

Guidelines for Preparing a Student Chapter Constitution

AGC student chapters are required to prepare a Constitution and Bylaws document by which to govern itself. Suggestions are made for the purpose of drafting the document(s), and prospective AGC student chapters may add or delete such sections as they deem necessary. Each AGC student chapter is a unique entity and this same quality may be expressed in the chapter's governing document(s).

1. Statement of Purpose
 - o A general statement of the overall purpose of the student chapter
 - o Outline the goals of the organization with respect to the professional development
 - o Cooperation with school officials, representatives of the local AGC chapter sponsor
2. Name of Organization
 - o State the title by which the chapter will be recognized
3. Bylaws
 - o Qualifications for individual student chapter membership
 - o Rights and responsibilities of each member including voting rights
 - o Procedures to be followed in revoking membership privileges
4. Finances
 - o Outline the cost of individual membership dues and other fees
 - o Collection procedures
 - o Consequences of delinquency
 - o Procedures for spending funds
5. Chapter Officers
 - o Outline the duties and responsibilities of each elected chapter officer
 - o Election procedures and the process for removing an elected official from office
 - o Chapter Officers - a president, vice-president, secretary, and a treasurer
 - o Duties and responsibilities of chapter committees and committee chairs
 - o Procedures for appointing committee chairs
6. Faculty Advisor
 - o Outline the duties and responsibilities of the faculty advisor
 - o Establish length of term to be served
 - o Procedures for selecting a new advisor
 - o Define local AGC chapters involvement
7. Chapter Administration
 - o Determine regularly scheduled chapter meetings
 - o Include pertinent information to ensure the efficient functioning of the student chapter
8. Amendments
 - o Establish procedures to make amendments the Constitution/Bylaws