

# A GUIDE TO CHARTERING A STUDENT ORGANIZATION 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 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 Activities. This person must fill out the Advisor Agreement Form (attached), indicating his/her willingness to serve as advisor to this group. A non-employee may not fulfill the duties of a McHenry County College advisor. Student employees are not eligible to be advisors.

## **STEP 3: VERIFICATION OF ELIGIBILITY**

**Officers and all members** must meet McHenry County College eligibility requirements which are stated in the Student Organization 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. Student organizations must have a minimum of TEN members when becoming registered at MCC.

#### **STEP 4: CONSTITUTION**

You will receive a sample “MODEL CONSTITUTION” as a guide to follow. All information indicated in **BOLD** 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.

The constitution should be a work in progress and should be created by the members of the club, not just the officers and/or advisor. The Coordinator of Student Activities can meet with you throughout the chartering process to review the constitution.

#### **STEP 5: MCHENRY COUNTY COLLEGE APPROVAL**

After your Constitution has been approved, you will meet with the Coordinator of Student 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. You will also receive access to a financial account at MCC once approval is complete.

#### **STEP 6: BE ACTIVE!**

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

Please contact the Coordinator of Student Activities with any questions and to officially start the chartering process.

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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.

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**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**  
**This student organization does not discriminate based on sex, race, religion, age, disability, national origin, sexual orientation, gender-related identity, color, marital status, military status or unfavorable military discharge.**
- 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 2.0 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 15<sup>th</sup> 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. Do not be overly specific by writing the day of the week, rather include the frequency of meetings. )

**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. It is best to write this in percentages, rather than numbers because club membership numbers fluctuate from year to year.)

**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 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 Activities. A non-employee may not fulfill the duties of a McHenry County College advisor. Student employees are not eligible to be advisors.

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 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 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 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 Activities or the**



**college shall be considered to be immediately enforceable, whether contained in these constitution provisions or not.**