**WITTENBERG UNIVERSITY
STUDENT ORGANIZATION CONSTITUTION TEMPLATE**

**Instructions:** In the **[boxes]** provided please enter your organization’s information as you would like it to appear. Remove the red text and save the final document with your organization’s full name and the date last revised (i.e. “karateclub\_090117”).

**[INSERT ORGANIZATION’S FULL NAME AND ACRONYM]
CONSTITUTION
ADOPTED [INSERT DATE]**

**ARTICLE I: NAME**
The name of this organization shall be **[name of organization]**, hereafter referred to as **[shortened name of organization, perhaps an acronym, as it will appear throughout the constitution [optional].**

**ARTICLE II: PURPOSE**
The purpose(s) of this organization shall be: **[Please list the purpose for establishing this organization, included in this is the Mission Statement of the Organization]**

**ARTICLE III: MEMBERSHIP**
Section 1: Membership in the organization shall be open to **[indicate who is eligible for membership assuring no discrimination—in order to be eligible for Student Senate funding, organizations must be open to all students].**

Section 2: Requirements for members to be fully recognized in the organization are: **[indicate requirements – GPA, dues, class standing, community service, affiliation with an academic department, requirements to attend specific number of meetings/events, etc.].**

Section 3: Membership rights and privileges include: **[indicate rights and privileges].**

Section 4: Procedures for removal from the organization: **[indicate procedures for removing a member from the organization; due process for removal, etc.].**

**ARTICLE IV: OFFICERS**

Section 1: Eligibility: **[List any requirements for members to serve as officers]**

Section 2: Officer duties: **[List your officer titles and a short description of their duties]**

Section 3: Terms of Office: **[In this section enter how long the officers of this organization will serve—Most organization officer terms are January-January.]**

Section 4: Elections: **[Explain how and when you will elect the officers of your organization]**

Section 5: Officer removal: **[Discuss the conditions under which an officer may be removed from office and the formal removal procedure]**

**ARTICLE V: ELECTIONS**

A: State officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.
B: State the procedures for nominations and timeline for when they take place.
C: State how nominees will present their qualifications and how and when elections are held.
D: State procedures in case a run-off is necessary

**ARTICLE VI: MEETINGS**
**[State the frequency of meetings (how, when, and where) and describe any circumstances under which special meetings are to be called]**

**ARTICLE VII: QUORUM**
**[Establish a set number of members that are required for the organization to conduct business. Usually, stated as a fraction of the number of members, such as 2/3 or 3/4]**

**ARTICLE VIII: LEGISLATION
[The procedure by which organization policies and resolutions are to be adopted by the organization]**

**ARTICLE IX: FUNDS**
**[State procedures for the allocation of funds (Senate funding, membership dues, fundraising, etc.). If applicable, state the justification and purpose of membership dues. State procedures for purchasing/spending funds including membership reimbursement.]**

**ARTICLE X: ADVISOR(S)**
**[State the role/duties, term of office, and selection process for the organization’s advisor(s)—All student organizations must have a full-time faculty or staff member. Any group wishing to have a volunteer advisor/instructor should list that here as well. Volunteer advisors/instructors must register with the Office of Student Involvement.]**

**ARTICLE XI: COMMITTEES/DIVISIONS**
**[State what standing and/or ad-hoc committees or what divisions will exist in the organization and the function and composition of each.]**

**ARTICLE XII: AFFILIATIONS**
**[State any affiliations with local, state, regional, national, or international clubs/associations/organizations. State adherence to any rules by such governing bodies, if applicable.]**

**ARTCILE XII: RATIFICATION**
**[State how the constitution will be approved by the membership.]**

**ARTICLE XIV: AMENDMENTS**
**[State the procedure by which this constitution may be amended. Be sure to include voting requirements for amendments]**