

Appendix C: Sample Student Organization Constitution & Bylaws
NorthWest Arkansas Community College

These may be adapted for the use of any student organization or the organization may write its own. Student organizations must submit a constitution and bylaws with the Student Organization Formation application. Constitution and bylaws should be revisited each year and revised, if necessary. Upon revision, please ensure that the Office of Student Life has an updated copy.

ARTICLE: Name

The name of this organization shall be _____

ARTICLE II: Purpose

Section 1. The purpose of _____ is to:

Section 2. The specific goals of _____ are to:

ARTICLE III: Membership

Membership shall be open to all Northwest Arkansas Community College students who meet the following criteria (specify requirements).

1. _____
2. _____
3. _____
4. _____
5. _____

ARTICLE IV: Dues and Finance

Section 1. Dues in the amount of \$_____ shall be collected from each regular member each term.

Section 2. The fiscal year of this organization shall be _____ through _____.

Section 3. All financial purchases shall be approved by the president and advisor.

ARTICLE V: Officers and Elections

Section 1. Officers. The elected officers of this organization shall be President, Vice President, Secretary. A Treasurer may also be elected to handle organization finances.

Section 2. Qualifications for Office.

1. _____
2. _____
3. _____

Section 3. Elections. The officers of this organization shall be elected annually at a general meeting of the active membership. A majority vote shall be required for elections.

Section 4. Term of Office. Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the general meeting at which they were selected.

Section 5. Vacancy in Office. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the approval of the Executive Committee. Should the office of President become vacant, the Vice-President shall automatically become President.

ARTICLE VI: Duties of Officers

Section 1. The President shall:

- A. Serve as Chairman of the Executive Committee,
- B. Appoint appropriate committees and committee chairmen,
- C. Serve as an ex-officio, non-voting member of all committees,
- D. Approve all purchases,
- E. Perform other duties for the promotion and development of the organization.

Section 2. The Vice-President shall:

- A. Assist the President in the promotion and development of the organization,
- B. Assist in planning organization meetings, and
- C. Serve in the absence of the President.

Section 3. The Secretary shall:

- A. Keep an accurate record of all business meetings,
- B. Supply promptly at least one copy of the minutes and substantiating reports to the President and make copies available to the general membership.

Section 4. The Treasurer (if applicable):

- A. Keep an accurate record of expenses and disbursements, and
- B. Present an annual financial report to membership.

Section 5. These officers shall serve on the Executive Committee, perform the duties prescribed in these bylaws, and perform such other duties as are directed by the organization advisor not inconsistent with these bylaws or other rules adopted by NorthWest Arkansas Community College.

ARTICLE VII: Executive Committee

Section 1. The Elected Officers of this organization, along with the Appointed Committee Chairs, shall constitute the Executive Committee.

Section 2. Duties. The Executive Committee shall:

- A. Adopt policies of operation for the organization,
- B. Approve committee appointments and the creation of new committees by the President,
- C. Approve appointments by the President to fill vacancies in office,

- D. Review all proposed amendments to the bylaws,
- E. Present to the general membership, with recommendations, proposed amendments to the bylaws, and
- F. Perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the President, or upon the written request of three voting members of the Executive Committee.

Section 4. Quorum. The quorum for all business meetings shall be a majority of the members of the Executive Committee.

ARTICLE VIII: Amendments

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two thirds vote of the general membership present shall be necessary for adoption of any bylaw amendment.

Student Organization Advisor

Name: _____

Signature: _____

Date: _____

Student Organization President

Name: _____

Signature: _____

Date: _____