

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

The full name of the association is Accounting Association. Its purpose is to provide academic and information support for accounting majors and non-accounting majors. Since the establishment of the association, we always adhere to the student-oriented, and through the development of various activities, the overall quality of students is enhanced. At the same time, in the process of participating in the activities, members also further enhance the emotions, and strengthen the cohesion of the association as a whole. Under the unremitting efforts of all the members, we sincerely believe that the Accounting Association will bring more light and heat for the students!

Membership

The scope of Membership accounting association enrollment is dominated by full-time registered students of Wenzhou Ken university, and foreign students are also enrolled. As of the spring semester of 2019, the Accounting Association mainly consists of students majoring in accounting and finance, and a small number of students majoring in other subjects have joined the association...

Officers and Duties

Accounting association consists of following people personnel: chairman, vice-chairman, ministers, one or above one secretaries and members. The responsibilities and duties for members include:

1. The chairman will lead association’s works, and is responsible for projecting association’s development and self-improvement, proposing guiding suggestions.
2. The vice-chairman will assist chairman with works and is responsible for leading and supervising association’s activities.
3. Ministers of every department oversees their department and fulfilling the obligements of their department.
4. Secretaries will assist ministers and above with their works, in charge of association’s finance affairs, sending e-mails and other issues.
5. Every member should participate in association’s activities positively, boosting association’s development.
6. The chairman and minister of finance have the right for signing the account of accounting association.

Meetings

The accounting association must hold three conferences per semester. The meeting will be hosted by chairman, discussed by ministers of every department, and will be recorded by secretary. After the meeting, the secretary will organize the material and will send it to every minister. The chairman and vice-chairman have the right to hold a special meeting, the secretary will send e-mails to each department to inform members. The special meeting will generally be held at the time when accounting association encounters important activities or events. The association will establish a designated arbitration in order to dealing with titles of accounting association.

Standing Committees

The Accounting Association is composed of five departments: secretarial department, academic department, activity department, outreach department and public relations department. All departments cooperate with each other and perform their duties. Among them, the secretarial department is mainly responsible for resource sharing and social fee management; the academic department is responsible for collecting and sharing relevant academic information and holding regular academic sharing meetings; the activity department is mainly responsible for the activities inside and outside the school; and the public relations department is mainly responsible for publicity and other work.

Elections and Vacancies

The latest elections for posts in various departments were completed in December 2018, and deputy ministers and other personnel were selected to fill the vacancies. Generally, with the leadership standards of Wenzhou Ken University as a reference, departments conduct interviews about three months after recruiting new students and select deputy ministers and other positions through interviews. The new deputy ministers through a certain period of training and exercise, gradually adapt to and assume the post of minister.

Removal and Succession of Officers

1. The one who doesn’t attend the meeting without a special reason or asking for leave will be give one verbal warning and will be given the dismissal with three times or more verbal warnings.

2. The one who doesn’t actively participate in association’s activities or evade his or her task will be give one verbal warning and will be given the dismissal with three times or more verbal warnings.

3. Ratification of removal and succession of an official requires more than half of the members to agree.

4. Notices will be given to the members at least two times before the vote for a removal or succession.

Amendments

1. The structure of association can be revised when there are serious problems (redundant personnel or unclear division in departments) in the structure of association.

2. The purpose of association should be revised to be more in line with characteristics of the times when it differs from the current national conditions.

3. Ratification of amendment requires two thirds or more of the members to agree.

4. Notices will be given to the members at least two times when considering the ratification of amendment in order to consider members’ opinions and suggestions.

Advisor

The advisor of accounting association should be held by teachers of Wenzhou Kean University, or association should prioritize the position for the experienced accountant.

University Regulations

Accounting association is a nonprofit organization, which implement activities for accomplishing members’ aspiration in terms of the school’s rules and association’s code and consisted of students who are voluntary. Wenzhou Kean University encourages and supports association’s beneficial campus activities for extending students’ multiple cultural lives and cultivating their competence of living and the ability of self-Entertaining. In addition to that, academic seminars and some challenging projects like posting academic tweets also expand students’ horizon of knowledge.

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.