

Sample Constitution

To use the sample constitution, copy and paste the following text into a Word document. Change all highlighted areas to include information about your club or organization. Add details as needed.

[INSERT NAME HERE] Club Constitution

Article I. NAME

This organization shall be known as **[INSERT NAME HERE]**. The organization may also be known as **[INSERT ACRONYM]**.

Article II. AFFILIATION

[INSERT NAME HERE] is affiliated with **[INSERT NAME HERE]**

Article III. MISSION

It is the mission of the **[INSERT NAME HERE]** to **[INSERT MISSION HERE]**.

Article IV. MEMBERSHIP

Section 1 Membership

- A. Membership of the **[INSERT NAME HERE]** shall be open to all students who have paid the mandatory Associated Students of Willamette University student fees.
- B. No person will be denied membership with regard to espoused or perceived identities such as: race, color, creed, religion, sex, national origin, sexual orientation, age, or physical or mental ability.
- C. Active members shall be defined as those students who attend a minimum of **[INSERT NUMBER HERE]** meetings per semester. Only active members may hold office, vote in elections, and vote on club business.

Article V. OFFICERS

Section 1 Officers

The officers of the **[INSERT NAME HERE]** shall be President, Vice-President, Secretary, and Treasurer/ASWU Budget Officer.

Section 2 Duties of Office

- A. President
 - 1. Understand and enforce the Constitution of **[INSERT NAME HERE]**.
 - 2. Preside over all **[INSERT NAME HERE]** meetings with an impartial demeanor.
 - 3. Represent **[INSERT NAME HERE]** on all public relations and official functions.
 - 4. Authorize, with the assistance of the Treasurer/ASWU Budget Officer, the use of all **[INSERT NAME HERE]** funds.
 - 5. Attend a Student Organization Orientation.

- B. Vice President
1. Assume all responsibilities of the President when necessary.
 2. Advertise all [INSERT NAME HERE] events.
 3. Maintain all applicable calendars and web information.
 4. Oversee and keep documentation of all officer elections in accordance with [INSERT NAME HERE] constitution.
- C. Secretary
1. Preside over [INSERT NAME HERE] meetings in the absence of the President and Vice President.
 2. Prepare and post the agenda of each meeting at least 24 hours prior to the meeting.
 3. Prepare and share updated meeting minutes within 48 hours following each meeting.
 4. Maintain accurate attendance, membership records, and activity/event records including all club correspondence (email, voice mail, mail box, ID number).
- D. Treasurer /ASWU Budget Officer
1. Receive, record, and deposit all [INSERT NAME HERE] funds.
 2. Retain all club receipts.
 3. Provide a [INSERT FREQUENCY] financial report.
 4. Maintain accurate fiscal records.
 5. Aid the President in the authorization of all [INSERT NAME HERE] funds.
 6. Requisition funds from ASWU.
 7. Attend the Student Organization Orientation.

Section 3 Terms of Office

The single term of office for each executive board member, shall be [INSERT NUMBER HERE] semesters. There shall/shall not [CHOOSE ONE] be a limit imposed on the number of terms any member may serve.

Section 4 Vacancies of Office

If a vacancy exists for any position, a special election shall be held for the vacant position. In the interim, the succession of office will be used to fill the position until elections can be held for that position. Succession of office is as follows: President, Vice-President, Secretary, and Treasurer/ASWU Budget Officer.

Section 5 Impeachment

- A. Impeachment charges may be initiate against any officer by any member of the club in writing stating the charges:
1. Violation of the ASWU Constitution and/or bylaws
 2. Violation of the [INSERT NAME HERE] Constitution
 3. Abuse of powers (e.g., use of funds for purposes other than those identified in budget, use of space for purposes other than those identified in request, bi-passing election processes, etc.)
 4. Neglect of duties
- B. The charges shall be read by the presiding officer at the next meeting, which must be held within seven days following submission of the charges.
- C. The recommendation for impeachment shall be taken up as the first item of new business.
- D. The officer being impeached shall be removed from office if two-thirds (2/3) of the current membership votes for removal of the said officer.

Article VI. ADVISOR

Section 1 University Administration

1. The advisor will serve as an ex-officio (non-voting) member of the [INSERT NAME HERE] .
2. The advisor will be on-campus and not on leave or sabbatical. If the advisor chooses to leave campus, a new advisor will be selected.

Section 2 Duties and Responsibilities

- A. Serve as a mentor, provide direction as to the purpose, goals, and objectives of the club to executive board and members.
- B. Ensure the organization operates within the legal and ethical guidelines of Willamette University, professional organizations, and the state.
- C. Act as the communication link between the organization and the administration.
- D. Provide staff approval/opinion on programming events (if needed for risk management).
- E. Negotiate and initiate University processes to sign all binding contracts.
- F. Support the participation and development of members.
- G. Remain well-informed of group plans and activities.
- H. Be knowledgeable about the organization's constitution.
- I. Serve on all selection committees (as a non-voting member).
- J. Attend meetings of the organization advisors when requested by the Office of Student Activities.

Article VII. MEETINGS

Section 1 Quorum

A meeting shall be declared to have a quorum if a simple majority (51%) of the club membership is present.

Section 2 Executive Board

The executive board shall meet [INSERT FREQUENCY HERE] during the regular school year.

Section 3 Club Meetings

Meetings shall be held on a [INSERT FREQUENCY HERE] basis starting in August during the regular school year. To remain in good standing a member is expected to attend at least [INSERT NUMBER HERE - same as from Article IV, Section 1, C] of the regularly scheduled meetings.

Article VIII. ELECTIONS

Section 1 Voting

- A. Votes shall be taken during a meeting that has declared a quorum.
- B. Only active club members may vote on club issues.

Section 2 Officers Elections

- A. Candidates shall announce their intent to run [INSERT TIME HERE] before the meeting prior to spring break in the spring semester.
- B. The officers shall be elected by secret ballot at the meeting prior to spring break in the spring semester.
- C. The person with a simple majority of the vote will be declared the winner.

Article IX. TRANSITIONS

Once elected, new officers shall work with outgoing officers to learn the skills needed to take over the office. At least one meeting will be set for outgoing and incoming officers along with the group's advisor prior to the end of the school year. New officers shall assume full duties at the last official meeting of the school year.

Article X. SAFETY AND LIABILITY

[INSERT NAME HERE], and any member of the club acting on behalf of the committee, disclaim any liability whatsoever for any loss, damage, personal injury or death suffered or caused during a Club activity, or while in transit as part of a Club trip.

Article XI. AMENDMENTS

Amendments to the Constitution of [INSERT NAME HERE] must be proposed in writing by any active member of the club. Amendments must be tabled for discussion for a minimum of one week, and then votes will be taken on all new amendments. Amendments will be ratified by the approval of the membership by two-thirds (2/3) of in a meeting that has declared a quorum.

Article XII. RATIFICATION

This Constitution of [INSERT NAME HERE] is hereby unanimously ratified by the membership on [INSERT DATE HERE].

Respectfully submitted:

First M. Last
President
[INSERT NAME HERE]

[INSERT DATE HERE]

First M. Last
Vice President
[INSERT NAME HERE]

[INSERT DATE HERE]

First M. Last
Secretary
[INSERT NAME HERE]

[INSERT DATE HERE]

First M. Last
Treasurer/ASWU Budget Officer
[INSERT NAME HERE]

[INSERT DATE HERE]

Adapted from the Sample Constitution from Whitman College in Walla Walla, WA.