

A GUIDE TO CHARTERING A STUDENT ORGANIZATION AT MCHENRY COUNTY COLLEGE

Beginning a new organization can be a rewarding experience. You will bring to the campus community an opportunity to share in your ideas and ideals.

All McHenry County College student organizations need to file for formal recognition by following the procedure listed.

STEP 1: APPLICATION TO CHARTER A STUDENT ORGANIZATION

Provisional recognition will be granted to student groups for the purpose of establishing the formal organization of the group. Groups granted provisional recognition will have ONE SEMESTER in which to complete the registration process to become a formally recognized student organization. The **attached application** should be submitted to the Coordinator of Student Life & Campus Activities to receive provisional status.

Once this information is filed with the Coordinator of Student Life & Campus Activities, your proposed organization may use college facilities for ORGANIZATIONAL TYPE MEETINGS ONLY. Campus resources may be used to advertise these meetings as well. You may not promote any college-wide events or use the name of the college in any way which would cause the college to appear to approve your group, or its events, before final recognition is granted. Remember, this provisional recognition is in effect until all materials are turned in.

STEP 2: SELECT AN ADVISOR

The advisor you choose for your club/organization must be a McHenry County College faculty or administrative staff member, 21 years of age or older. This person may not be on leave of absence at any time during the year. Also, his/her appointment must be approved by the Coordinator of Student Life & Campus Activities. This person must fill out the Advisor Agreement Form (attached), indicating his/her willingness to serve as advisor to this group. An off-campus advisor may not fulfill the duties of a McHenry County College advisor. You may obtain information on advising college clubs and organizations from the Student Life Office.

STEP 3: VERIFICATION OF ELIGIBILITY

Officers and all members must meet McHenry County College eligibility requirements which are stated in the Student Handbook. All members must be of student status, with a cumulative grade point average of at least 2.0 on a 4.0 scale and in good standing with the college.

STEP 4: CONSTITUTION

You will receive a sample “MODEL CONSTITUTION” as a guide to follow. All information indicated in the sample must be included in your constitution. Take the time to read the instructions carefully and to be explicit whenever possible – remember, this constitution must stand for future club officers to guide your organization as it was originally intended. If your organization belongs to a national organization or has a parent club which also has a constitution or by-laws, do not include any of their requirements in your McHenry County College constitution, as it must stand alone to represent your affiliation with this college. A separate copy of their constitution/by-laws should also be submitted.

STEP 5: MCHENRY COUNTY COLLEGE APPROVAL

After your Constitution has been approved, you will meet with the Coordinator of Student Life & Campus Activities to review student organization policies. At this time, you will receive a current-year registration form that must be completed and turned in to the Office.

STEP 6: RECEIVE ACCOUNT NUMBER FROM HUMAN RESOURCES

The advisor must meet with the Human Resources Department to receive a budget account number for the student organization.

STEP 7: BE ACTIVE!

Congratulations! You have completed the necessary provisions and you are now an official MCC student organization!

Please contact Talia Koronkiewicz, Coordinator of Student Life, with any questions and to officially start the chartering process.

Talia Koronkiewicz
tkoronkiewicz@mchenry.edu
Stulife@mchenry.edu
815-455-8772
A252

McHenry County College
Application To Charter A New Student Organization

1. Name of the proposed student organization.

2. Name of the interested faculty/staff advisor.

3. Purpose and objective of the organization.

4. Statement of need for the organization on the McHenry County College campus.

5. Do you discriminate in any way in terms of race, color, sex, religion, national origin, financial or social status?

6. Identify names, email addresses and telephone numbers of all committed organization members, along with any temporary positions they hold. **Five members must be committed in order to proceed with chartering the organization.** At the minimum, a temporary President must be established.

McHenry County College

Student Organization Advisor Agreement Form

McHenry County College requires that all recognized student organizations have a full time faculty or administrative staff advisor. Advisors help guide the group in accordance with the purposes and ideals of the College. They do not directly control the groups programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities of the advisor will vary depending on group needs.

Expectations for advisors at McHenry County College:

- Guide the group in accordance with the purpose and educational objectives of the College.
- Supervise the financial procedures followed by the organization handling its funds.
- Help increase awareness of both students and staff of the student organization
- Be familiar with the policies listed in the MCC student organization handbook.

Considerations for advisors at McHenry County College:

- Help the officers of the organization consider issues that relate to ideas being approached by the organization.
- If an idea is inappropriate, the advisor should challenge the students to consider other alternatives.
- Informational meetings are encouraged for open and worthwhile discussions.
- The advisory may wish to periodically evaluate the officers in their effectiveness as an officer of the organization.

By signing your name and completing this form, you are agreeing to the terms listed above. The Student Life & Campus Activities Office will keep this form on file for the term of the officers in the organization. If your position changes with the organization please inform the Student Life Office as soon as possible. This form needs to be filled out every time officers are elected.

Name of Organization: _____

Faculty/Staff Advisor: _____ Signature: _____

Campus Address: _____ Department: _____

Phone: (Office) _____ Phone: (Home) _____

Email Address: _____

MODEL CONSTITUTION -- SAMPLE

INSTRUCTIONS:

All constitutions must contain the information indicated in these sample constitution provisions, and in the same sequence. **Material in bold must be included.** Additional information may be added where appropriate, but simplicity is recommended.

NAME OF ORGANIZATION

McHenry County College

Date: _____

ARTICLE I

PREAMBLE

SECTION 1

PURPOSE: General

The (add name of YOUR organization) exists to enrich and contribute to the McHenry County College community.

SECTION 2

PURPOSE: Specific

(Be as specific as possible regarding the purposes of your club. Use separate sections for each purpose, making complete sentences.)

SECTION 3

NONDISCRIMINATION

The (add name of YOUR organization) shall not be discriminatory in terms of race, sex, religion, national origin, financial or social status.

SECTION 4

OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of McHenry County College.

ARTICLE II

NAME

The official name of the organization shall be the add name of YOUR organization, McHenry County College. (The name of the club must be one which will not be confused with another club already existing on campus; it should be appropriate to the purposes of the club and clearly indicate the club's objectives.)

ARTICLE III MEMBERSHIP

SECTION 1 CATEGORIES OF MEMBERSHIP

(List the categories, defining each in a separate sub section [i.e., Active, Alumni, Honorary, etc..] Indicate the criteria for each type of membership.)

SECTION 2 ELIGIBILITY REQUIREMENTS

Active members must be of student status, with the minimum required grade point average (GPA) and in good standing with the college. (Add any other eligibility requirements your organization may have for active members. Be sure to include what an eligible person must DO in order to belong and remain in that category of membership [pay dues, attend a specified percentage of meetings, etc...])

SECTION 3 SUSPENSION

State the provisions for suspension of members. These may include: disorderly conduct, gross misdemeanor, GPA below 2.0, part-time student status, or other behaviors unacceptable to your organization.

ARTICLE IV OFFICERS

SECTION 1 CATEGORIES OF OFFICERS

(Enumerate the elected officers such as President, Vice President, Secretary, Treasurer, Reporter, Historian, etc.)

SECTION 2 DUTIES

The duties of each officer must be described in detail, listing according to the order of Section 1 above. Be sure to specify who has the authority to expend organizational funds, call special meetings, etc.

SECTION 3 ELIGIBILITY

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the college.

SECTION 4 REMOVAL OF OFFICERS

Please state the process for how to remove an officer if they are not fulfilling their duties. Specify who has the right to remove the officer and under what grounds.

ARTICLE V ELECTIONS

SECTION 1 NOMINATIONS

(Specify how and when nominations of officers are made, whether from the floor, by petition, by a committee, or by any other means; specify how far in advance of actual elections such nominations take place.)

SECTION 2 TIME OF ELECTION

(Specify the time when regular elections of officers will take place [the end of the Spring semester, during the month of April, between April 15 and May 15, etc.]. It is recommended that such elections take place annually during Spring prior to May 1.)

SECTION 3 PROCEDURE

(Specify HOW officers are elected: Whether by a secret ballot, a show of hands, or some other means; the percentage of votes needed, generally a plurality [whoever receives the most votes] or a majority [whoever receives fifty percent plus one of the votes cast]; and, who will be responsible for counting the votes [preferably the advisor or another impartial person]. In cases where a majority vote is required, specify procedures for a runoff election should no candidate receive a majority.

SECTION 4 ASSUMPTION OF OFFICE

(Specify when a newly elected officer will take office and how long he/she holds that office. It is recommended that officers assume office between April 15 and May 15th of each year to facilitate the rechartering of the organization and other administrative duties.)

SECTION 5 VACANCIES

(Specify the procedures used to fill a vacant office in case an officer resigns or is unable or unwilling to complete his/her term. If the procedure varies according to the office, use a separate sub-section for each procedure. In the event an election is part of that procedure, including the appropriate election provisions in a manner similar to Section 3 above.)

ARTICLE VI MEETINGS

SECTION 1 REGULAR MEETINGS

(Specify when regular meetings are to be held, whether it be once a week, every month, or by arrangement.)

SECTION 2 SPECIAL MEETINGS

(Specify the procedures to be employed in calling special meetings, who may call them, the procedures for notifying members, etc. Guard against a small number of members having the power to call a meeting and transact business. [The President, however, is usually given the power to call such

a meeting.] Remember: a quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting.)

ARTICLE VII QUORUM

(Specify in detail how many members of the club constitute a quorum for the legal transaction of business. This should be based on the number you feel must be present at a meeting to transact business. In large clubs, the percentage will be smaller than in small clubs, for example – in a club with 150 members, a workable quorum would be 20 percent, while a club with only 20 members, 51 percent would be more appropriate.)

ARTICLE VIII COMMITTEES

SECTION 1 ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chairman must meet all the eligibility requirements as stated by the college.

SECTION 2

(Specify standing committees, if any; how they are chosen; and their duties – using a separate section of this article for each such committee. If the organization has an Executive Council or an Executive Committee, it should be listed as the first standing committee.)

ARTICLE IX DUES

(Specify the manner through which dues against members are authorized [vote of general membership, action of board of officer, etc.]; the frequency of such dues [annually, by semester, etc.]; and the time and manner of their collection. Be careful not to include an actual dollar level which would require a charter amendment to change.)

ARTICLE X ADVISOR

SECTION 1 ELIGIBILITY

The name of YOUR organization shall have an advisor over 21 years of age who shall be a member of the faculty, administration, or staff of McHenry County College. The advisor may not be on leave of absence at any time during his/her term of appointment.

SECTION 2

SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization, an actual appointment will be made by the Coordinator of Student Life and Campus Activities.

SECTION 3

DUTIES

The advisor's responsibilities include attendance at organizational meetings, participation in as many organizational activities as is practical, signing all forms related to the disbursement of funds, and other duties as outlined by the office of Student Life and Campus Activities. (Add separate sections for any duties unique to your organization.)

ARTICLE XI

AMENDMENT

SECTION 1

MEANS OF AMENDMENT

(State what procedures must be taken to amend these constitution provisions for your organization. Usually this requires a presentation of proposed amendments at one meeting, followed by a vote of the membership at the next meeting. Generally a higher percentage of affirmative votes is required to approve such amendments than is needed to approve most other actions.)

SECTION 2

APPROVAL

All amendment(s) to this constitution shall be filed with the office of Student Life and Campus Activities, indicating the date and method of adoption. Any amendment(s) which change(s) the purpose or constitution's provisions shall be approved by the Coordinator of Student Life and Campus Activities before taking effect.

SECTION 3

COMPLIANCE

This constitution shall not conflict with the policies and regulations of McHenry County College, the Trustees of McHenry County College, or the State of Illinois. Any stipulations applying to all chartered organizations made by the Coordinator of Student Life and Campus Activities or the college shall be considered to be immediately enforceable, whether contained in these constitution provisions or not.