

MILWAUKEE AREA TECHNICAL COLLEGE
PROVISIONS AND REQUIREMENTS
FOR STUDENT ORGANIZATION CONSTITUTIONS/BYLAWS OFFICE OF
STUDENT LIFE

In order to insure that all students have equal access to and be able to actively participate in any MATC student organization and to achieve the maximum benefits of membership in such organizations. The constitutions, bylaws, charters, or any such designated documents of student organizations shall include at least the following provisions.

The items marked with asterisks are criteria for MATC organization constitutions which are required of all student organizations on campus.

For further assistance, contact the campus Student Life Coordinator or refer to "Robert's Rules of Order." newly revised.

CONSTITUTION

PREAMBLE

*States Name of the Organization and its Purpose

ARTICLE II- MEMBERSHIP

- States the requirements and size limitation, if any, for the organization. Membership must be limited to students enrolled at MA TC.
- The organization must state that all students of MA TC without regard to race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, handicap, arrest or conviction record, veteran's status or any other protected class status have equality of opportunity for membership in the organization; or in place of this type of membership whereby all students satisfying a specific criterion of membership not based upon race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, handicap, arrest or conviction record, veteran's status, or any other protected class status shall be able to join the organization.
- Qualifications for membership should be clearly written so that a student may determine whether he/she is eligible to file an application.

ARTICLES III- OFFICERS

Contains the list of officers and their term of office in this group.

It should be up to each organization to state the qualifications for its officers. These qualifications must include that they are students of MA TC carrying a minimum of six credits, and maintaining at least a 2.00GPA.

The constitution should also contain a statement of when and how often elections are to be held, giving definite dates for terms of office and stating specifically the powers of each officer (usually stated in the Bylaws).

Appropriate provisions should be defined for the impeachment and removal of officers.

ARTICLES IV- EXECUTIVE COMMITTEE

States the makeup of the executive committee (board/council), the method of their selection, and their term of office. Provisions for vacancies of officers or other executive committee members may be included in a section under this article.

ARTICLES V -FACULTY ADVISORS

Where the choice of advisors is left to the organization, provisions, for election and terms of office of the same should be clearly stated as prescribed in the officer's clause.

ARTICLES VI- MEETINGS

States the regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

Each organization is asked to clearly define what constitutes a quorum for the purpose of conducting official business (e.g., voting). The 51% or more of active members rule is recommended.

Each organization is asked to cite the source used in resolving questions relating to procedural matters such as; Robert's Rules of Order (usually stated in the bylaws).

ARTICLES VII- AMENDMENT

Requires previous notification and also a two-thirds or three-fourths affirmative vote of those present and voting or of those present for its adoption. Amending the constitution should not be a simple process for the sake of stability in the group.

ARTICLES VIII-RATIFICATION

May or may not be necessary. If more than a majority of those present is desired a special article should be included.

BYLAWS

Sections of the bylaws deal with the following:

- Detailed material concerning members that is rights, duties, resignation and expulsion/impeachment procedures
- Provision for initiation fee. If there are any dues and assessments, include in this section. Also details regarding delinquencies.
- Date and method of electing officers and duties of the officers.
- Duties, authority and responsibilities of an executive committee.
- The names of the standing committees and the method of choosing chairpersons and committee members. The duties of the committees should also be stated
- Provision for honorary members or honorary officers, if the group so desires.
- The number constituting a quorum
- A method to amend the bylaws, usually a majority vote. It should be possible to amend the bylaws with greater ease than the constitution

Note: The constitution and any amendments to it should always carry the date of their ratification.

Organizations affiliated with another organization on a local, state, regional or national level must file a copy of the affiliate's constitution/bylaws and charter if applicable.

These are not all of the essentials for a constitution, but a guide for student organization to alert them to the basic policies of an institution and to safeguard the right of all students who enjoy the advantage of membership in such organization.

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These recommendations are based upon the premise that the existence of any student organization on an MATC campus depends upon such organization continually serving the well-rounded, intellectual student; and its existence does not depend, or at least should not depend, on any other basis.

**DUTIES/RESPONSIBILITIES GUIDELINES FOR ORGANIZATION OFFICERS.
COMMITTEE CHAIRS AND MEMBERS**

The duties of the President are:

- To preside at all student organization meetings
- To have the power to call special or emergency meetings
- To represent the organization at all functions- business and special events. In the event he/she is unable to represent the organization. he/she shall appoint someone from the organization to take his/her place

The duties of the Vice-President are:

- To assume the duties of the President in his/her absence
- To act as ex-officio member on all standing committees for the purpose of coordinating their efforts.

The duties of the Recording Secretary are:

- To keep minutes of all meetings
- To keep an accurate roll of members and attendance
- To keep a list of committees with names and addresses of members
- To preside to open a meeting in the absence of president and vice-president until temporary chairperson is selected
- To keep copies of bylaws, rules, resolutions, and all filed reports
- To prepare an order of business and agenda
- To provide stationery, ballots for voting, and other election supplies
- To be custodian of all records, other than treasurer's books
- To be custodian of voted ballots until destroyed
- To notify committee members of their appointments
- To keep a "procedure book" on which action taken by the assembly at various times is recorded for ready reference

The duties of the Corresponding Secretary are:

- To have charge of all general correspondence, not otherwise assigned
- To send out notices of meetings
- To fulfill such other duties as may be assigned

The duties of the Treasurer are:

- To keep an accurate record of all financial transactions of the organization
- To give an oral or written report at every business meeting

The duties of the Parliamentarian are:

- To advise the organization on all parliamentary procedures
- To maintain order at all meetings
- To head the counting of all votes taken for the election of officers
- To be responsible for all legislation pending immediately before the floor
- To keep a record of all resolutions and motions brought before the meetings
- To preside over all impeachment proceedings, but shall not take sides

The duties of the Historian are:

- To maintain the organization's activity manual or yearbook
- To accumulate information and material (photos, articles, reports, etc.) which will be of value in recording the history of the organization

The duties of the Committee Chairperson are:

- Discuss with the Vice-President a broad outline of objectives concerning your committee for the coming year
- Set up your own outline on how you intend to accomplish these objectives and distribute an agenda to each of the committee members
- Assemble a list of the members of your committee. Include job descriptions for each of the committee members' positions.
- Set up a schedule for regular committee meetings. These meetings should be called at the discretion of the Chairperson. Meetings can be posted in the office or placed in members mailboxes.

The success of your committee rests completely with you.

- Get your members started on specific jobs immediately. It cannot be stressed enough that the members of your committee must be constantly working toward the actual committee objective. Always research all information. Use your committee to turn assumptions into facts. When assigning work, record who the work was assigned to and the date by which the assignment must be completed. Be sure to inform your members that if a problem arises that may prevent the completion of the assignment in accordance with the assigned date, you should be contacted at the earliest possible time. This will assist in keeping the assignment on time.
- If committee members shared their e-mail, information and reminders can be communicated.
- You should have an agenda set up prior to each committee meeting in order to assure the progress of a smooth running Committee meeting.

Members-at-Large

- The duties of the Member-at-Large are to be detailed in the Constitution/Bylaws of each organization.

DUTIES FOR ADVISORS OF STUDENT ORGANIZATIONS

Advisors to student organizations must:

- Be responsible for the authenticity of information submitted on the application from, insure that all the steps for registration/reregistration and recognition of a student are completed (see “Regulations Governing Recognized Student Organizations”)
- agree to abide by regulations governing student organization
- understand and accept the policies and procedures of the college and the Office of Student Life rules and regulations as they pertain to student organizations and accept responsibility for student members actions during organization events of activities they supervise both on and off campus: and
- be responsible for verifying the eligibility of organization’s members each semester. Organization members who fail to qualify must be notified directly by the advisor who was responsible for verifying their eligibility.

Note: The law of reason states: If an advisor of a student group has taken reasonable and necessary precaution with regard to the control and supervision of a group event or activity, the advisor cannot be held responsible or liable for actions taken by the group or its members which are contrary to any law, regulation or appropriate behavior.

GETTING THINGS DONE

Getting things done at a meeting starts with your preparation for the meeting.

This preparation consists of planning the agenda, the program of things to be done at the meeting.

- How do you go about planning the agenda?
 - Consult the minutes of the previous meeting of your organization
 - Do the minutes say that any of the officers of your organization were instructed to make special reports at this meeting for which you are now preparing? Then set that fact down on your agenda under the heading of Reports of Officers indicating which officers are to report and what they are to report on.
 - Were any of the committee chairpersons instructed to make reports? If so, put that down too under the heading of Reports of Committees indicating which chairpersons are to report and what they are to report on.
 - Was any of the business of the previous meeting such as holding an election or discussing and voting on a motion, postponed to the meetings for which you are not preparing? Then record this information under the heading of Unfinished Business.

- Consult the bylaws of your organization
 - Do the bylaws require any of the officers or committee chairperson to make reports at the meeting for which you are preparing? If so, place “Reports” as a topic on the agenda and indicate who will give the report.

 - Do the bylaws require any special business to be taken up at this meeting, such as the election of officers or the appointment of standing committees or the initiation of new members? This information is placed under the heading of New Business.

- Consult the calendar of your organization.
 - Is there any social event or any service project or any other scheduled activity of your organization coming up for which preparations should be started at this meeting?
 - If so, put these things down under the heading of New Business.

- Consult the officers and committee chairpersons of your organization.
 - Are those who are scheduled to give reports at this meeting prepared to do so? Those who are required to give reports by the bylaws or by a motion passed at a previous meeting should be informed.

- Do any of those who are not required to give reports at this meeting wish to do so? The name of those who do, together with the subject of their reports should be added to your agenda, under the proper heading.
- Do any of the officers or committee chairpersons wish to bring up any other business at this meeting? If so, a notation should be made of it on your agenda under the heading of New Business
- Finally consult yourself
 - What did you want your organization to accomplish this year?
 - How much of this have they already accomplished?
 - What would it be best for them to undertake next?
 - How much time will be left at this meeting after the items that are now on your agenda have been disposed of?
 - Once these decisions are made, you may wish to add a topic – this is placed under New Business. (Remember that you may only suggest items for consideration by your organization and suggest appropriate motions concerning them. If you wish to make a motion yourself, you must ask the vice-president to preside while the motion is made, discussed and voted on.)
- Once you have your agenda drawn up, leading the meeting is merely a matter of keeping the meeting moving forward.
 - To do this you don't have to be dictatorial in your manner of conducting the meeting.
 - All you need to do is to take the shortcuts which skilled parliamentarians have established all the way through the order of business.
 - After you have called the meeting to order, the first item in the order of business as you probably know is roll call.
 - Roll call does not have to take a lot of time. This can be done by the secretary while the members are assembling, merely by looking around the room and checking off their names on his/her membership list.

Make sure there is a presence of a quorum of members to be able to hold business

- A quorum is the number of members of your organization which your bylaws require to be present in order for a business meeting to be held quorum.
- One way of ascertaining the presence of a quorum is for you to ask the secretary if a quorum is present and then wait while he/she counts.
- The shortcut is for you to do the counting while the members are assembling and the secretary is taking the roll.
- If a quorum is not present there are two more shortcuts you can take.

- You can speak up and say, "In the absence of a quorum, a motion is in order to postpone the time of the meeting for ten minutes."
- Or if you have reason to believe that there is no chance of a quorum attending, an informational meeting may be held. Another option is: "In the absence of a quorum, a motion is in order to adjourn." { And when the motion has been made and carried, you may instruct the secretary to assess the usual penalty, if any, against the absent members.)

During a meeting:

- Previous minutes from earlier meetings (if any) should be reviewed and corrections made
- Minutes must be taken for current meeting
- Officers Reports
- Discuss Old Business
 - If motions need to be made, use:
I (student name) move to approve (item under discussion). Seconded by (student Name)
Vote: #Yes #N #Abstain
- Discuss New Business
 - If motions need to be made, use:
I (student name) move to approve (item under discussion). Seconded by (student Name)
Vote: #Yes #N #Abstain
- Committee Chair Reports
- Announcements or Other Business