

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

为成员提供英语BP辩论策略;

提高成员的口语和写作能力;

锻炼社员的批判性思维。

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：赵嘉楠 协调社团整体发展，把握社团发展方向，负责签字和统筹安排。

副主席：俞佳仪 协助社长并与各个部门的负责人对接。

财务：陈佳烨 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

策划部：组织活动和比赛；

学术部：组织研讨会和日常练习；

公关部：宣传社团日常活动；

外联部: 联系教授和成员；

运营部：举办活动，进行采购。

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.

Obligations for succession of officers：

1.Consciously safeguard the image, reputation and legal rights of English debating society;

2. Complete the work assigned by the club;

3. Consciously abide by the relevant regulations and actively participate in the meetings and activities on time;

4. Put forward suggestions and initiatives for the work of the community, and make contributions to the community.

Any officer who violates the above obligations will be given three warnings. After the third warning notice is served, the internal bureau of the association will conduct a hearing and vote. If more than 2/3 of the officers agree to the resolution of dismissal, the member will be removed.

Before the decision is made, we will send out an email to inform ALL MEMBERS that if more than 2/3 of the members reject this decision, the hearing will NOT be held and the officer will be reinstated.

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.

The amendment of the group structure and purpose shall first be unanimously approved by the Chairman of English debating society, and then all the members of our club shall be informed to vote. If the vote reaches 2/3, the amendment shall be passed.

Advisor

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

Huang Jiaojiao

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.