

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

WKU Board Game Association is a non-academic and non-profit organization founded by students who love chess-related games in Wenzhou Kean university and composed by students who love chess-related games in Wenzhou Kean university.

Membership

The member's responsibilities: 1. Actively participate in Chess Association activities

2. Pay club fees on time; 3. Meet the membership assessment requirements

Officers and Duties

**President**

Be fully responsible for the affairs of the association, organize and manage the affairs of the association

Duty:

1. Represent the association to participate in the president's meeting, lectures and other activities organized by the Federation

2. Planning and distribution of activities and work within the Association

3. Hold regular management meetings and general meetings of the association

4. Make final decisions on major issues such as competitions and activities within the association

**Vice chairman (Administration)**

Assist the chairman to complete the planning and task allocation of the association's activities, and urge the three administrative departments to perform their respective duties

Duty:

1. Be responsible for roll call statistics at regular meetings

2. Management assessment

3. Complete the tasks issued by the chairman

4. Perform the functions of the chairman in the absence of the chairman

**Vice chairman (Project)**

Assist the chairman to manage the five project departments in the association.

Duty:

1. Seek and provide professional support for school activities (such as the docking of referees and the formulation of competition rules)

2. Assist the chairman to find competition opportunities for students with competition ideas

3. Communicate with relevant departments of foreign universities to prepare conditions for inter school communication

Meetings

The regular meeting system

Procedures of the regular management meeting held once every two weeks and at a fixed time (7pm on Sunday) :1. Presidents, vice presidents determine meeting outline 2. President modify group of announcement, be determined by the executive department notified personnel, and the private stamp didn't respond to personnel 3. Managing department to send the meeting time, place, and the outline of the meeting in the form of mail sent to management personnel 4. Participants are required to read email, and prepare meeting content (if is responsible for the content of one) 5. Vice President attendance statistics, before the beginning of the next meeting and included in the progress review 6. Managing department is responsible for the meeting record and after the meeting in the form of mail sent to the President, vice presidents, and archive.

Standing Committees

The propaganda department

Responsible for club publicity

Responsibilities: 1. Making and Posting club posters and propaganda video; 2. Shooting club activity photos; 3. Managing WeChat public account; 4. After the activity, the press release or summary of the activity shall be submitted to the President for review within one working day

Planning department

Responsible for club activity planning

Responsibilities: When the club needs to hold activities, submit the plan.

The plan must include the following elements: 1. Activity content 2. Activity location 3.Activity time 4. Activity budget

Each plan should be submitted to the President/Vice President for review at least two weeks prior to the start of the activity.

Finance department

Responsible for the financial work of all club activities

Responsibilities: 1. Responsible for the management of club property (including equipment); 2. Activity budget and reimbursement (pay attention to the collection of invoices); 3. Managed various funds of the club, made financial statements on their use, and submitted them to the President for review before each regular meeting (to be publicized during the regular meeting).

Elections and Vacancies

Officers are elected by memberships and who gets the most votes is elected. Election is held every semester.

Removal and Succession of Officers

An officer may be removed from office because of failing the assessment. The club will vote on the candidates.

Amendments

An amendment must be approved by 50% of membership and give all membership for consideration.

Advisor

University Regulations

The Chess Association is 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.