IT Club Constitution

*Monroe Community College*

**ARTICLE ONE – NAME**

*Section 1:* The Name of this organization is the Information and Computer Technology (ICT) Development Club.

**ARTICLE TWO – PURPOSE**

*Section 1:* The purpose of this club is to educate Monroe Community College (MCC) students on the process of repairing and modifying technology as well as introducing them to other aspects of the ICT field.

**ARTICLE THREE – ACTIVITIES**

*Section 1:* Club members will repair and modify equipment throughout the semester.

*Section 2:* Guest speakers will come in to talk about the ICT field.

*Section 3:* An end of the year competition will be held during which students will bring in personal technology projects they worked on, and a winner will be voted on by club members.

*Section 4:* Take tours of local establishments.

*Section 5:* Engage with each other in a social setting.

**ARTICLE FOUR – MEMBERSHIP**

*Section 1:* The regular membership of this organization shall consist of MCC students.

*Section 2:* Membership will be established by enrolling in the version control established by the club.

**ARTICLE FIVE – OFFICERS**

*Section 1:* The Executive Board of this club will consist of the President, Vice President, Treasurer, and Secretary.

*Section 2:* Qualifications for each officer: minimum GPA of 2.5.

*Section 3:* The term of office shall be one academic year unless the student graduates midway through the year.

*Section 4:* The term limit for a position shall be 1 academic year.

*Section 5*: The active president may no longer run for office after 1 year of office.

*Section 6:* Duties and Privileges of the officers:

1. President
2. *Shall serve as the executive leader at all meetings and has the right to call special meetings.*
3. *Shall work with all other officers to help with their duties.*
4. *Shall work with all other departments to organize collaboration.*
5. *May request volunteers to carry out special tasks.*
6. Vice-President
7. *Shall be an assistant to the President and carry out the President’s duties in their absence.*
8. *Shall assist in the organization of club activities and meetings.*
9. Secretary
10. *Shall carry out the president’s duties in absence of the president and the vice-president.*
11. *Shall help with contacting and coordinating with other departments.*
12. *Shall assist with promoting and advertising the club.*
13. *Shall assist with communication with the students.*
14. Treasurer
15. *Shall carry out the president’s duties in absence of the president, the vice-president, and the secretary.*
16. *Shall assist with allocating the budget.*
17. *Shall assist with organizing fundraisers.*

*Section 7:* Any officer neglecting their duties or failing to abide by the rules and regulations as set forth in the MCC Handbook shall be removed from office according to the rules set forth in the constitution.

*Section 8:* A new officer may be installed to assume responsibilities of a removed officer at the next general or special meeting.

**ARTICLE SIX – MEETINGS**

*Section 1:* Regular meetings of this organization will be held once a week with room for additional meetings for special events.

*Section 2:* All additional meetings must be approved by the president as well as one additional officer or three officers.

**ARTICLE SEVEN – ELECTIONS**

*Section 1:* Starting the second year, the club will hold an election for club officers no later than the second meeting.

*Section 2:* Only currently enrolled students are allowed to vote.

*Section 3:* Elections will be announced in the first club meeting. Only members that have attended the first meeting or have given prior notification that they will miss the first meeting will be allowed to vote.

**ARTICLE EIGHT – ADVISORS**

*Section 1:* There shall be at least one full-time faculty or staff advisor.

*Section 2:* Any faculty member that is part of the computer science or IT department are eligible to be advisors.

*Section 3:* Advisors shall advise the officers and club members in making decisions, monitor the activities of the club, sign requests for funds and events, and assume all other duties as outlined in the MCC Handbook for Clubs and Organizations.

**ARTICLE NINE – DUES**

*Section 1:* There are no dues to join the club.

**ARTICLE TEN – INCOME**

*Section 1:* Any income received from services or sales must be allocated back to the club.

**ARTICLE ELEVEN – HAZING**

*Section 1:* The organization shall in no way engage in any form of hazing. This includes physical or mental abuse, any kind of drug or alcohol pressure, or any kind of activity that can threaten the health of students.

*Section 2:* Any student that violates the hazing regulation will be immediately expelled from the club and from attending any events. They may be susceptible to punishment from the law as well.

*Section 3:* Each chartered student organization of Monroe Community College shall be responsible for an annual review of hazing regulations with all individuals affiliated with the organization at the beginning of each Fall Semester and the President and Club Advisor shall sign and return to the Student Activities Department an affidavit that attests to this promulgation.

**ARTICLE TWELVE – SEXUAL HARASSMENT**

*Section 1:* Monroe Community College strives to recognize human dignity and therefore, does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass. We believe that a person is entitled to say “no” to unwanted conduct based on sex without fear of reprisal or retribution. (This policy can be viewed in its entirety on the Monroe Community College’s website.) Violation of this policy will result in the offending member’s expulsion.

**ARTICLE ELEVEN – AMENDMENTS**

*Section 1:* An amendment will be voted for by all club members.

*Section 2:* A date of the vote and what is being voted on must be announced at least one week prior.

*Section 3:* There must be at least 2/3 of a vote to change to approve the amendment.

*Date of Ratification by Senate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*Name Date*

Constitution was prepared and agreed upon by the following people:

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CLUB OFFICERS GENERAL RESPONSIBILITIES**

Below are some of the general responsibilities for officers of clubs and organizations. Additional responsibilities are stipulated in the specific organization’s constitution and by-laws.

1. *Be familiar with your club’s constitution and by-laws and history.*
2. *Be familiar with other clubs, faculty, and staff and how they may be of assistance.*
3. *Discuss your role as an officer with the Coordinator of Clubs and Organizations, with the club faculty/staff advisor, and with other club officers.*
4. *Meet regularly with other club members to discuss projects and evaluate programs.*
5. *Involve members and other officers in the organization activities as much as possible.*
6. *Generate the officers and members’ interest in the organization.*
7. *Submit reports on activities to the Student Center Office as required.*
8. *Prepare an agenda for each meeting and take minutes of each meeting for review at the following meeting.*
9. *Maintain accurate and current files.*
10. *Maintain financial responsibility through accurate budget record keeping.*
11. *Represent your club at campus meetings as required.*
12. *Comply with all Student Center Office Policies and Procedures.*
13. *Be familiar with Roberts Rules of Order. (i.e., Parliamentary Procedures).*
14. *Recruit new members.*
15. *Publicize your organization's activity to the College community.*

**CLUB ADVISOR’S ROLE**

The Advisor’s role to guide the students is crucial for the growth and success of the club. This is why the advisor of the club, and their responsibilities must be chosen carefully. They play an integral part; therefore, they cannot be viewed as ordinary members or background faculty.

*CONTINUITY*

Maintaining the existence of the organization. Functions included: Orientation of new officers; historical perspective; interpreting institutional policies pertaining to the student club; arbitrating intra-group disputes, where necessary, and other functions related to the perpetuation of the club.

*GROUP GROWTH*

Focusing on the operational effectiveness of the group and stimulation progress toward the goals of the club. (Discourage domination of the groups by any individuals or minority groups. Function includes:

* *constructively suggesting ways, the group can better obtain its objectives.*
* *identifying techniques that can prove helpful in this process.*

*PROGRAM CONTENT*

Performing an educational function. Function includes:

* *assisting students in the planning and development of relevant and meaningful programs*
* *creating new program ideas*
* *performing practical applications of classroom skills and theories.*

These functions are compatible and can be performed in a variety of ways for clubs/organizations at the various stages of their development. While these functions can be performed in a particular sequence, in all probability the functions are best applied as the growth stage of the group dictates.

**CLUB ADVISOR’S RESPONSIBILITY**

The responsibilities outlined below constitute a “job description” for the Advisor.

A. *Resource/Consultant*

Identify available resources for the organization and provide helpful advice where necessary.

B. *Continuity*

Serve as the group’s memory and augment orientation and leadership skill workshop offered by the Student Center.

C. *Counseling*

Provide an important personal link between the student and the College.

D. *Policy Interpretations*

Know the college and/or MCC Association, Inc. policies/procedures, which govern the co-curricular program and assist in the interpreting those policies to the student officers and membership. (Reference: Policies/Procedures Manual).

E. *Evaluation*

Evaluate, with the officers, the progress of the organization for the year and submit the results of that evaluation to the Student Center.

SUPERVISION

1. Financial Matters

Assist in the preparation of the annual Student Association Budget preparation.

A. *Review with the Treasurer, the financial reports he/she provides and compare this report with the statement sent to you by the Student Center Accounting Office.*

*B. Approval of all expenditures.*

2. Organization meetings

Attend all regular and special meetings of the club to keep informed of activities and be available for consultation.

3. Attendance at Club Activities/Events

Attend club activities and events, and special meetings of the club to keep informed of activities and be available for consultation.

4. Academic Requirements

Assist the Student Center in ensuring that all Club Officers meet the requirement of satisfactory progress as defined by the College. (Reference: Policies/Procedures Manual).

5. Contractual Matters

Refer all contracts (speakers, hotel, fund raising, etc.) to the Assistant Director of Student Center for Clubs/ Organizations for review and approval. (Officers and Advisors are not permitted to initiate or authorize contracts to which Monroe Community College Association, Inc. or the College is a party.

STRUCTURAL RELATIONSHIP

Chartered clubs/organizations are one of the six major components of the co-curricular program. The other program areas include:

* *Student Government*
* *Campus Activities Board*
* *Media*
* *Intercollegiate Athletics and Intramurals*