**Lansing Community College**

**<Insert Student Organization Name Here>**

**Constitution**

**Article I. Name and Purpose**

* The name of this student organization shall be the Lansing Community College (LCC) <Insert Name>.
* The mission of this student organization is <Insert Mission Here>.

**Article II. Membership**

* The <Insert Name> will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
* General membership will be open to all students currently enrolled at LCC
* Members must remain in good Academic and Social standing with LCC to be eligible to receive the privileges associated with the <Insert Name>.
* Members must also comply with the policies and procedures outlined in the RSO Handbook and the Student Code of Conduct.

**Article III. Executive Board/Officers**

Section 1. General

* The Executive Board/Officers is made up four (4) officers, President, Vice President, Secretary, and treasurer.
* Each officer shall exercise the duties of the position held.
* Committees may be created by the Executive Board/Officers on an as needed basis with the Advisor’s approval.

Section 2. All Executive Board/Officer Responsibilities

* To serve as the liaison between the <Insert Name> and the Student Life Office.
* Participate in Student Life sponsored events and activities.
* Provide accurate and updates activities and status reports to your Advisor(s).
* To be knowledgeable of:
  + All officer responsibilities
  + Established LCC policies and procedures.
  + Policies and procedures outlined in the RSO Handbook.
  + The Student Code of Conduct.

Section 3. Vacancies

* The Executive Board/Officers may be appointed by the Advisor(s) of the <Insert Name> or
* They may be elected by the voting members following a standard voting procedure.

Section 4. Removal

* Any officer who fails to fulfill the responsibility of their respective office, or fails to responsibly represent the <Insert Name> may be removed.
* Officers may be removed by:
  + Recommendation by the Executive Board/Officers/Officers and the Advisor(s).
  + The Advisor(s) after discretionary discussions with Student Life.

Section 5. Executive Board/Officer Duties

* President–
* To meet and work closely with, on a weekly basis, the designated advisor(s) of LCC for mentorship, advice, and direction.
* To preside over all General, Executive, and Special Meetings.
* To create and/or facilitate the creation of an agenda for each meeting and distribute it in a timely fashion to the members.
* Vice President –
* Assume the President’s role when the President is unavailable.
* Secretary –
* To preserve and provide all written information dealing with the proper functioning of <Insert Name>.
* To conduct and/or coordinate all correspondence for visual and written publication, as directed by the Executive Board/Officers.
* To be able to effectively communicate to general members, officers and others through typed minutes, meeting agenda’s and other forms, in a timely and professional manner.

* Treasurer –
* To be responsible for giving a financial report at each General Meeting.
* To maintain a clear and accurate record of all financial dealings of <Insert Name>
* To sign and submit all financial transaction requests as approved by the general member and Executive Board/Officers to the Office of Student Life at LCC.
* To work with the Advisor and provide accurate and updated activities and status reports

**Article IV. Advisor(s)**

Section 1. General

* The Advisor(s) to the <Insert Name> must be a full or part-time LCC employee
* The <Insert Name> operates under the Student Life Office.
* The Advisor(s) assist the <Insert Name> with all administrative RSO transactions.
* To assist in the orientation of new officers, as necessary.

Section 2. Responsibilities

* Advisor(s) need to be knowledgeable of the <Insert Name> Constitution.
* The Advisor’s purpose is to oversee the activities of the <Insert Name> and to advise, and discuss activities.
* The Advisor(s) shall have no voting privileges.

**Article V. Operating Procedures**

Section 1. General

* <Insert Name> Meetings will be held as needed based on the Advisor(s) availability.
* Meeting times and locations will be decided by the Executive Board/Officers and Advisor(s).
* The <Insert Name> will communicate all meeting dates, times and locations to the Student Life Office.

Section 2. Parliamentary Procedure

* Robert’s Rules of Order is a recommended guideline to govern the parliamentary procedure in all meetings of the <Insert Name>.

**Article VI. Amendments and Bylaws**

* The Constitution will be the operating basis of the organization.
* The Constitution or by-laws may be amended the Executive Board/Officers and the Advisor(s) or by a membership vote.
* The <Insert Name> shall operate within the rules and regulations of LCC, and shall support the instructional objectives of the college.

**(The following statement is required for all student organization)**

***\* Lansing Community College does not necessarily endorse the views of this student organization.***

**For more information, please visit: *http://www.lcc.edu/studentlife/clubs\_and\_organizations/***