



Student Senate is devoted to helping students bring their ideas to fruition, and helping students start new clubs is part of that mission. This packet and the contained documents lay the foundation on which a club can be built, ultimately leading to a new club's formation and the enhancement of campus culture at Hartwick College.

This process is done in collaboration with the Coordinator of Senate Affairs and his/her committee. He/she acts as the primary resource in creating a new constitution, completing all the requirements set forth by the College, and eventually offering a recommendation to ratify a new constitution and pass the formation of a club through the Senate. The Coordinator of Senate Affairs can always be reached at senateaffairs@hartwick.edu.

The Senate would like to emphasize the fact this is a slow process which cannot be completed in one week's time. From the time a new constitution is brought to the Coordinator of Senate Affairs, it will take a minimum of two weeks to bring that constitution before the Senate for ratification. The punctual cooperation of all who are involved is essential in completing this process in a timely and efficient manner.

Let it be known that groups not recognized by the Hartwick Student Senate are not entitled to bring Special Monetary Requests (SMR's) to the Senate to seek a budget, and will not receive the same protections and privileges as recognized clubs.

How to Start an Organization:

Starting a New Club:

1. To start a new club, one must first submit a brief letter of intent via email to the Coordinator of Senate Affairs and the Student Senate Advisor. It must simply state the desire to create a new club, the club's name, and what the nature of the club. Once approved by the Coordinator of Senate Affairs and the Student Senate Advisor, step two may be undertaken.

2. To find and give a realistic view as to the number of potential members, and to generate excitement for a new club, it is recommended that one or more interest meetings are held. Although one can hold interest meetings while unrecognized, clubs not recognized by the Senate cannot hold events.

3. Prior to submitting a constitution, new clubs are required to submit a Club Proposal to be reviewed by the Coordinator's committee and a Student Affairs professional. This proposal must be approved before proceeding to step four. It is recommended the content of the proposal is discussed at an interest meeting, with the input of potential club members. The proposal must include the following:
 - A detailed explanation of why this club should be formed.
 - An explanation of how this club will enhance the campus culture of Hartwick College.
 - A description of the club's goals, aspirations, and potential events to be held that will contribute to the Hartwick community.
 - An approximation of the number of active members that will be in the club, and how active membership will be maintained.

4. All clubs are required to have a constitution consistent with the policies of the Student Senate and Hartwick College. Attached is a mock constitution which acts as a template upon to base a new constitution. A constitution similar to this must be created for a new club. Constitutions are required to have all of the clauses and provisions outlined in the template constitution.

5. A copy of the constitution must be emailed and submitted in paper format to the Coordinator of Senate Affairs at senateaffairs@hartwick.edu and to the Student Senate Office -- 4th Floor Dewar Union, room 414. The Coordinator of Senate Affairs will be in contact with the sender when he/she has reviewed the constitution with the Senate Affairs committee and the Student Senate.
6. The attached Club Executive Roster and Accountability Form must be read, signed, and submitted to the Coordinator of Senate Affairs. This will be done after club elections, as it requires the signatures of the executive board of the club.
7. All new organizations are required to organize a meeting with the Student Senate Advisor after submitting a constitution. This meeting will be used to coordinate any additional risk management, insurance, facility, or special activity requirements. Clubs will not become recognized until this meeting is held.
8. Any questions may be addressed to the Coordinator of Senate Affairs at senateaffairs@hartwick.edu.

Important Notes:

* The constitution must consist of all of the articles below.

* Supplementary articles to the constitution may be included if the club wishes to do so.

***Phrases in quotes must be included.**

SAMPLE CLUB CONSTITUTION

Article I: Name

- “The organization shall be known as _____.”

Article II: Objectives and Purpose

Section 1

- Why does your organization exist?
- What are the organization’s broad goals?
- What are its objectives?

Section 2

- “The purposes for which (*name of club*) is to be organized shall be consistent with the aims and objectives of a liberal arts education as pursued by Hartwick College. No purpose or objective of (*name of club*) shall be in conflict with applicable state or federal laws presently in force or hereafter enacted.”

Article III: Membership

Section 1

- “Membership in (*name of club*) shall be open to all members of the Hartwick Community without regard to age, race, color, creed, sex, physical ability, sexual orientation, or national origin. All officers must be Hartwick College undergraduates.”

Section 2

- Define who is a voting member of the organization and who is not.
- Is attendance required for voting privileges?

Article IV: Executive Structure

Section 1

- “The Officers of (*name of club*) shall consist of a President, one or more Vice Presidents, a Secretary, and a Treasurer who, with the Advisor to the Organization, shall constitute the Executive Board or Steering Committee of (*name of club*).”

Section 2

- Place qualifications in this section.
- Who is eligible to run for executive board? Are there requirements such as GPA, student status, being on campus for the full academic year, etc.? Specify what those requirements are.
- Can someone hold two positions at the same time?

Section 3

- List the duties and responsibilities of each position.

Section 4

- “Each elected official of (*name of club*) will serve a term of office of one academic year unless otherwise removed from the position, or the given official resigns.”

Section 5

- What if there is a vacancy in a position? If an executive board member resigns, what happens to that position?
- It is recommended that should the president’s position become vacant, the VP automatically becomes the president.
- What about the other positions? Will elections be held to replace them? How will those elections be conducted?

Article V: Process for Removal

Section 1

- List the grounds and conditions for removal. What does a member have to do in order to be up for removal?

Section 2

- What is the procedure for removing members? Will it be a simple majority vote? A three-quarters vote?
- What is the process for removing an officer? Can an officer be up for removal through a vote of no-confidence? How will that vote be decided?

Section 3

- Will there be a notice of charges?
- Will there be a right to a fair hearing and a right to appeal the removal?
- How will the organization vote on such things?

Article VI: Advisor(s)

- “The (*name of club*) shall have an advisor who, with the officers of the (*name of club*), will constitute the Executive Board of this organization.”
- Please do not include any specific names here.

Article VII: Elections

Section 1

- “Elections must happen before April 15, 20xx.” (This must be written as “20xx”)

Section 2

- How will officers be nominated?
- Who is eligible to run for executive board? Are there requirements such as GPA, student status, being on campus for the full academic year, etc.? Specify what those requirements are. (Similar to Article VI, Section 2.)

Section 3

- How will voting be conducted? Secret ballot or open ballot?
- What if there is a tie?
- How will winners be decided? A plurality vote is recommended.

Section 4

- When do the newly elected officers assume office? At the end of the academic year? Specifically on the last day of the academic calendar?
- Will those officers constitute all club membership between academic years (over the summer)?

Article VIII: Meetings

Section 1

- How often will meetings be held?
- Who will run the meetings? (VP is the norm)
- Is there a specific format for the meetings? Will an agenda be followed?

Section 2

- Is there a Quorum? (How many people must be present to make a vote and conduct official business?)

Section 3

- Is there an attendance policy? How will it function?

Article IX: Amendments to the Constitution

Section 1

- Who can propose an amendment, how it is proposed, when can it be made, and what kind of vote is necessary to pass it?

Section 2

- “The Coordinator of Senate Affairs of Student Senate will be notified of any new amendments to this constitution immediately, as well as be provided with an updated version of this constitution via one of the club officers.”

Article X: Ratification

- “Ratification is the final approval of the constitution. The Coordinator of Senate Affairs along with his/her committee has the authority approve/disapprove this constitution before it is brought before the Student Senate for a vote.”

Article XI: Bylaws

- “The Coordinator of Senate Affairs of Student Senate will be notified of any changes to the bylaws immediately, as well as be provided with an updated version of the bylaws via one of the club officers.”

Article XII: Accountability

- “Should (*name of club*) be in violation of this constitution, Student Senate policies, or the policies of Hartwick College, it is understood that non-compliance in addressing the given violation may result in the financial account of (*name of club*) being frozen, all material assets purchased by the club through its budget or the budget of Student Senate being seized, and all other protections and privileges provided by the Student Senate being thereafter revoked until such a time that (*name of club*) is no longer subject under the specified violation, or until (*name of club*) is dissolved in accordance with the Student Senate’s Club-recognition Policies.”

Club Executive Roster and Accountability Form

- (This form must be completed and submitted to the Coordinator of Senate Affairs in Dewar Union, room 414, as the final step of the club-formation process.)

Name of Club: _____

We, the undersigned, have read, understand, and accept the terms and conditions of the Hartwick College Student Senate Constitution, its financial and general bylaws, the Hartwick College Student Senate Policy Book, and the aforementioned club's constitution. Should the aforementioned club be in violation of any of these articles and/or documents, it is understood that the Hartwick College Student Senate has the power to revoke any and all rights, privileges, and protections of the aforementioned club until such a time that the given violation(s) is/are deemed resolved by the Coordinator of Senate Affairs and the Hartwick College Student Senate.

Print:

Sign:

President

Vice President

Secretary

Treasurer

Other

Other