

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

Blank Frame Movie Club

Blank Frame Movie Club was set up in 2016. In order to enrich student’s spare life and make up the lack of movie culture, different movie knowledge for student. We established the movie club.

Membership

Student who love movie, love movie culture, full of responsibility can join our operating team after the interview and the related ability examination of each department. Specify the qualifications for membership. Generally, other students who are interested in the movie club will become members after applying. While in the club, there is no reason for anyone to malfeasance and negative behavior to club. If someone do that, punishment such as make up for the correct and expulsion will be considered according to the seriousness of the case.

Officers and Duties

The organization shall have the following officers:

President:

Technical department leader: Xu Yuanyuan Event planning department leader: Lu Xiaopeng

Finance department leader: Cai Ming Propaganda department leader: Chen Xinzhuo

Public relations department leader: Wang Hangyu

The officers shall have the following duties and responsibilities:

Propaganda department: Notify the meeting, get everyone involved. Communications with other organizations and external personnel to ensure the smooth operation of the activities. Activity department: Carry out specific activities, including logistics such as go to the movies, make activities with the Kallors movie studios (Chashan). Planning department: Plan activities and write copywriting for official account. Record meeting activities Finance department: Recording financial information (register all assets of the association). Managing reimbursement and member benefits. Technical department: Researching the sources of movie we need on the Internet, and share with members.

Public relations department: To present a good image of the film club inside and outside the school. Internal communication with the community organizations, community linkage; External cooperation with the cinema, for the welfare of the members.

Meetings

9.6 Recruit new member meeting

9.24 Finish recruiting new member meeting

10.17 Party building planning meeting

11.08 Volunteering planning meeting

Standing Committees

The officers shall have the following duties and responsibilities:

Public department: Notify the meeting, get everyone involved. Communications with other organizations and external personnel to ensure the smooth operation of the activities. Activity department: Carry out specific activities, including logistics such as go to the movies, make activities with the Kallors movie studios (Chashan). Planning department: Plan activities and write copywriting for official account. Record meeting activities Finance department: Recording financial information (register all assets of the association). Managing reimbursement and member benefits. Technical department: Researching the sources of movie we need on the Internet, and share with members.

Public relations department: To present a good image of the film club inside and outside the school. Internal communication with the community organizations, community linkage; External cooperation with the cinema, for the welfare of the members.

Elections and Vacancies

The election of new ministers and presidents will be held in mid-april every year, based on the enthusiasm of ministers and the recommendation of ministers. The President and vice President will discuss with ministers to elect a new minister and President. New presidents and ministers must not have a history of violating school rules and must be responsible and enthusiastic.

Removal and Succession of Officers

Members and ministers who regularly miss meetings or events more than three times a semester will be dismissed. Before removal, the public relations department will send an email warning, and after three times, the member will be removed.

Amendments

When the club needs to revise some regulations, it needs to call a meeting of the President and ministers. If more than half of the members approve, the regulation will be passed. On the other hand, the rule will not be passed without the consent of half of the people.

Advisor

Faculty John Chua

University Regulations

Movie Research club is in full compliance with all pertinent Wenzhou-Kean University regulations, rules and policies relevant to its activities. In addition, the movie club will actively cooperate with the school's policies and 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.