**Instructions**

1. The following document is a template for your organization to use while writing your constitution. To use the sample constitution, copy and paste the language into a new document.
2. Items highlighted in yellow should be filled in with your organization's name (“insert name here”) or provide guidance and suggested language for you to consider as you write the constitution.
3. Each constitution must include all of the articles and sections provided, with the exception of Article II, Affiliation. If your organization is not affiliated, delete Article II and renumber the subsequent articles.
4. Submit your completed constitution to the SEAL office by emailing [student-engagement-group@willamette.edu](mailto:student-engagement-group@willamette.edu) by April 19th
5. Your document will be reviewed by a staff member and you will be notified if your constitution has been approved or needs to be amended.
6. Please reach out to the SEAL office if you have any questions or need additional support.

**[INSERT NAME HERE] 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**

**[NOTE: only include this section if your organization is affiliated with a national or regional organization, or other entity outside of WU]**

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

**Article III. MISSION, VISION, AND VALUES**

It is the mission of the [INSERT NAME HERE] to [INSERT MISSION AND GUIDING PRINCIPLES HERE]. Describe the types of activities the organization will conduct as well as general information regarding its processes.

**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 [INSERT ACTIVE MEMBER REQUIREMENTS HERE]. Only active members may hold office, vote in elections, and vote on the organization’s business.

**Section 2 Membership Disciplinary Procedures** define procedures for disciplining and/or removing an member from the organization, including (but not limited to):

1. A process for reporting concerns within the organization;
2. A notice to the member in question;
3. A process whereby the member is given the opportunity to share their perspective;
4. Identification of discipline process decision-makers; and
5. A list of possible outcomes.

**Article V. OFFICERS** specify who is eligible to serve as an officer in the organization and any requirements that must be met before their election/selection as well as during their term in office.

Please note, as consistent with University policy, all recognized student organizations must use the following italicized parameters as the minimum standards. Organizations are permitted to enact more stringent requirements than the university, under the condition that the more stringent requirements are reasonable in nature and consistent with the mission and purpose of the organization.

*The officers of the organization must meet the following requirements:*

1. *Minimum cumulative gpa of 2.5 and not be on academic probation*
2. *May not be on conduct probation*

**Section 1 Officers** describe specific officer titles for any elected, selected, or appointed leadership position

The officers of the [INSERT NAME HERE] shall be [INSERT OFFICERS HERE; YOU WILL DESCRIBE THEIR DUTIES IN THE NEXT SECTION]

**Section 2 Duties of Office** describe specific duties for any elected, selected, or appointed leadership positions listed above

[BELOW ARE EXAMPLES OF TYPES OF OFFICERS AND THEIR SUGGESTED DUTIES]

A. President

1. Enforce the Constitution of the [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. Responsible for attending Student Organization Orientation once per academic year.

B. Vice President

1. Assume all responsibilities of the President when necessary.

2. Responsible for advertising all events.

3. Maintain all applicable calendars and web information.

C. Secretary

1. Presides 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 email updated minutes to listserv within 24 hours following each meeting.

4. Maintain accurate attendance and activity/event records including all organization correspondence (email, voice Mail, mail box).

D. Treasurer /ASWU Budget Officer

1. Receive, record, and deposit all [INSERT NAME HERE] funds.

2. Be responsible for retaining all receipts.

3. Have a bi-weekly financial report available at all meetings.

4. Maintain accurate fiscal records.

5. Aid in the authorization with the President of all [INSERT NAME HERE] funds. 6. Responsible for the requisitioning of all funds from ASWU.

7. Responsible for abiding by the ASWU Funding Precedence while making requisitions for ASWU funds

7. Responsible for attending Student Organization Orientation once per academic year

**Section 3 Terms of Office**

One term of office for each executive board member, shall be [INSERT LENGTH OF TERM]. There shall be no limit imposed on the number of terms any member may serve.

**Section 4 Officer Selection Processes** indicate the organization’s voting/appointment process for officer selection as well as the time of year it will take place

**Section 1 Voting**

A. Votes shall be taken during a meeting that has declared a quorum.

B. Only active members may vote on the organization’s issues.

**Section 2 Officers Elections**

A. The officers shall be elected by secret ballot at the meeting prior to spring break in the spring semester.

B. The person with a simple majority of the vote will be declared the winner.

**Section 5 Officer Disciplinary Procedures** define procedures for disciplining and/or removing an officer from their position, including (but not limited to):

1. A process for reporting concerns within the organization;
2. A notice to the officer in question;
3. A process whereby the officer is given the opportunity to share their perspective;
4. Identification of discipline process decision-makers; and
5. A list of possible outcomes.

**Section 6 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.

**Article VI. ADVISOR**

**Section 1 University Affiliation**

1. The advisor will be a Willamette employee: staff or faculty.

2. The advisor will serve as an ex-officio (non-voting) member of the [INSERT NAME HERE] .

3. 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 within two weeks of departure.

**Section 2 Duties and Responsibilities**

A. Serve as a mentor, providing direction as to the purpose, goals, and objectives of the organization to the executive board and members.

B. Ensure that 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 process to sign all binding contracts.

F. Support the participation and development of members.

G. Remain well informed of group plans and activities.

H. Be an expert on the organization’s constitution.

I. Serve on all selection committees (as a non-voting member).

**Article VII. MEETINGS**

**Section 1 Quorum**

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

**Section 2 Executive Board**

The executive board shall meet at least twice a month during the regular school year.

**Section 3 Meetings** describe how often the group will meet and if a member is expected to attend a certain number of meetings in order to remain in good standing (if applicable)

Example: Meetings shall be held on a monthly basis starting in August during the regular school year. To remain in good standing a member is expected to attend at least two (2) of the regularly scheduled weekly meetings.

**Article VIII. Financial Procedures** describe organizational procedures for managing finances. At a minimum, this section must acknowledge that:

1. The organization is required to keep the funds through Willamette University Accounting Office
2. All funds collected will be deposited within one business day
3. All expenditures must be approved by the ASWU Treasure**r;** pendings that said expenditures be made in compliance with the ASWU Funding Precedence

**Article IX. OFFICER TRANSITION**

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 academic year. New officers shall assume full duties at the last official meeting of the academic year.

**Article X. SAFETY AND LIABILITY**

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

**Article XI. AMENDMENTS**

Amendments to the Constitution of [INSERT NAME HERE] must be proposed in writing by any active member. 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].