

Sample Governing Document

All clubs and organizations must adopt a governing document to govern the group and explain how the group should be organized.

The governing document should explain the group's name and purpose; the qualifications of membership and members' duties, rights, responsibilities, the details of meetings, handling of funds; amending of the governing document; advisor selection; and other details about the group's organization and operation; they should also outline a regular and fair method of selecting leadership for the organization.

When writing your governing document, please keep in mind that clubs and organizations should be open to all interested students. ***Remarks in italics must be included in your governing document in order for your group to be considered a Minneapolis College club or organization.***

Article I: Name

Section 1. The name of this organization shall be . . .

Article II: Purpose

Section 1. The purpose of this organization shall be to . . .

Article III: Field of Membership

Section 1. Membership. Voting membership is limited to currently registered students.

Section 2. Eligibility requirements. Clubs and organizations should be open to any interested students

Article IV: Officers

Section 1. Office titles (President, Vice President, Treasurer, etc.)

Section 2. Qualifications for each office. Officers must be currently registered Minneapolis College students that meet the eligibility requirements outlined in College Policy 4.17

Section 3. Terms of the office.

Section 4. Duties of officers.

Section 5. Provisions for selection / replacement of officers.

(How and when? How will power be transferred to new leadership?)

Section 6: Provisions for removal of officers.

Article V: Elections

Section 1. Who may vote? How? Include rules on proxy votes.

(Remember, voting membership is limited to currently registered students.)

Article VI: Handling of Funds

Section 1. *All funds collected will be deposited in (your student organization's) cost center.*

Section 2. The treasurer shall be the primary officer designated to handle organization finances.

Article VII: Amendments

Section 1. Governing document may be amended by . . .

Section 2. Provision for advance notice of amendments.