

# NORTHEAST WISCONSIN TECHNICAL COLLEGE

## *Club Name*

### MISSION

*Club description and mission*

### PURPOSE

*List purpose/intended outcomes of joining this club*

1. To
2. To
3. To

### MEMBER QUALIFICATIONS

Qualifications to participate as a member in the *Club Name here*

1. Be a current NWTC student
2. *Additional qualifications here*

### MEMBER EXPECTATIONS

Responsibilities of the *NWTC club name here* members are as follows:

1. Attend all club meetings
2. Fulfill any obligation by which he/she is appointed or volunteered
3. Represent the club in a respectable manner and maintain its image/mission
4. *Additional expectations here*

## GOVERNMENT

The Executive Committee of the NWTC club name here shall consist of a President, Vice President, Treasurer, and Secretary as elected by the prevailing NWTC club name here members.

### EXECUTIVE COMMITTEE ROLES

#### President:

1. Preside over and facilitate all club meetings
2. Facilitate and organize extracurricular activities
3. Create agenda for all club meetings
4. Ensure proper functioning and organization of this club
5. Attend all club meetings
6. Attend Student Senate meetings when assigned
7. Complete any other obligations as assigned

#### Vice-President:

1. Take on duties of the President in the President's absence
2. Assist with coordination and planning of club meetings and extracurricular activities
3. Attend all club meetings
4. Attend Student Senate meetings when assigned
5. Complete any other obligations as assigned

#### Secretary:

1. Take minutes and notes of all club meetings/activities
2. Attend all club meetings
3. Attend Student Senate meetings when assigned
4. Assist with club meetings and extracurricular activities
5. Complete any other obligations as assigned

#### Treasurer:

1. Collect membership dues and money raised from fundraisers
2. Keep record of finances
3. Follow other financial obligations as outlined in Student Organization handbook
4. Assist with club meetings and extracurricular activities
5. Attend all club meetings
6. Attend Student Senate meetings when assigned
7. Complete any other obligation as assigned

## ELECTION OF EXECUTIVE COMMITTEE

1. Prevailing NWTC Wellness Club members will democratically elect the Executive Committee
2. In case of a tie, the Club Advisors will determine the elected officer
3. Elections will occur once a year in the beginning of the school year
4. Officers cannot hold a position longer than two-consecutive semesters
5. Officer must be in good standing with NWTC
6. Officers will hold positions until the elections are complete and new Officers elected.
7. Vacancies which occur in the Executive Committee will be filled as follows:
  - a. Upon resignation, nominations will be accepted at the first meeting after the notification; voting will occur at the second meeting after the notification
  - b. Vice-President will serve as interim President in case of resignation of President
  - c. In the case of any other officer resignation, the Executive Committee will divide the duties of the vacant officer position amongst themselves as decided; those duties shall hold in the interim, until a new officer is elected

## MEETINGS

*How often/when will meetings occur*

## QUORUM

A quorum must be present at all NWTC club name here meetings in order to conduct business; ##% here of members for the quorum.

## AMENDMENTS

Amendments may be made to this framework at any quorum meeting with ##% here vote of the attending NWTC club name here.

**August 2023**