### Constitution Outline for Hennepin Technical College Clubs

Your constitution provides for efficiency, clarification, and continuity. Every student club has basic principles and procedural rules, which the constitution merely states in writing. The following is a model for a constitution. You should review and update your organization's constitution to suit your needs and ensure it is in compliance with requirements.

**Preamble: States the purpose of the group**

**Article I: Name of Club**

**Article II: Affiliation with other group (local, state, national)**

**Article III: Membership**

Along with any club specifics, it must state:

1. “Membership is open without regard to race, religion, or national origin, on the basis of sex, or any other protected class under the Minnesota Human Rights Act.”
2. States the requirements and size limitation, if any
3. Describes various types of membership
4. States how this group is unique from other Hennepin Technical College clubs, organizations, and honor societies

**Article IV: Officers & Executive Committee**

Contains the list of officer positions and states the makeup of any executive committee, board, or council.

**Article V: 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.

**Article VI: Finances**

States the provision for membership dues, if any.

Two Statements must be included in this article:

1. What should happen to remaining funds from the clubs/organizations treasury if the organization is dissolved,
2. All funds will be kept in an account maintained in the Accounting Office at Hennepin Technical College. All funds from the Student Life Board remaining in a club/organization account at the end of the fiscal year (June 30) will go back to the Student Life Board. If the club dissolves, the remaining funds will transfer to Student Life funds after three consecutive years of inactivity.

**Article VII: Quorum**

States the number of members required to be present in order transact business for the club.

**Article VIII: Amendment**

Can require previous notification; usually a two-thirds or three-fourths affirmative vote of those present and voting or of those present for its adoption.

**Article IX: Ratification**

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