



## STUDENT ACTIVITIES FORM CONSTITUTION TEMPLATE

Student Center, Room 519 | [activities@tc3.edu](mailto:activities@tc3.edu) | 607-844-8222, ext. 4442

All registered clubs must have on a constitution on file with the Student Advisory Board and Student Activities Office. Please fill in the information included in the template as requested. Any changes to a club constitution must be filed with the Student Activities Office by completing a new version of this form.

### ARTICLE I - NAME

**i. Official Name of the Club:**

### ARTICLE II – MISSION & PURPOSE

**i. Type of Club: (check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Academic and Professional | <input type="checkbox"/> Political           |
| <input type="checkbox"/> Arts                      | <input type="checkbox"/> Religious/Spiritual |
| <input type="checkbox"/> Cultural                  | <input type="checkbox"/> Service             |
| <input type="checkbox"/> Honor and Recognition     | <input type="checkbox"/> Special Interest    |
| <input type="checkbox"/> Other:                    |  |

\_\_\_\_\_

**ii. Club's Mission Statement: (Insert your club's Mission Statement here)**

A mission statement answers the basic question: WHY DOES OUR CLUB EXIST? An effective mission statement is concise, to the point, realistic, operational, inspirational, motivational, and informative. The mission clearly states the purpose of the organization. It is forward-thinking, positive, and describes success. **IT SHOULD NOT BE MORE THAN ONE OR TWO SENTENCES.**

**iii. National or Regional Affiliation:**

This club is affiliated with a regional or national chapter:  YES  NO

If yes, please list: \_\_\_\_\_

### ARTICLE III – MEMBERSHIP, ELIGIBILITY, DUES, AND HAZING STATEMENTS

**i. By checking each of these boxes, our club agrees to abide by the following statements:**

Active membership in this organization will consist of any currently enrolled, TC3 student who has paid an activity fee. We agree to keep a membership roster of active members.

We also define an 'active member' as follows:

*Your qualifications for membership (if any) should be included in this article. The number of meetings or activities that members are required to attend should be specified, as well as any other requirements for members.*

Any form of hazing or other physical or mental abuse or harassment and discrimination of membership on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, citizenship, military or veteran status or any other basis is prohibited.

**ARTICLE IV – OFFICERS, ADVISORS, & COMMITTEES**

***i. Definition of Officer Roles***

**PLEASE NOTE: EVERY CLUB IS REQUIRED TO HAVE A PRESIDENT AND A TREASURER.**

*Students serving in these roles must be taking a minimum of 6 credits on the Dryden campus, have matriculated status, be in good academic and judicial standing, and have paid the student activity fee.*

**PRESIDENT JOB DESCRIPTION:** *(describe the basic responsibilities of the Club President here)*

**TREASURER JOB DESCRIPTION:** *(describe the basic responsibilities of the Club Treasurer here)*

**OTHER OFFICER POSITIONS:**

TITLE: \_\_\_\_\_

JOB DESCRIPTION: *(describe the basic responsibilities of this officer here)*

TITLE: \_\_\_\_\_

JOB DESCRIPTION: *(describe the basic responsibilities of this officer here)*

TITLE: \_\_\_\_\_

JOB DESCRIPTION: *(describe the basic responsibilities of this officer here)*

***ii. Officer Selection and Removal***

Describe your process for selecting Club Officers here:

Describe your process for removal of Club Officers here:

***ii. Advisor Expectations, Selection, and Replacement***

Describe your process for selecting and replacing your advisor:

Brief description of the advisor's role in the organization:

***iii. Committee Structure***

Please list any standing committees of the club as well as a brief description of their purpose:

## ARTICLE V – MEETINGS, QUORUMS, & PROGRAMS

### *i. Meeting Time and Frequency*

Our club meets on: \_\_\_\_\_ (day of the week) at \_\_\_\_\_ (time).

We meet \_\_\_\_\_ (describe frequency).

Our committees meet:

Our meeting minutes are compiled by: \_\_\_\_\_ (role responsible).

Our meeting minutes are distributed: \_\_\_\_\_ .  
(Describe where and how minutes are distributed to club members)

### *ii. Voting Regulations*

We require a quorum for all club votes:  YES  NO

We define 'quorum' as: \_\_\_\_\_ .  
(Most groups define quorum as 2/3 of active membership)

### *iii. Standard Meeting Agenda*

The following items are included on every club meeting agenda:

### *iv. Annual Programs*

Use this section to list any annual events or programs that the club promotes, plans, and/or sponsors:

### *v. Civic Engagement Commitment*

Use this section to describe annual civic engagement programs and participation:

**ARTICLE VI – ADDENDUMS, BY-LAWS, & CLUB OPERATIONS**

*If necessary, use this space to document any additional club practices:*