



STUDENT ORGANIZATION CONSTITUTION OUTLINE

One requirement for all student organizations at East Central College is to create and abide by a club constitution. This document is critical to the success and longevity of student organizations, as they provide guidance on club operations.

Any student organization recognized by the college must have an updated constitution on file with the office of Campus Life and Leadership. Constitutions must be submitted with the signature of a club advisor and must be approved by the Campus Life and Leadership Coordinator and the Vice President of Student Development. Please use this template to construct your constitution.

ARTICLE I NAME AND PURPOSE OF CLUB OR ORGANIZATION

- Section 1: East Central College Creative Writing Club
- Section 2: To create a supportive community of creative writers in which aspiring writers can share ideas, explore possibilities, and discover publishing opportunities.

ARTICLE II MEMBERSHIP

- Section 1: Students from all disciplines are welcome. Students who are interested in all kinds of creative writing, including genre fiction, poetry, creative nonfiction, screenwriting, song lyrics, and any other form of creative writing are encouraged to join. Students from both the Union and Rolla locations are invited; online opportunities will be available. East Central College is committed to maintaining an environment that is free of discrimination on the basis of sex within its educational programs and activities. The College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. The prohibition on sex discrimination also prohibits Sexual Harassment.
- Section 2: No dues shall be collected or required from members.
- Section 3: An officer or member who fails to fulfill their responsibilities or conducts themselves in any manner proving disruptive and/or contrary to the purpose of the organization will be removed and/or replaced by a vote from the majority of the membership. Students will receive one warning from the advisor prior to such a vote.

Section 4: The nature of creative writing can be inherently tricky at times. Any writing containing tropes, language, and/or depictions of gratuitous sex, violence, and/or discriminatory verbiage will be removed from workshops and will not be permissible for ECC publications. The advisor's determination is final. East Central College's Student Code of Conduct policy and Statement of Non-Discrimination apply at all times to activities.

ARTICLE III OFFICERS

Section 1: At minimum, the club will recognize a President and Secretary. Additional officers will be recruited as needed.

Section 2: Presidents will call meetings to order and adjourn meetings, communicate with the advisor on club proceedings, and serve as the primary student representative for this organization. The Secretary will record and disseminate meeting minutes in a timely manner following meetings.

Section 3: Officers will be elected in October and will remain in office for one year. In the event an officer will not be available the following academic year, an election will be held in the Spring.

ARTICLE IV MEETINGS

Section 1: The club will meet on a bi-weekly basis. Dates and times will be chosen by the members.

Section 2: In preparation for designated workshops, students should either bring enough printed copies of their work or email them in advance to the advisor for printing. Since students have the option to send their work in advance for printing, students who choose to print their own copies will not be reimbursed for the print money spent.

Section 3: Meetings can be held in-person or via Zoom depending on club preference. If the institution's COVID-19 protocol contradicts this guidance, then institutional policies supersede those listed here in the constitution. Zoom accommodations should always be offered for students who are unable to attend in-person.

Section 4: Synchronous and asynchronous workshop options will be offered to ensure maximum participation and flexibility. Students who join will be added to the organization's Canvas page.

ARTICLE V EXECUTIVE BOARD AND COMMITTEES (IF NEEDED)

Section 1: The executive board shall consist of the advisor and the officers.

ARTICLE VI PARLIAMENTARY AUTHORITY

Section 1: When voting on matters of business, the club will adhere to Robert's Rules of Order.

East Central College does not necessarily endorse the views of this student organization.