

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-5610.2

FOR POLICY NUMBER: BP – 5610

STUDENT ORGANIZATION PROCEDURES – THE CONSTITUTION

1. PROCEDURE SUMMARY STATEMENT

Procedures for developing a constitution for student organizations.

2. DEFINITIONS

N/A

3. PROCEDURE

- 3.1 The constitution of each student organization is maintained by its group membership with the oversight of an approved College advisor(s) and kept on file in the Student Activities Office. This procedural document is to be used as the basis for the constitution of all recognized student organizations at Northeast Community College. The administration shall use this template in reviewing and approving the constitutions of all new and existing student organizations. Individual organization differences are permissible in the use of this tool.
- 3.2 Several items are suggested as possible options and are so indicated with an asterisk. Without diminishing the intent of this document, organization advisors and members are encouraged to add items to this template as necessary when drafting their own constitutions. The administration will allow greater latitude in style and content for student organizations that must conform to a national organization with its own constitution or set of by-laws.
- 3.3 For questions regarding the preparation or presentation of the first DRAFT constitution or to customize the organization's constitution, contact the Student Activities Office.
- 3.4 Use track changes in Microsoft Word when updating the constitution.
- 3.5 Template
The constitution template is available in the office of the Student Activities Coordinator.

4. APPLICABILITY

N/A

ISSUE DATE: 02/25/2015

EFFECTIVE DATE: 02/25/2015

REVISION DATE(S): 06/11/1998 (item #8318); 07/11/2002 (item #9142); 02/19/2009 (item #10399); 012/09/2010 (item #10741); 05/01/2014, 02/25/2015

PRIOR POLICY/PROCEDURE NUMBER: 5041.c

SCHEDULE FOR REVIEW: 2020

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: AP-5610.0; AP-5610.1; Student Organization Constitution Template

PROCEDURE KEY WORDS: student organizations; constitution