



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

English Debating Society

Offer English BP Debating Strategies to our members;

Improve members' speaking and writing skills;

Exercise their critical thinking

### Membership

To all students in WKU, including exchange students

### Officers and Duties

Officers: ELC teachers (ELC teachers assist the student group in the organizational development and program support.)

President: Li Junjie;

Vice President: Li MUYANG;

Secretary: Su Qi;

Treasure: Zang Min;

Minister of Operation Department: Wu Haozhuo, Huang Zixin;

Minister of Programming: Feng Jingou, Zang Min;

Minister of Propaganda Department: Xie Mingyan, Wang Hantao;

Minister of Public Relations Department: Shi Yinuo, Lin Yixuan;

Minister of Academic Department: Ai Rujin, Fu Shengxun;

## Meetings

Meeting in the beginning of a new semester: president hold it to organize the recruit.

Meeting with ELC: to organize the English Debating Competition

Meeting for preparation: discuss the information of practice and workshop

Meeting for seminar: Discuss and exchange views on popular topics that are popular or other topics raised by everyone

Monthly Regular Meeting: Discuss daily affairs, periodic work report and task arrangement for the next stage

FLTRP Cup (Foreign Language Teaching and Research Press Cup) :

A serious of campus trials for the large national competition FLTRP

## Standing Committees

Programming: Organize activities including Open House Day, Practices, Seminars, and competitions

Academic Department: Prepare academy parts and organize activities including Open House Day, Practices, Seminars, and competitions

Propaganda Department: Advertise for activities and run for WeChat Official Account of EDS

Ex-connection: Contact with professors and members

Secretary: As the assistant to the president and vice president, is responsible for the documentation and management of the society

Operation Department: Implement, supervise and manage tasks, and respond to unexpected situations

## Elections and Vacancies

We held interviews during recruit. We will offer the motions in advance and interview the freshmen in the classroom.

## Removal and Succession of Officers

Specify reasons for which an officer may be removed from office. Indicate what percentage of the membership is required to approve a motion for removing an officer and how much notice must be given to the membership before such a vote is taken.

## Amendments

Specify how the group structure and purpose may be amended; include what percentage of the membership must approve the amendment and how much notice must be given to the membership for consideration of the amendment.

## Advisor

Advisor: John Chua

## University Regulations

Specify that 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.