

Please enclose the following with this form:

1. A copy of the proposed constitution (see "Fill in the Blank Constitution").
2. A copy of the state, regional, and/or national constitution if applicable.
3. A copy of membership list complete with full names, addresses, and phone numbers.

<input type="checkbox"/>	New Group
<input type="checkbox"/>	Renewal of Existing Group

Renewals do not need to submit another Constitution unless changes were made during the previous year.

**Name of Organization:** \_\_\_\_\_

Type of organization:    \_\_\_ Honor Society (requires specific criteria for membership)  
                                   \_\_\_ Academic Departmental (open to any student)  
                                   \_\_\_ Special Interests (open to any student)  
                                   \_\_\_ Leadership (requires application for participation)

Membership type: \_\_\_ student members only    \_\_\_ faculty and student members

"Home" campus of organization:

\_\_\_ Floyd                    \_\_\_ Heritage Hall                    \_\_\_ Paulding                    \_\_\_ Douglasville  
 \_\_\_ Cartersville            \_\_\_ Marietta                    \_\_\_ Multi-Campus (check all appropriate)

Purpose of Organization (As you would like it stated in campus publications):

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**Advisor Information**

Faculty/Staff Advisor: \_\_\_\_\_

Department/Division: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Officers**

• President: \_\_\_\_\_

Local Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

• Vice President: \_\_\_\_\_

• Secretary: \_\_\_\_\_

• Treasurer: \_\_\_\_\_

**PLEASE READ THE FOLLOWING AND SIGN BELOW.**

I have read the requirements for a student organization listed in the Georgia College Student Handbook and the Advisor Manual located on the Student Life website on [www.highlands.edu](http://www.highlands.edu) .

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Date application received: \_\_\_\_\_

Approval:

SEC - \_\_\_\_\_ Granted \_\_\_\_\_ Denied (If denied, please list reason below)

Student Affairs Committee - \_\_\_\_\_ Granted \_\_\_\_\_ Denied (reason below)

Faculty - \_\_\_\_\_ Granted \_\_\_\_\_ Denied (reason below)

GHC President - \_\_\_\_\_ Granted \_\_\_\_\_ Denied (reason below)

\_\_\_\_\_  
Academic Division Chair (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Life

\_\_\_\_\_  
Date

Approval finalized on: \_\_\_\_\_

Date

## Fill - in - the – Blank Constitution

A major problem faced by students starting a new group is coming up with a workable constitution. Looking at other constitutions helps, but they can be more complicated than an organization needs.

The following fill – in - the – blank constitution is offered as a possibility. You can add to, or delete, almost any portion. There are a few sections that are required to be in all constitutions, or bylaws, for recognized organizations. These are: purpose, affirmative action clause, membership selection method, membership termination method, officer duties, officer term of office, financial obligations, and type/frequency of meetings.

These have been written into the following sample constitution under the following:

Article II stating purpose

Article III, Section 1, 2, 3, and 4 dealing with membership

Article IV, Section 3 and 4 dealing with officer’s duties and term of office

Article V outlining officer eligibility: and

Article VI detailing meetings

Article VII stating financial obligations

Article VIII, Sections 2 and 3 limiting the powers of the organization to those authorized by Georgia Highlands College

If you have questions about what will or will not be approved in a constitution, go by the Office of Student Life in the student center at either the Floyd or Cartersville campus.

### Georgia Highlands College Constitution of the

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#### Article I. Name

The official name of the organization shall be:

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#### Article II. Purpose

The purpose of this organization shall be:

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#### Article III. Membership

Section 1. There shall be no member who is not currently enrolled at Georgia Highlands College.

Section 2. There shall be no discrimination on the basis of race, sex, age, color, religion, disability, or national origin.

Section 3. Eligibility requirements for voting membership include:

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Section 4. Membership shall be terminated under the following conditions:

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#### Article IV. Officers

Section 1. The officer titles of the organization shall be:

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Section 2. Officers shall be elected by:

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Section 3. Duties of the Officers shall include the following:

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Section 4. The officer's term of office shall be the following: They shall be elected and installed by:

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(Date).

#### Article V. Officer Eligibility

Officers of the organizations shall hold and maintain a minimum cumulative grade point average \_\_\_\_\_, not to be on disciplinary or academic probation, and shall be fully admitted students at Georgia Highlands College.

#### Article VI. Meetings

Section 1. Regular meeting shall be held:

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Section 2. Special meetings may be called by:

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Section 3. The agenda at regular meetings will include:

- A. Call to order
- B. Roll call
- C. Reading of the previous minutes
- D. Announcements
- E. Old Business
- F. New Business
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_
- J. Adjournment

**Article VII. Finances**

Section 1. Membership fees shall be: \_\_\_\_\_

**Article VIII. Amendment and Ratification**

Section 1. This constitution may be amended at any time by a \_\_\_\_\_ vote of active membership.

Section 2. Nothing contained in this constitution shall in any way limit the final authority of Georgia Highlands College.

Section 3. Ratification of this constitution shall be following approval of the membership, and approval and acceptance of the Director of Student Life.

Section 4. Upon ratification of this constitution, all other previous constitutions shall be null and void.

Approved:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Revised \_\_ - \_\_ - \_\_)

