

SAMPLE CONSTITUTION

The (insert organization name here) Constitution

Article I – Name of Organization

The name of the organization shall be _____.

Article II – Affiliation

[If an organization has any national, state, or local affiliation, include that information here.] This organization shall be affiliated with (insert name of national, state, or local organization) and shall abide by its constitution and by-laws. The constitution and by-laws shall not be in conflict with Washington State University policies and procedures. WSU policies and procedures shall take precedence over the constitution and by-laws of (insert name of affiliation).

Article III – Purpose

The purpose of _____ shall be ... [Organizations should be certain to include a complete statement of purpose. Activities and programs sponsored by the organization will be expected to fulfill the organization's stated objectives. The purpose of the organization should also be related to the promotion of student learning and shall not conflict with the mission, goals, and policies of Washington State University.]

Article IV – Membership

Section 1: Regular membership. Voting members of this organization shall consist of regularly enrolled full-time undergraduate and graduate students of Washington State University (may further qualify by any specific skills, GPA, requirements, or interests a member should have).

Section 2: Honorary or associate membership. Non-voting members may consist of WSU employees or non-students [Note: This is a policy of Washington State University, and regardless of its appearance in your group's constitution will need to be upheld. Only current students may be voting members of the organization].

Section 3: Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, sexual orientation or disability in its selection of members.

Section 4: Dues. If members of the organization pay dues, include information regarding when the organization determines the amount of dues and the approval process or membership support to increase the dues.

Article V – Officers

Section 1: Officers of the organization shall be as follows: (titles, terms of office, duties). Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that it hinders the organization's ability to be effective and efficient.

Section 2: Election of officers. (Include how officers are elected/selected, method of nominations, and how balloting is used). The Executive Board of the student organization will be elected between March 15th and April 15th for the following academic year.

Section 3: Officers shall take office on April 30th and shall serve for a period of one full academic year.

Section 4: Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)

Section 5: Officers failing to fulfill the given responsibilities and duties may be removed by the active organization.

Section 6: The removal of an officer requires a majority vote of (two-thirds, three-quarters) organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

Article VI – Advisor

Section 1: Method of selecting advisor. Advisors for student organizations shall be selected from among the faculty, staff, or administration.

Section 2: The advisor must take an active role in assisting the student organization achieve its mission and purpose.

Section 3: List specific duties or responsibilities of the advisor. The advisor should act as a liaison between Campus involvement and the organization he/she is advising.

Article VII – Meetings

Section 1: A regularly scheduled general meeting shall be held at least (specify an amount which is at least once a semester). The officers may call additional meetings when the need arises.

Section 2: A quorum shall consist of (x) voting members present at any regular or special meeting to conduct official business. (A quorum is defined as the number of members or percentage of total membership needed to be present at a meeting in order to conduct the official business of the organization.)

Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions.

Section 4: Parliamentary Authority (Roberts Rules of Order is typically used.)

Article VIII – Standing Committees (if needed)

Section 1: Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, and publicity)

Section 2: Appoint of committees by president, chairperson, or council.

Article IX – Quorum

Section 1: Quorum is defined as 50% of the organization's total membership plus one.

Section 2: Quorum is necessary for any voting that occurs within the organization.

Article X – Method of Amending Constitution

Section 1: All amendments to this constitution require notice of (specify time) prior to being discussed and voted upon.

Section 2: The constitution may be amended by a vote of (two-thirds or threequarters) majority membership at any regular or special meeting.