article XII Committees

Section 1 **Establishment:**
The Executive Committee may establish both standing and special committees. Members shall be appointed by the President subject to ratification by the organization during a regular business meeting.

Section 2 **Responsibilities;**
The purpose and duties of the committees shall be defined in this constitution.

Article IX Finances

Section 1 **Student Government Funding**
The organization can request funding from SGA, each Fall and Spring semesters, for club meetings, events, and activities. Approval of said funds are subject to a general vote by SGA and final approval by the Director of Student Engagement and Leadership.

Section 2 **Fiscal Year:**
The fiscal year of the organization shall be from July 1 to June 30 (at your discretion).

Section 3 **Dues: (Optional)**
The organization has the option of charging dues, which shall be collected and held in an on-campus account, which will be managed by the Office of Student Engagement and Leadership. The amount of dues shall be determined each year by the organization's officers. The amount set for dues shall not unduly prohibit students from joining the organization and

waivers or scholarships shall be offered by the organization for members who are unable to afford the dues.

Section 4 Fundraising: (Optional)

The organization may generate revenues through fund-raising activities approved by the Office of Student Engagement and Leadership. Money collected via fundraising shall be collected and held in an on-campus account, which will be managed by the Office of Student Engagement and Leadership. Appropriate accounting procedures shall conform to college and state policy.

Article X Meetings

Section 1 Open Public Meetings:

All general meetings of the organization shall be open and public, and all persons shall be permitted to attend any meetings.

Section 2 Notice of Regular Meetings:

At least 2 days' notice shall be given for each regular business meeting.

Section 3 Meeting Location

Club meetings must be held at one of the PPSC campuses and/or online; Approval must be received from the Director of Student Engagement and Leadership to hold regular meetings off-campus.

Article XI Interpretation

The interpretation of the Constitution shall be the responsibility of the organization's President, with advice from the Advisor. Initial appeals to interpretation will be made to the Advisor and subsequently, the Director of Student Engagement and Leadership.

Any interpretation of the Constitution shall be made with the view of its basic principles, which are to increase and foster student responsibility, interest, and participation in the activities and programs of the organization.

Article XII Amendments

Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization. Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each previously recognized corresponding article or section null and void.

This constitution is hereby authorized by:

Lead Advisor

Date:

Club President

Date:

Director of Student Engagement and Leadership

Date

For Assistance writing or trouble-shooting your club constitution, please contact the Student Engagement and Leadership's Involvement and Leadership Team.