

# Sample Student Organization Constitution

This sample constitution is provided by the Office of Student Activities to assist your student organization in creating a constitution, which meets the standards for officially registering your organization with Western Illinois University. ***The \*starred\* articles MUST BE included as well as the date of adoption/revision. Article III, VI, VII, IX, & X MUST use the EXACT language included on this sample. You may add parameters to Article III after stating points 1 & 2. This sample must be re-typed.***

## STUDENT ORGANIZATION CONSTITUTION SAMPLE

\*Date of Adoption and/or Revision

### ARTICLE I – \*Name\*

The name of this organization shall be the Western Illinois University Underwater Basket Weaving Club (UBWC). The UBWC is a student organization at Western Illinois University. This organization's purpose shall be to educate the students at Western Illinois University as to how to create baskets, while submerged underwater.

### ARTICLE II – \*Objectives\*

The objectives of the organization shall be:

- 1) To promote interest in underwater basket weaving
- 2) To provide fellowship among students and faculty
- 3) To represent student needs and wants in regard to difficult activities under water
- 4) To provide a forum for the presentation of innovative ideas to benefit of the University community.

### ARTICLE III – Membership *(Must Be Included Exactly as Found Here; Additional Info is Optional)*

- 1) Members and officers must be enrolled students at Western Illinois University.
- 2) Non-students may act as associate members, but may not vote or hold office.

### ARTICLE IV – \*Officers\* *(Make specific to your organization. President & Treasurer are required. Procedures for election/removal must be democratic.)*

- 1) Election of Officers
  - a) The officers of this organization are president, vice president, secretary, and treasurer.
  - b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
  - c) Election of officers will take place during the 3<sup>rd</sup> week of the fall semester.
  - d) Officers will assume office for the period of one year.
- 2) Recall of Officers
  - a) Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
    1. An inability to perform the requirements of office
    2. Willfully disobeying Western Illinois Rules and Regulations governing student organizations
    3. Breaching the Student Code of Conduct
    4. Mismanaging club funds
  - b) Recall procedures will be initiated at the request of five active members.

- c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
  - 1) Those requesting a recall of officer(s) shall be given 20 minutes to present their case
  - 2) Those officers being recalled will have five (5) minutes to question their accusers
  - 3) Those officers being recalled will have 20 minutes to rebut the charges presented against them
  - 4) The club will then have five (5) minutes to question those being recalled
- d) A two-thirds majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

#### **ARTICLE V – \*Voting\***

- 1) This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
- 2) Voting on amendments must be conducted after a minimum notice of 2 weeks.

#### **ARTICLE VI – Not-for-profit Statement** *(Must Be Included Exactly as Found Here)*

This is not-for-profit organization.

#### **ARTICLE VII – Statement of Non-discrimination** *(Must Be Included Exactly as Found Here)*

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office. (As exempted by Federal law, Social Greek organizations may omit “gender”)

#### **ARTICLE VIII – \*Financial Obligation\***

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

#### **ARTICLE IX – Statement of Non-Hazing** *(Must Be Included Exactly as Found Here)*

This organization will not conspire to engage 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 student or person attending the institution.

#### **ARTICLE X – Statement of Compliance with Campus Regulations** *(Must Be Included Exactly as Found Here)*

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

## SAMPLE BY-LAWS

### I. Cabinet

#### I. *President*

- a. Coordinates all activities of the organization
- b. Acts as liaison to University community
- c. Serves as official representative of organization
- d. Calls regular and special meetings
- e. Presides at meetings
- f. Prepares agenda for meetings

#### II. *Vice President*

- a. Assumes duties of president, when necessary
- b. Assists president in coordinating activities

#### III. *Secretary*

- a. Maintains accurate and current information of the organization and membership
- b. Assists president and vice-president to coordinate organization activities
- c. Keeps accurate minutes of each meeting and forward copies to other officers
- d. Keep attendance records for meetings.

#### IV. *Treasurer*

- a. Serves as liaison to WIU for all purpose of organizational funding
- b. Maintains accurate and current account of all organizational funds
- c. Responsible for dispensing of funds in accordance with the goals and programs established by the organization

### II. Meetings

Meetings will be open to all organization active and associate members, faculty, staff, and non-member students. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

**Please Note:** a description of officer duties must be included either in bylaws or built within the constitution. WIU requires a President, Treasurer, and WIU Faculty/Staff Advisor for all Registered Student Organizations.