

A Constitution, also referred to as Bylaws or a Charter, is a student group structure and purpose statement that is an organization's guiding document. The Constitution formally identifies the organizations name and purpose for operating as well as the structure and selection of the organization's executive officers.

Every recognized student organization or club is required to have a Constitution on file with the Center for Leadership and Service.

Constitution Sample Outline

Name and Objectives

FREE House Chinese Culture Club aims to promote traditional culture, and provide chances for WKU students to experiences the charming of traditional culture. Since its establishment, FREE House Chinese Culture Club has participated in a large number of activities about Chinese culture. We hope that students can not only have fun in our activities but also gain more knowledge of traditional Chinese culture.

Membership

All registered students attending full or part time.

Officers and Duties

President: Zhang Huiyao

Vice President: Meng Yifan, Shan Xiaoxiao

Treasurer: Meng Yifan

Secretary: Shan Xiaoxiao

Meetings

We have one large meeting at the beginning of the semester to arrange tasks. Before implementing plans, we have preparing meetings. After finishing activities, we have analyzing meetings to find out the weaknesses of the activity.

Standing Committees

Planning department: Plan each and every activity

Propaganda department: Make posters and tweets, and sent emails. Shoot photos during the activity.

Public relations department: Contact with other clubs and teachers/professors.

Chinese tea department: Contact with the tea art teacher. Hold Chinese tea courses.

Chinese calligraphy and painting department: Participate in Open House. Provide activities.

Chess department: Plan WKU Chess competition. Represent for WKU to participate in large Chess competitions held by other universities.

Chinese literature and history department: Gain the knowledge of Chinese literature, history, art, drama, etc.

Chinese Closing department: Keep Chinese clothes and lent to members of Chinese Culture Club.

Chinese music department: Daily training. Perform.

Elections and Vacancies

In the second semester, we elect ministers of each and every department. First, members need to apply for the position. Second, a group interview will be held to test their ability. The final individual grade will be divided into four parts: the grade from judges (30%), group members (20%), behaviors in last semester (20%), and the development of individual ability (30%). Participant of the top grade of one position will become the minister.

President and vice president are elected from ministers. There are two standards for president and vise president: 1. Good individual ability and responsibility 2. The zest of Chinese Culture Club. The election will be held at the end of all activities in the second semester. If there is an argument about candidates, than all members will vote for the proper president and vise president.

Removal and Succession of Officers

Officer who does not finish his/her task before deadline for more than three times will be removed from the club.

Amendments

If more than 2/3 of members vote for adjusting structure/aim, than ministers need to fix the structure/aim. Once the general body has approved the amendment, and the minutes of the meeting reflect such a vote, the organization must submit the revised constitution document electronically to the Center for Leadership and Service for review.

Advisor

The organization advisor must be a Wenzhou-Kean University full-time employee.

University Regulations

The group shall be in full compliance with all pertinent Wenzhou-Kean University regulations, rules and policies relevant to its activities.

Updating An Existing Student Group Constitution

In order for a student group or organization to update their Constitution, the student group must follow the procedures outlined within their existing Constitution. The general body of the organization must approve the proposed amendment(s) by the margin outlined in the existing Constitution (ex: a majority vote, a 2/3 vote, a 3/4 vote, etc...). Once the general body has approved the amendment, and the minutes of the meeting reflect such a vote, the organization must submit the revised constitution document electronically to the Center for Leadership and Service for review. The Constitution will be checked to ensure that the organization still meets the minimum requirements for student group recognition. Upon review, the Center for Leadership and Service will upload the new student group's Constitution.

For more information about updating your student group or organization Constitution, please contact the Center for Leadership and Service, located in General Education Hall D203.