

Student Club or Organization's Governing Document

Student Clubs or Organizations should use this format as a guideline and include information pertaining to all section. If you are affiliated with a national group and use their document, please include it, but do not substitute it, for this document.

I. Name

State the official name of your group.

II. Purpose

State the reasons for the formation of your group and its objectives.

III. Affiliations (if any)

State any affiliations with local, state, or national groups.

IV. Membership

State who qualifies as a member and what privileges, rights, and duties s/he has.

V. Advisor

GFC MSU contract professional staff or faculty and his or her role.

VI.

Executive Board

State officer titles, their duties, and succession in the event of any vacancies.

VII.

Meetings

State how often meetings are to be held plus procedures for regular/special ones.

VIII.

Elections

State the qualifications as well as length and number of terms.

State nominating procedures, procedures for ties, and special elections.

State how and when elections are to be held.

IX.

Dues/Funds

State the source of group funds and/or where they might be spent.

X. Committees (optional)

Name any subcommittees and their purpose.

XI.

Amendments

State how this document may be amended.

XII.

Ratification

State how the group membership will approve this document.

XIII.

Bylaws

State any other documents under which the group operates and how they are amended, ratified, or approved.

Date governing document was adopted. _____