

## REQUEST TO ORGANIZE A NEW STUDENT CLUB/ORGANIZATION

1. Proposed Name of the Organization: \_\_\_\_\_  
\_\_\_\_\_

2. Purpose (Must be specific. Please refer to the current MTC Student Handbook, Student Codes, Section IV, Letter B for further information): \_\_\_\_\_  
\_\_\_\_\_

3. Local or National Affiliation (if any): \_\_\_\_\_  
\_\_\_\_\_

4. Advisor's Name and Phone Number: \_\_\_\_\_

5. Recommendation of the Student Advisory Board President:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

6. Approval of the Assistant Vice President of Student Development Services:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

7. Approval of the Vice President of Student Development Services:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

8. Approval of MTC President:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

It is understood that by submitting this request to organize, the proposed organization agrees to abide by all college policies and procedures and all applicable state and federal laws.

Application submitted by: \_\_\_\_\_

Signature

\_\_\_\_\_  
MTC Student ID Number

\_\_\_\_\_  
Date

**Signatures and name of ten or more students are required to form an organization. All who sign the petition must be Midlands Technical College students (part-time or full-time). Submit these names on the attached form.**

**PETITION TO ORGANIZE A NEW STUDENT CLUB/ORGANIZATION**

By my signature below, I indicate I am a Midlands Technical College student and I agree to support the proposed organization by participating as a member or an officer.

Name (Please Print)	MTC ID Number	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
9. _____	_____	_____

# OUTLINE OF A CONSTITUTION

## PREAMBLE

We, the members of the MTC \_\_\_\_\_ hereby associate ourselves to (purpose) \_\_\_\_\_ as of (date) \_\_\_\_\_.

## ARTICLE I – NAME

The name of this organization shall be \_\_\_\_\_.

## ARTICLE II – QUALIFICATION OF OFFICERS

Regularly enrolled students at Midlands Technical College who \_\_\_\_\_ are eligible to hold an office.

## ARTICLE III – ELECTION

Elections shall be held on the \_\_\_\_\_ (specify day of week, how many days a year, etc.) Voting shall be by secret ballot; a plurality vote shall constitute the choice.

Section 1. The term of office shall be \_\_\_\_\_.

Section 2. Nominations shall take place \_\_\_\_\_.

Section 3. Votes shall be counted by \_\_\_\_\_.

Section 4. Installation of new officers shall take place \_\_\_\_\_.

## ARTICLE IV – DUTIES OF OFFICERS

Section 1. The President shall preside over all meetings and be the official representative of the club. This person shall also \_\_\_\_\_.

Section 2. The Vice President shall preside at all meetings in the absence of the President, be ex-officio member of all committees, and \_\_\_\_\_.

Section 3. The duties of the Treasurer shall be to collect dues and keep books, make expenditures and render regular reports on request. This person also \_\_\_\_\_.

Section 4. The duties of the Secretary shall be to keep records of the meetings, to maintain the membership roster, to take roll call, to handle correspondence, and \_\_\_\_\_.

ARTICLE VI – CLUB ADVISOR

This group shall have a regular faculty or staff advisor who will attend meetings and advise the club.

ARTICLE VII – MEETINGS AND DUES

Section 1. Meetings shall be held regularly at a time specified by the organization at the opening of a meeting of each semester.

Section 2. Dues in the amount of \$ \_\_\_\_\_ shall be collected from each regular member each semester (optional).

ARTICLE VIII – ROBERT’S RULES OF ORDER (OPTIONAL)

Robert’s Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provisions of this constitution.

ARTICLE IX – AMENDMENTS

Amendments to this constitution shall be submitted to the presiding officer in writing for submission to the members for a vote. A one-half vote shall suffice for adoption thereof, subject to final approval by the Director of Student Life.

## CLUB / ORGANIZATION ACCOUNT NUMBER REQUEST FORM

To: Student Life

From: \_\_\_\_\_

Date: \_\_\_\_\_

The \_\_\_\_\_ club/organization requests an account number be set up on the college accounting system.

Advisor:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Student Life:

\_\_\_\_\_  
Signature