



**PETITION TO ESTABLISH A STUDENT ORGANIZATION**

**FOR SGA RECOGNITION**

Year \_\_\_\_\_

Name of Organization \_\_\_\_\_

Advisor(s) & Best Contact Info \_\_\_\_\_

Club President & Best Contact Info \_\_\_\_\_

Purpose of this organization (as will be state in the Club Constitution)  
\_\_\_\_\_  
\_\_\_\_\_

**Our membership is:**

- Open to all TSJC students
- Structurally restricted but all are welcome to participate.

**To be considered a qualified organization you must list ONE (1) current year officer (President) and FIVE (5) members of the organization** (if you need more space for more members, please attach a separate sheet):

**Charter Members**

- |            |               |
|------------|---------------|
| Name _____ | Contact _____ |
| Name _____ | Contact _____ |
| Name _____ | Contact _____ |
| Name _____ | Contact _____ |
| Name _____ | Contact _____ |

**I, \_\_\_\_\_ (President), submit this application and request SGA recognition at Trinidad State Junior College.**

**I have attached the following supporting documents required for SGA recognition:**

- A soft (email) copy of the organization's up to date constitution
- Three hard copies of the organization's up to date constitution
- A list of up to date contacts (including a minimum of two members, advisor, club representative for SGA senate and President)

*Once recognized by SGA, we agree to comply with all SGA, college, state, and federal regulations.*

\_\_\_\_\_  
**Officer of Organization, Title**

\_\_\_\_\_  
**Sponsor/Advisor of Organization**

\_\_\_\_\_  
**Received by Speaker of the Senate**

\_\_\_\_\_  
**Executive Approval (SGA President) Date**



# SGA CLUB APPROVAL

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Student Government Association Use Only:

The \_\_\_\_\_ club has attached the following supporting documents required for SGA recognition:

- \_\_\_\_\_ A soft (email) copy of the organization's up to date constitution
- \_\_\_\_\_ Three hard copies of the organization's up to date constitution
- \_\_\_\_\_ A list of up to date contacts (including a min. of two members, advisor, club representative for SGA senate and President)
- \_\_\_\_\_ The Student Government Association Senate has been presented with all pertinent documentation, and the club has been approved on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Student Government Association President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Government Association Advisor

\_\_\_\_\_  
Date



## CLUB CONSTITUTION/BYLAWS TEMPLATE

This document is intended to serve as a model for students to follow when writing the constitution for a new or existing student organization. An official student organization may structure and govern itself in any way deemed appropriate, so long as it does not violate any criteria stated in the *Student Organization Handbook (current edition)* and the *Policies Applying to TSJC, Student Life, and/or the Student Government Association*.

- Areas to change to fit your specific club are written in RED.
- Areas with suggestions are in italicized red print.
- Areas with yellow highlight are mandatory to include.
- **You DO NOT have to follow this template if your parent organization provides a different template for you.**
- The Club Constitution becomes the guiding document for your club once approved by the Student Government Association Senate (recognized clubs.)

### **Definitions**

A constitution is comprised of the fundamental laws and principles that prescribe the nature, function and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates. As a basic structure of the organization, amendments and changes to the constitution should be difficult to make, but not impossible, and should require a high level of participation/approval from the membership.

By-laws are secondary laws, which rule or govern the internal affairs of an organization. Basically by-laws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently. Since by-laws are more “nuts and bolts” procedures, they should be easier to amend/revise than the constitution.

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**Student Government Association  
Template Constitution and By-Laws for Creating a New Student Club/Organization**

**INSERT CLUB NAME CONSTITUTION**

**ARTICLE I: NAME OF CLUB**

The name of the **club** shall be (formal name), also known as (abbreviation).

**ARTICLE II: PURPOSE OF CLUB**

The purpose of (club name) is to....

1. *Mission statement?*
2. *Promote the learning of \_\_\_\_\_ and \_\_\_\_\_ skills.*
3. *Etc.*

**ARTICLE III: MEMBERSHIP**

**Section 1.** Membership will be granted to all qualified TSJC Students without regard to race, sexual orientation, gender identity, religion, color, creed, national origin, sex, age, and/or disability.

**Section 2.** The qualifications to be a member of (club name) include....

1. *GPA?*
2. *Special skills/ program of study?*
3. *Nomination?*
4. *Etc.*

**Section 3.** All members are allowed one vote in (club name) matters, except for the President who will only vote in the case of a tie. (*Is there an attendance or other requirements to be eligible to vote, i.e. must attend 2 meetings per semester?*)

**ARTICLE IV: QUALIFICATIONS AND ELECTION OF OFFICERS**

**Section 1.** Club officers must be currently enrolled, have a minimum of a (#) cumulative Grade Point Average (GPA), and must maintain (#) credits, be a current TSJC student, and must not be on academic or social probation.

**Section 2.** Club elections will be held no later than the (day/week) of (month). Elected officers will serve (current or following) academic year for the term of one (semester or year).

**Section 3.** The election will be done by (open or secret) ballot by club members eligible to vote.

**ARTICLE V: DUTIES OF THE OFFICERS**

**Section 1.** President

- *Preside over all meetings.*
- *Call special meetings.*
- *Carry out the provisions of the constitution.*
- *Appoint committees and chairpersons.*
- *Oversee all club activities*
- *List additional activities.....*

**Section 2.** Vice President (\*\*Continue with listing your officers and their duties\*\*)

## **ARTICLE VI: IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS**

**Section 1.** All elected officers and club member may be subjected to impeachment and removal by 2/3 majority vote of the total voting membership.

**Section 2.** Grounds for impeachment are negligence and any form of misconduct which is damaging the club. An officer/member may be impeached/removed only under the following conditions:

- 2/3 of the membership must vote
- Prior to impeachment/removal there must be one week's notice of intent publicized.

**Section 3.** Any officer vacancies shall be filled by an election held within (#) weeks.

## **ARTICLE VII: MEETINGS**

**Section 1.** There must be public notice of club meetings on the Student Life Office board (located outside room 128) at least 5 school days in advance.

**Section 2.** There must be a meeting at least once per (week or month) at TSJC.

**Section 3.** Minutes must be kept of all financial action with the club (secretary or treasurer) and advisor.

**Section 4.** The treasurer will need to make a written and oral report at least once per (month or semester) at the meeting.

## **ARTICLE VIII: ADVISOR**

**Section 1.** The role of the advisor is to:

- A.** Serve as the official staff representative of the college.
- B.** Work closely with the club to ensure a cooperative relationship between the advisor, the club memberships, and the Student Life Office.
- C.** Assist each officer of the club in the understanding of their duties.
- D.** Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debt succeeding members to pay.
- E.** Assist the student to understand and apply democratic and professionalism principles within their own organizations, and in working with others.
- F.** Be present for all official club/organization meetings and activities, and to advise students of the policies and procedure which they must follow as a club/organization.
- G.** Be familiar with TSJC and Student Life club financial process.
- H.** Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.
- I.** Ensure that appropriate college policies are upheld.
- J.** To sign all club/organization requisitions/ pcard transactions for the club, and to make sure that 1) their student officer fills out documentation and signs it and 2) the Student Life Office received a copy of receipts and 3) that the expenditure is correct within all existing policies.

## **ARTICLE IX: RESPONSIBILITIES**

**Section 1.** This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college and SGA regulations. All publicity for an event must bear the name of the sponsoring club.

**Section 2.** If SGA recognized, the club must remain in good standing with the SGA, as noted in the SGA Constitution and Bylaws, in order to receive funding. If a club is deemed inactive, SGA funds will be forfeited.

## **ARTICLE X: RIGHT TO ACT**

**Section 1.** Any club officer, club member does not have the right to incur any debt or become in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

## **ARTICLE XI: AMENDMENTS TO THE CONSTITUTION**

**Section 1.** Any amendment changes requires 2/3 vote at a general club meeting and must be approved during club meetings.