Name of Organization
Constitution and By – Laws
Adopted #/##/20##

Article I: Organization Name and Purpose

Section 1: The name of this organization is Name of Organization at Tomball College.

Section 2: The purpose of this organization shall be as follows:
   a) Goal #1...
   b) Goal #2...
   c) Etc...

Article II: Membership

Section 1: Any registered student (full or part time), alumni, faculty or staff at Tomball College who is in good standing with the college and fulfills the membership requirements which coincide with the purpose of the organization is eligible for membership.

Section 2: Privileges of active members include community and campus activities, voting, nominations, serve as an officer, meeting attendance, and fundraising efforts.

Section 4: In order to guarantee equal rights to all members of the Tomball College student body, equal opportunities shall be afforded to all students without regard to race, color, national/and or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical disability.

Article III: Officers

Section 1: The elected officers of Name of Organization shall be as follows: President, Vice President, Treasurer and Secretary. These officers will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:
   a) A registered student in good academic standing (grade point average of 2.00 or above) at Tomball College
b) Commitment to serve in the appointed position throughout the academic year

c) Ability to conduct themselves in a fashion that their actions will not reflect negatively on the image of the organization, its members or Tomball College

Section 3: Length of term for appointed offices will be one academic year. Upon completion of the term, officers who wish to maintain the same position must be re-elected.

Section 4: The selection of the faculty sponsor for the organization shall be voted on by the Executive Committee.

Section 5: Duties of Officers (Be sure to list responsibilities identified by your organization)

a) The presence of all members of the Executive Committee is mandatory for all regular meetings.

b) The President, who shall oversee all the meetings and activities, and who shall make sure that, at all times, the organization is abiding by the rules and regulations set forth by Student Development. In the case that a representative is needed, the president will represent the organization on its behalf except in the case where another member has been assigned.

c) The Vice-President, who shall assist and support the President in all duties and responsibilities of the organization. Oversee the needs of the organization including supplies and additional resources needed. Assist in budgeting decisions in reference to the organization.

d) The Secretary, who shall work closely with the President and Vice-President to keep abreast of organizational goals, needs, policies, and procedures. Document and communicate meeting dates and minutes. Manage and maintain all Name of Organization documents and files.

e) The Treasurer, who shall keep a comprehensive record of, and balance of Name of Organization finances and expenses. Research and report current financial needs. Maintain a positive working relationship with Student Development and Business
Office personnel. Consult fellow officers in advising on budget needs and limitations before proceeding with decisions.

**Article IV: Sponsors/Advisors**

Section 1: The sponsor of the **Name of Organization** shall work with the Executive Committee in coordinating campus activities, meetings, community service projects and other functions to ensure that **Name of Organization** achieves its objectives.

Section 2: The sponsor shall be responsible for providing guidance and leadership to **Name of Organization** members, approval of appropriate activities, and oversee the finances of **Name of Organization**.

**Article V: Elections**

Section 1: All members may nominate and vote in an election. **Elections for Executive Committee officers will take place the 1st Thursday of each semester.**

**Article VI: Election Procedures**

Section 1: Method of Nomination: An active member of **Name of Organization** can nominate a student to candidacy with an explanation of why they feel that he or she should serve/is qualified to fill the specified position. The nomination is to be followed by a motion to support given by another active member. Each position within the Executive Committee shall be voted upon separately.

Section 2: All active members of **Name of Organization** shall be allowed to vote anonymously by casting their individual votes.

Section 3: When necessary, special tasks and committees can be assigned to members by vote.

**Article VII: Meetings**

Section 1: **Name of Organization** shall meet every other Thursday of each month. Meeting dates and times will be confirmed and announced during the previous meeting.
Section 2: Emergency, special interest or additional meetings shall be confirmed by the President and/or Vice-President. Attendees will be given **at least 3 days** prior notice of meeting time, date and objective.

**Article VIII: Finances**

Section 1: Fiscal Operating Year is from September 1, 2002 thru August 31, 2003.

Section 2: No money shall be spent or guaranteed without the approval of the President, Treasurer, and faculty sponsor.

Section 3: Approval for financial spending or earning (fundraising) must include the President, Treasurer and faculty sponsor by way of at least two signatures on all original documents.

**Article IX: Amendments**

Section 1: Amendments to the organization’s constitution can only be made by a vote. All amendments shall be proposed and discussed during a regular meeting.

Section 2: If approved, copies of the amended constitution must be provided to the faculty sponsor and the Student Development Office.

**Article X: Ratification and Enactment**

Section 1: This Constitution shall become effective immediately upon its approval by a two-thirds vote of a quorum of members and the Student Development Office.

Section 2: This Constitution shall become the official governing document of the **Name of Organization** at Tomball College.
Please Note That Shaded Areas Should Be Changed To Reflect The Requirements And Responsibilities As Identified By Members Of The Organization!