

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

英语辩论社

为会员提供英语BP辩论策略;

提高会员的口语和写作能力;

练习他们的批判性思维

Membership

所有在WKU的学生，包括交换生

Officers and Duties

The organization shall have the following officers: (list officers, usually president, vice president, treasurer, and one or more secretaries.)  The officers shall have the following duties and responsibilities: (list responsibilities of each officer mentioned above.  The president and treasurer are the officers with signatory power over the organization’s account.

主席：赵昕悦 调整社团整体发展，把握社团发展方向，负责签字和统筹安排。

副主席：肖喻玲 负责和各个部门的负责人对接并且协助活动的开展

财务：方铭远 负责活动物资的采购，整理和搬运，负责统计社团的日常开销

Meetings

新学期开学大会：校长召集并组织招生

ELC会议：组织英语辩论比赛

实习会议：讨论实习和workshop的信息

Standing Committees

策划：组织活动和比赛

学术：组织研讨会和练习

公关：宣传

Ex-connectioon: 联系教授和成员

Elections and Vacancies

我们在招聘期间进行了面试。我们会提前提出议案，并在课堂上面试新生。

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

Specify that the organization advisor must be a Wenzhou-Kean University full-time employee (faculty or staff).

Wu Jiang& Craig Blacklock

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.