

SKIDMORE

C O L L E G E

Office of Leadership Activities

815 North Broadway

Saratoga Springs New York 12866-1632

Student Club Charters & Constitutions

MISSION STATEMENT

Every Skidmore registered student club is asked to submit an Organization Mission Statement. Sometimes included in your clubs charter, your mission statement should be used within the organization to guide decision making when prioritizing activities and goals, and can be used externally to inform the community about your purpose.

New clubs will need to submit their Mission Statement as part of their SGA recognition request.

Existing organizations can update their mission statement by requesting a change before Senate. Student Clubs are encouraged to meet with the SGA VP of Club Affairs, prior to this request.

TIP: Prospective students and members OFTEN look at the club listed on the SGA website, so take time to review your mission statement and keep it fresh to attract new members.

STUDENT ORGANIZATION CONSTITUTION

The Constitution of an club contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. The process of writing a constitution will serve to clarify your purpose, create your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Charter will be a much easier and more rewarding experience.

You should keep a copy of your organization's constitution on file in the Office of Leadership Activities, as well as with your organization's files, SGA, and with your organization advisor.

Helpful Hints:

- Draft the Club Chart with a sub-committee of 2–3 members, then present to the general membership for approval or change.
- Keep it simple. Avoid confusing 'legalistic' terms.
- Use the outline below and/or examine other clubs' constitutions as examples to guide your process.

Terms:

Charter: A document of fundamental laws & principals that prescribes the nature, functions, and limits of your organization.

By-Laws: Secondary set of laws or rules governing internal affairs of an organization, not included in the Constitution, which are of such importance that they cannot be changed without using formal procedure but are more easily amended than the Constitution. By-laws may detail member responsibilities, meeting times, location, attendance requirements, election procedures, etc.

Amendments: A formal statement of a revision or change to the constitution or by-laws

Sample Charter Outline:

This Charter has been adopted on <insert date> by a majority vote of all members.

ARTICLE I – Name, Purpose or Mission, and Affiliation Section 1. Name of club .Section 2. Purpose or Mission of club (objective/s)Section 3. club affiliation (local, state, national, or international)

ARTICLE II– Adhere to College Policies Section 1. Statement that organization adheres to college regulations, and policies (incl. Honor Code)Section 2. Statement that organization will adhere to all local, state, and federal laws

ARTICLE III – Membership Section 1. Membership requirements (state who may be a member—Skidmore students, faculty, staff, 5–College students, etc.) Section 2. Membership privilegesSection 3. Requirements and privileges of active membership in organization.Section 4. Organization does not discriminate based on race, ethnicity, color, national origin, religion or belief, ability, gender expression, or sexual orientation

ARTICLE IV – Officers Section 1. Titles of officers.Section 2. Qualifications of officers (must be matriculated Skidmore students in good academic standing and studying on campus – *not abroad*)Section 3. Duties of officers

ARTICLE V – Advisor Section 1.How the advisor is chosen.Section 2. Expectations of Advisor (how often advisor will meet with org, expected assistance, etc.)

ARTICLE VI – Election and Removal of Officers Section 1. Time of election (elections should be held in April of each year)Section 2. Election procedures.Section 3. Procedure for removal of officers

ARTICLE VII – Meetings Section 1. Frequency of regular meetings.Section 2. Provision for special meetings

ARTICLE VIII – Finances Section 1. Who has access to funds Section. 2. How are funds to be used

ARTICLE IX – Quorum Section 1. Definition of a quorum (i.e., 2/3 majority, 50% + 1, etc.)Section 2. When is a quorum necessary (typically for voting on officers or major decision making)?

ARTICLE X- Amendments and By-Laws Section 1. Provision for creating By-laws of the Organizations. Section 2. Provision for creating amendments to the constitution and by-laws

ARTICLE XI - Committees Section 1. Outline any standing committees. Section 2. Outline procedures for creating new or short-term committees

ARTICLE XII - History Section 1. State when the charter was created. Section 2. State when any and all changes were made

