

MCC Mohave Community College

BUSINESS CLUB



Constitution

MCC Business Club Constitution

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MCC Business Club Constitution

Article I. Preamble

We, the members of the MCC Business Club do hereby establish this Constitution in order to ensure that our mission and purpose is realized to its fullest extent.

Article II. Name

Section 1. Name

The name of this organization shall be the Mohave Community College Business Club hereinafter referred to as the MCC Business Club.

Article III. Mission Statement and Objectives

Section 1. Mission Statement

Our mission is to develop and broaden the skills and knowledge of students in various aspects of general business.

Section 2. Objectives

The MCC Business Club strives to achieve the following objectives:

- 1) To develop and open a channel of interpersonal communication between students, faculty, and the business community.
- 2) To create networking opportunities and to identify job and career opportunities for students in growth industries.
- 3) To improve the professional business networking skills of students.

Article IV. Membership

Section 1. Membership

The MCC Business Club at Mohave Community College shall be open to any and all students, faculty, staff, , and administration at Mohave Community College. At least five members of the club must be currently enrolled at Mohave Community College for the club to stay active and be recognized by Mohave Community College. Active membership shall be determined by the following criteria after initial club application is completed:

- 1) Compliance in accordance with MCC Business Club expectations of professional conduct / MCC [Student Code of Conduct](#). This includes: professional conduct during business field trips, and cooperation with fellow MCC students, MCC staff, and regional community members.

Section 2. Attendance and Privileges

- 1) Attendance at meetings is not required to maintain active status in the club; however, all members are encouraged to attend general club meetings.
- 2) Privileges of active members include: being invited to community and campus activities, involvement in fundraising efforts, nomination opportunities, and the possibility of serving as an officer.
- 3) Membership in the MCC Business Club shall come with full floor speaking privileges at any general club meetings, on any and all items of club business.

Section 3. Participation in MCC Business Club Tours and Activities

- 1) The MCC Business Club upholds all facets of the MCC [Student Code of Conduct](#). MCC Business Club members are expected to abide by the policies of the college. All categories below are fully explained in the MCC Student Code of Conduct, but members are asked to maintain an active awareness of these categories in order to avoid potential behavioral violations: disruptive conduct, acts of dishonesty, non-compliance, irresponsible behavior, electronic or social media, tobacco usage, obstruction, attempted or actual theft or other abuse of technology facilities or resources, unauthorized access or tampering, possession of weapons or dangerous items, demonstrations, violations of federal, state or local law, endangering the health and safety of others, hazing, alcohol, drug, and drug paraphernalia, pets and animals, minor children on campus, etc.
 - The MCC Student Code of Conduct is available online at: www.Mohave.edu, click on Catalog, then click on Student Code of Conduct
 - Student behavior violations will be dealt with per MCC's [Student Code of Conduct](#) and the incident report/behavioral alert process.
 - Violations of the student code of conduct may lead to dismissal from the club.

Section 4. Non-Discrimination Clause

It shall be stated as part of the policy of the MCC Business Club at Mohave Community College that there shall be no form or type of discrimination in the group, whether it be due to one's race, color, religion, gender, sexual orientation, citizenship, national origin, ancestry, age, disability, or veteran's status.

Article V. Officers

Section 1. Officer Positions

- 1) The elected officers of MCC Business Club shall be as follows: President, Vice President, Treasurer, Secretary, and the Director of Marketing. These officers will serve as the Executive Committee of the organization.

Section 2. Officer Requirements

- 1) All officers shall meet the following requirements:
 - a) Registered student at MCC, with at least a 2.5 GPA.
 - b) Commitment to serve in the appointed position throughout the officer's annual term.
 - c) Ability to conduct oneself in a manner that will not reflect negatively on the image of the organization, its members, or MCC.
 - d) There must be no evidence of previous activities in violation of the MCC policies, procedures or the student code of conduct.
 - e) There must be no evidence of behaviors that could be construed as unethical, unlawful or disrespectful to students, faculty or staff of MCC or the college in general.
 - f) Officers must wear a professional MCC Business Club name badge and polo shirt at official Business Club events.
 - g) Any student that wishes to run for office, must first submit a resume or bio and cover letter to the MCC Business Club advisor. The advisor will review all candidates' paperwork and call finalists in for interviews. Those candidates approved by the advisor will be allowed to interview with the current Business Club Officers. Then the current Business Club Officers may choose to appoint new officers or call for a general election of any final candidates for any position.

Section 3. Length of Term

- 1) The length of term for appointed offices will be one academic year. Upon completion of the term, officers who wish to maintain the same position must officially communicate this to the club advisor and other club officers through an email to all of the officers and the advisor at: BusinessClub@mohave.edu.

Section 4. Powers of Office

- 1) A quorum of the voting club officers must be present for any official business to take place.
- 2) Decisions made by the club officers may be vetoed by the advisor or the campus dean.

Section 5. Duties of Officers

1) President

- a) Develop agendas for and preside over all meetings, according to *Robert's Rules of Order, Newly Revised*.
- b) Make sure that the organization abides by the rules and regulations set forth by the Student Activities Council.
- c) Vote only in case of a tie.
- d) Represent the organization at all times and always be in his or her best behavior and attitude when representing the MCC Business Club.
- e) Call special meetings.
- f) Carry out the provisions of the constitution.
- g) Appoint any necessary committees and chairpersons, subject to the approval of the Executive Committee.
- h) Ensure that a member of the Executive Committee attends the SAC meetings as needed.
- i) Maintain active communication between all officers and the club advisor.
- j) Assume other tasks as delegated by the club officers or general membership.
- k) The president has the authority to setup a meeting when deemed necessary.
- l) Oversee all committee activities, except the nominating committee.
- m) Arrange and coordinate the Summer Officer Training session for the incoming officer team.
- n) The President shall appoint, with the approval of the club officers, such positions as may contribute to the successful operation of the MCC Business Club.

2) Vice President

- a) Assume the duties of the president in his/her absence.
- b) Perform any duties delegated by the president.
- c) Assist and support the president in all duties and responsibilities of the organization.
- d) Serve as an ex-officio member on all committees.
- e) Represent the organization at all times and always be in his or her best behavior and attitude when representing the MCC Business Club.
- f) Identify projects that are beneficial to the community in which club members, campus officials, and community members can participate.
- g) Select teams, leaders, and representatives for projects, initiatives, and committees.
- h) Serve as team captain, organize all fundraising events.
- i) Supervises/overseas chair people and the work of all committees.

3) Secretary

- a) Record and keep accurate minutes of all meetings.
- b) Act as correspondence clerk.
- c) Print and distribute agenda for all meetings.
- d) Maintain records of all club and officer meetings, including taking roll, preparing minutes, and maintaining copies of newsletters and correspondence with faculty, staff, and other campus organizations.

- e) Read minutes of meetings to the officers and general membership at club and officer meetings as well as disseminate electronically.
 - f) Represent the organization at all times and always be in his or her best behavior and attitude when representing the MCC Business Club.
 - g) Issue notices of meetings and manage the general correspondence of the club.
 - h) Shall receive and respond to all e-mails or forward and delegate to other officers.
 - i) Maintain a calendar of club and campus events.
 - j) Archive copies of all forms and documents submitted by the club.
 - k) Take and distribute a record of the minutes for all general and club officer meetings within 4 business days.
- 4) Treasurer
- a) Manages day to day financial transactions for the club.
 - b) Reports the group's financial status regularly to the club officers and members.
 - c) Establishes annual budget for the club and ensures it is followed.
 - d) Works closely with MCC Business Office.
 - e) Keep an accurate ledger in QuickBooks of all club financial activities.
 - f) Research costs involved in any and all club activities and functions.
 - g) Maintain all receipts, purchase orders, and records of payments and donations.
 - h) Shall work jointly with the Vice President on all club fundraisers.
 - i) Represent the organization at all times and always be in his or her best behavior and attitude when representing the MCC Business Club.
- 5) Director of Marketing
- a) Maintain a current roster of membership in the club database.
 - b) Club Membership List Management.
 - c) Website management in coordination with the MCC (MPIO) – Marketing and Public Information Office.
 - d) Must be proficient in Photoshop software for various projects.
 - e) Social Media Management in coordination with the MCC (MPIO).
 - f) Represent the organization at all times and always be in his or her best behavior and attitude when representing the MCC Business Club.

Article VI. Executive Committee

Section 1. Executive Committee

The Executive Committee will consist of the President, Vice President, Secretary, Treasurer, and the Director of Marketing who shall meet as often as necessary. The Executive Committee shall meet when called by the President.

- 1) The presence of three members of the Executive Committee is mandatory for an official regular meeting. One of those officers must be the President or Vice President.

Section 2. Duties of the Executive Committee

- 1) To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
- 2) To execute policies of the club.
- 3) To govern activities of the club.

- 4) To compile agenda for general meetings.
- 5) Each Officer will be expected to serve on club/event committees when necessary.

Section 3. Officer Probation

- 1) By majority vote, the executive board may vote to place on probation an officer who fails to fulfill the duties of his/her office as specified in the club's constitution.
- 2) The probation period shall include a written contract with deadlines and criteria for their fulfillment of duties.
- 3) In the event that the probation period and/or contract are violated, the said officer may be removed from office by a majority vote of the Executive Committee.

Article VII. Elections

Section 1. Officer Positions

The following officer positions shall be filled to serve a minimum term of one academic year and can be renewed up to an undetermined period of time: President, Vice President, Treasurer, Secretary, and the Director of Marketing. These officer positions will be secured by each officer until the officer graduates, voluntarily vacates the position, or is asked to step down by the Executive Committee. Any open positions shall be elected or appointed by the Executive Committee during the Spring semester.

Section 2. Election Process

- 1) Any student that wishes to run for office, must first submit a resume or bio and cover letter to the MCC Business Club advisor.
- 2) The advisor will review all candidates' paperwork and call finalists in for interviews.
- 3) Those candidates approved by the advisor will be allowed to interview with the current Business Club Officers.
- 4) Then the current Business Club Officers may choose to appoint new officers or call for a general election of any final candidates for any position.
- 5) In the event that a general election is called, candidates shall be required to draft a short biography in written or video form to be presented to the general MCC Business Club members.
- 6) Members will then receive a link to a fillable form ballot. That shall be available to the membership for a specified period of time.
- 7) Results of the election will then be officially recognized at the next executive meeting. New officers will be contacted with the results and then the current officers will e-mail the results to the general membership. The term of office for all officers shall begin on the day of voting.
- 8) Vacancies occurring in any of the elected offices shall be officially filled at the next regular MCC Business Club meeting following the occurrence of such a vacancy or vacancies. A replacement officer may be appointed by the executive officers, or an election may be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

Section 3. Removal from Office

Relieving officers of duty: If an officer is not doing their duties as an officer he or she can be removed from his/her position. A written explanation detailing the reason for relieving the officer shall be presented at the next Executive Committee meeting and voted upon. Majority vote of the executive officers will be sufficient to relieve any officer. Any tie in voting will be solved with the club president or advisor voting as a tie breaker.

Article VIII. Meetings

Section 1. General Membership Meetings

General membership meetings shall be held once a month, with additional meetings called by the President or Faculty Advisor as needed.

Section 2. Emergency, Special Interest, or Additional Meetings

Emergency, special interest, or additional meetings shall be confirmed by the President and/or Vice President. Notice of additional meetings must be given to all club members in the timeliest manner possible, usually not less than one week, but at least 3 days prior notice of the meeting time, date, and objective. The official means of notifying members shall be:

- 1) For club officers through the MCC Business Club Officers e-mail at: BusinessClubOfficers@mohave.edu
- 2) For general club members through the MCC Business Club e-mail at: MCCBusinessClub@mohave.edu

Section 3. Meeting Guidelines

The rules contained in the most recent version of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

- 1) Attendance at all meetings are expected of all club officers.
- 2) If the President or Vice-President are unable to facilitate a scheduled club meeting then the meeting must be rescheduled as soon as possible.
- 3) If an officer has two unexcused absences during the year he/she may be put on probation or removed from office at the discretion of the Executive Committee.
- 4) Committee members must contact the President or Vice-President concerning their absence prior to the meeting.
- 5) A meeting schedule will be created at the beginning of each semester and will be based on the availability of the Club Officers.
- 6) Club officers must meet at least once a month.
- 7) Minutes must be kept of all financial actions with the club secretary.
- 8) The treasurer will need to make a written and oral report regularly at meetings.

Section 4. Quorum

- 1) Quorum shall be defined as three officers of the MCC Business Club.
- 2) Quorum must include the President and/or Vice President.
- 3) Quorum is needed for official votes to take place.

Section 5. Agenda

- 1) All business meetings will follow the general agenda:
 - a) Call to order
 - b) Roll call
 - c) Reading and approval of the written minutes
 - d) Committee reports
 - e) Old business
 - f) Current business
 - g) New business
 - h) Announcements

- i) Adjournment

Section 6. Making and Adopting a Motion

- 1) The following process shall be followed when making and adopting a motion:
 - a) Rise and address the chair (Madam President, Mr. President)
 - b) Receive recognition from the chair
 - c) Make the motion (I move to ...)
 - d) Second the motion
 - e) Chair states the motion (A motion has been made to ...)
 - f) Discussion or debate occurs
 - g) Chair puts the motion to a vote
 - h) Chair announces the vote and the results

Article IX. Faculty Advisor

Section 1. Faculty Advisor

All clubs must have a faculty advisor.

- 1) If the Faculty Advisor resigns, the club must find a replacement. Clubs cannot be active without a faculty advisor.

Section 2. Duties of the Faculty Advisor

- 1) The responsibilities of the Faculty Advisor shall be to:
 - a) Maintain an awareness of the activities and programs sponsored by the student club.
 - b) Meet on a regular basis with the President or Vice President of the MCC business club to discuss upcoming meetings, long range plans, goals, and problems of the club.
 - c) Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club.
 - d) Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
 - e) Explain and clarify campus policy and procedures that apply to the club.
 - f) Maintain contact with the SAC – Student Activities Council.
 - g) Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.
 - h) Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up to-date account ledger.
 - i) To sign all club requisitions for the club, and to make sure that:
 - i. Their student treasurer or president or vice president signs it.
 - ii. That the expenditure is correct and within all existing policies.
 - j) Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
 - k) Represent the organization at all times and always be in his or her best behavior and attitude when representing the MCC Business Club.
 - l) Will review all candidates' paperwork and call finalists in for interviews.
 - m) Assist in the orientation of new officers.

Article X. Finances

Section 1. Dues

No dues will be required to join the MCC Business Club.

- 1) MCC Business Club Guest Memberships are left to the discretion of the executive committee.

Section 2. Financial Activities

No financial activities will be authorized without approval by the Executive Committee, Faculty Advisor, and the Student Activities Council.

- 1) The MCC Business Club will finance the activities it engages in by the following means:
 - a) Through various fundraisers.
 - b) The MCC Business Club will get authorization from the campus dean, the chief student services officer, and the chief financial officer before obligating funds (including initiating, purchasing or committing funds) and to adhere to the SAC's Procurement Process.
 - c) The MCC Business Club may NOT have a bank account outside the college.
 - d) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
- 2) The President, Treasurer, and MCC Business Club Advisor agree to attend financial meetings as needed.
- 3) MCC Business Club agrees to maintain a detailed financial record and understand that the members may be liable for expenditures above the amount approved in the club meeting minutes. If there are insufficient funds to cover bills accrued on the organization's behalf, the officers and MCC Business Club Advisor responsible at the time of incurring these costs may be required to pay such expenses.
- 4) The members of the MCC Business Club agree to contact the campus dean to develop fundraising strategies that comply with MCC and the MCC Foundation conditions and procedures prior to soliciting or receiving any funds.

Section 3. Fundraising

Fundraising activities may be organized by MCC Business Club officers throughout the year to fund various business club activities.

- 1) No money shall be spent or guaranteed without the approval of the President, Treasurer, and Advisor.
- 2) Approval for financial spending or earning (fundraising) must include the President, Treasurer, and Advisor by way of at least two signatures on all original documents. All fundraising must be approved in advance by the Student Activities Council.

Article XI. Events

Section 1. Events

All events planned by MCC Business Club shall be conducted in accordance with Mohave Community College policies and procedures.

Article XII. Responsibilities

Section 1. Responsibilities

The MCC Business Club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to college regulations.

Article XIII. Right to Act

Section 1. Right to Act

Any MCC Business Club officer, or member does not have the right to incur any debt or become involved in any business as a representative of or by implying the title of the MCC Business Club in any way.

Article XIV. Statement of Non-Hazing

Section 1. Statement of Non-Hazing

The MCC Business Club will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow member, student, or person attending Mohave Community College or otherwise.

- 1) **Hazing** is defined as follows: “to subject another student to physical injury or mental harm as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar “group.”
- 2) **Hazing** shall include but is not limited to the following:
 - a) Physical abuse such as whipping, beating or branding.
 - b) Forced calisthenics.
 - c) Forced intake of food, liquor, drugs, or other substance.
 - d) Forced activity that affects other students’ physical health and safety.
 - e) Activities that causes student to have extreme mental stress, such as the lack of sleep, extreme embarrassment, or prevention of social contact.
- 3) It’s the responsibility of any MCC Business Club member to inform the MCC Business Club Faculty Advisor of any possible violations.
- 4) Clubs and organizations that are found in violation shall be reported and may be disbanded.

Article XV. Amendments

Section 1. Amendments

Amendments to this constitution shall be adopted by majority vote of the Executive Committee present at two consecutive meetings. (*Note: This constitution should not be amended easily or frequently.*)

- 1) Amendments require:
 - a) Make a motion
 - b) Second the motion
 - c) Discussion
 - d) Chair put the motion to a vote
 - e) Majority vote by the Executive Committee
- 2) If approved by the club, copies of the amended constitution must be provided to the Faculty Advisor, Campus Dean, and the SAC – Student Activities Council for administrative approval.

Section 2. Legal Disclaimer

- 1) The MCC Business Club is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Mohave Community College and the laws of the State of Arizona. The rules, regulations, and policies of Mohave Community College shall hold precedence over any and all rules, regulations, and policies applying to the MCC Business Club, including those of national organizations with which the MCC Business Club is associated.

Article XVI. Ratification and Enactment

Section 1. Ratification and Enactment

This Constitution shall become effective immediately upon its approval by a majority vote of the Executive Committee and administrative approval from the campus dean.

Section 2. Official Governing Document

This Constitution shall become the official governing document of the MCC Business Club.