

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

Club culture is an indispensable part of American campus culture, and it is also an essential component of cultivating students' extracurricular social skills, practical skills, and creativity. Introducing the authentic American club culture into WKU’s campus life, which is beneficial for WKUers to broaden their horizons and expand their knowledge in a variety of colorful after-school activities, is also a tiny wish of Professor James Yee of the college of science and technology. So under the efforts of Professor James and Lillian (Yang Shuo, Sophomore of English department), in the second half of 2020, a lively and interesting American campus club——Exchange Club came into being! Every semester, we will invite two to three professors from various colleges and staff from various departments of the school to deliver their own "elevator pitch" on a "specially limited topic". "Elevator pitch", which is the lecture in the elevator room, originally meant that businesspeople need to reach a negotiation or deliver a complete message through their own condensed language in a short elevator operation. It requires the speaker to have excellent verbal and communication skills, in a very short period of time, to organize appropriate and highly general expressions. Therefore, Exchange Club wants to convey not only valuable ideas, but also how to express yourself in English. Here, we speak freely, from poetry to the philosophy of life, from the Baltic Sea to the Amazon jungle, from the Babylonian dynasty to the empire on which the sun never sets. The Exchange Club will become a window of the world where the sun outside the window is in a trance, drunk walking through the mountains and valleys, and the young soul inside the window is having a dialogue about the hope and yearn.

Membership

Those students including faculties and stuffs who are interested in the Sino-U.S. Cultural Exchange can scan the WeChat the QR code of Exchange Club and join us. Since Exchange Club is appealing for the American campus culture, thus we reduce the application to the simplest. Membership may not be denied on the basis of race, marital status, color, religion, sex, gender, age, national origin, affectional or sexual orientation, disability, or liability for service in the armed forces.

Officers and Duties

Lulu is a psychology student at Wenzhou-Kean University (WKU). She fancies thoughtful voices, and that is why she decided to become a member of Exchange Club. She is the president of Exchange Club, please contact her without any hesitation.

Ruby is a lovely girl who majors in management department. And now, she is the vice president of our Exchange Club. In addition to his talents in this profession, Ruby also fancies books and movies related to business law. In her extracurricular life, she actively participates in various activities to broaden her horizons and expand her knowledge. And that’s why she considers the exchange club as a golden place to improve herself.

Meetings

The meeting held by the core members of the club is generally about how to arrange the next activity. Generally speaking, within a semester of an exchange club, the core members will have 5 to 6 meetings. The large-scale meetings for all student members are held twice a semester. Since the main form of activity of this club is "elevator pitch", meetings are also our main form of activity.

Standing Committees

Administration Department: Recruit new members, Apply for reimbursement.

Media Operation Center: Take pictures and process pictures, Poster, and invitation design, make tweets and operate WeChat account.

Strategy department: Event planning, Event venue arrangement.

Elections and Vacancies

All core members are selected by Faculty Advisor: James Yee. The main format is an interview.

Removal and Succession of Officers

The removal of members is mainly determined by Faculty Advisor: James Yee, but if 20% of the community members reflect that a member’s working ability or attitude is not good enough, then the member can be removed immediately. Generally speaking, if there is no large fault, the members of the organization will automatically succeed by default.

Amendments

The advisor and the president jointly decide whether to modify the amendments. If more than 20% of the community members require modification, they can also be modified.

Advisor

Professor Yee is a professor in the computer science department at Wenzhou-Kean University (WKU). He teaches the Microcomputer Applications (CPS1032) course at WKU which is a class for students to learn about Microsoft Office application software.

Previous to teaching at Wenzhou-Kean University, he was an instructor at Chongqing Normal University teaching oral English. He has a variety of business-related work experience in the US computer industry as a consultant, data manager, project manager and in information technology management. He grew up in America and has a master’s degree in business administration with emphasis in computer information systems.

Professor Yee enjoys teaching the students at WKU and instilling them with computer skills that they can apply towards their achievement at WKU, as well as, into their future careers.

University Regulations

Exchange 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.