

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

Name: **Marxist** Study Club

Purposes: Adhere to the guidance of Marxism Leninism and Maoism, spread Marxist theory, stimulate students’ interest in Marxist theory, improve students’ Marxist theoretical level, and provide students with a platform for Marxist theory seminar and practice.

Objectives:

1. Improve the theoretical level of Marxist Theory
2. Enhance expression and communication capacities
3. Clarify people's misunderstanding of Marxist theory in daily life
4. Apply Marxist theory to deal with practical problems and guide practice

Membership

For all students in Wenzhou Ken University. Students interested in Marxist Study Club can submit applications within two weeks after the beginning of each semester, and become full members after passing the check. Full members should be enthusiastic, helpful, positive, optimistic, responsible, and abide by the provisions of the student code and the articles of association.

**Membership rights:**

1. Be able to participate in all club activities
2. Visit the academic resource bank of the club to obtain academic resources
3. Participate in voting on important matters
4. Provide suggestions to the president, vice presidents, and ministers of various departments, and supervise the operation of the club
5. Withdraw at any time

**Obligations of members:**

1. Abide by discipline and law, love our party and country, and have certain political sensitivity
2. Participate in the plenary meeting of the club
3. Complete assigned tasks
4. Abide by the articles of Association
5. If members need to pay Membership dues, please pay them on time

Officers and Duties

**President**

1. Responsible for holding regular meetings within the club

2. Responsible for making plans and arrangements for the development of the club

3. guide and supervise the work of the vice president and ministers

4. Responsible for outreach activities such as contact with other clubs

5. Responsible for the final review of all public presentation materials for the club's WeChat official account

**Vice President (Administration)**

1. Assist the president in the development and implementation of the club's planning, guide and supervise the work of the Planning, Publicity, and Finance Departments

2. responsible for signing in and recording meetings

3. Act as president in the absence of the president and maintain the normal operation of the club

**Vice President (Academic)**

1. Assist the president in the development and implementation of the club's planning, guidance, responsibility, and supervision of the operation of the academic department

2. Assist the president and academic department in organizing academic resources

3. direct the operation of the club's WeChat official account and be responsible for the review of all content published in the name of the club (second review)

**Head of Planning Department.**

1. Coordinate and manage the operation and work of the planning department

2. report to the president every two months

3. Organize members of the department to complete the planning proposal and submit it to the president two weeks in advance according to the schedule of club activities

4. Assist the president in formulating the annual schedule of club activities and provide suggestions

**Head of the Publicity Department.**

1. coordinates and manages the operation and work of the publicity department

2. report to the president every two months

**Head of Finance Department:**

1. responsible for activity budget calculation and application for reimbursement

2. manage and record the club's property and keep it in a secure manner

3. announce the use of club funds at the end of each semester

**Head of Academic Department**

1. search, organize and share academic resources related to Marxist theory

2. write articles for the club's WeChat Official Account

3. collect, organize, review and publish articles submitted by members

Meetings

1. A general meeting is held within two weeks after the beginning of each long semester to introduce the plans and arrangements of the club for that semester and to receive opinions and feedback from members. (5 days advance notification of the meeting)

2. Each department should hold a meeting every two months as appropriate to summarize their work experience and listen to feedback, and hold at least one departmental work meeting every semester

3. The president will make an online summary at the end of each semester

Standing Committees

**Publicity Department**.

1. responsible for each event poster design, manuscript writing

2. Responsible for the operation of the WeChat Official Account, including only layout and editing, not content writing

3. assist the president in outreach

**Planning Department.**

1. Responsible for the planning and design of all activities of the club

**Finance Department.**

1. scientifically formulate the budget allocation for each club activity

2. manage the club's funds and keep accurate records of income and expenditure

**Academic Department:**

1. responsible for the collection and organization of academic resources related to Marxist theory

2. responsible for the operation of the club's WeChat Official Account, including content writing, material arrangement, and review

Elections and Vacancies

1. The president, vice president, and department heads will be jointly responsible for reviewing the qualifications of the election applicants, and in case of dispute, the decision will be made on the principle of majority rule.
2. The vice president and department heads will be elected once a year, and all club members can participate in the election; the election of the vice president will be decided by the votes of all club members, and the department heads will be decided by the votes of the department members.
3. Department members rotate annually-all members can apply, all members vote and are elected in order of votes
4. The president is elected once a year and all members of the club can participate in the election. All members of the club will vote on the candidates for president and the highest number of votes will be elected. In the event of a tie, a second vote will be held among those with the same number of votes.

Removal and Succession of Officers

1. If more than 1/2 of the members of the club think that the president is not performing his/her duties properly, members can ask the vice president (academic) to vote on the matter, and the president will make a statement before the vote. If finally more than 2/3 of the members are in favor of replacing the president, the president must hand over his/her position and submit an application to leave the office, and the vice president (administrative) will act as his/her proxy, and a new president will be elected immediately
2. If more than 1/2 of the members of one department think that their minister is not performing his/her duties properly, the members of the department can ask the president to vote and the minister will give a presentation before the vote. If more than 2/3 of the members of the department are in favor of replacing the minister, the minister must immediately stop working and submit an application to leave the position, and the minister's functions will be performed by the corresponding vice president, and a new ministerial election will be held immediately.
3. All members who have been disciplined in writing by the university will not be allowed to hold any position, and any member or manager who has been disciplined by the university will be dealt with according to the severity of the situation, and the president has the final right of appointment and removal. If the president violates school or club rules and regulations, a general meeting of the club will be held to consider the matter.
4. All incumbent managers need to submit an application to leave and will be allowed to leave only after confirming the normal handover of work and clearance. In case of disciplinary action or removal, the functions will be performed by the vice president or president as an agent.

Amendments

Changes to the club's constitution need to be approved by a majority of members (50%). The changed constitution will be publicized for at least two weeks, and all members' suggestions will be accepted for revision. The revised constitution will be publicized for at least 5 more days, and after no objection, it will be submitted to the Leadership and Service Center for review.

Advisor

Chinese Curricula Center, Ms. Qian Fei

University Regulations

The Marxist Study Club will fully abide by all relevant rules, regulations, and policies of Wenzhou Kean University as it relates 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.