

# **Constitution of [Insert Club/Organization Name]**

at Virginia Wesleyan University

[Insert date document was ratified or updated]

## **Article I PREAMBLE**

### **Section 1 Purpose**

- A. [Insert reason for the establishment of the club]
- B. [Insert the mission of the club]

### **Section 2 Non-discrimination, Open Membership, and Hazing**

- A. [Insert the name of the club] shall not discriminate on the basis of race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status.
- B. [Insert the name of the club] membership and leadership shall be open to all currently enrolled students of Virginia Wesleyan University [Insert other membership requirements such as minimum GPA for an honor society. These should be rare.]
- C. Neither the [Insert the name of the club] nor its members shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or person attending the institution.

## **Article II NAME**

The official name of the organization shall be [Insert the name of the club] and shall be known as [Insert the name or abbreviation of the club] throughout the rest of this document.

## **Article III MEMBERSHIP**

### **Section 1 Categories of Membership**

- A. [Insert a category of membership, such as 'Active', 'Associate', 'Honorary', etc. and define the role and its criteria. Be careful not to contradict Article I, Section 2.]
- B. [Insert another category of membership, if applicable].
- C. [Insert another category of membership, if applicable].

### **Section 2 Requirements**

- A. [Insert the process to become a member.]
- B. [Insert any requirements to remain a member].

### **Section 3 Suspension**

- A. [Insert the provision for suspension or removal of members. For example, "A member may be suspended or removed following a hearing and vote by the membership of the organization." Specify how many members must be present to vote.]
- B. [Insert a reason for suspension or removal. For example, "A member may be suspended or removed for failure to fulfill requirements for membership, disorderly conduct, etc.]

## **Article IV OFFICERS**

### **Section 1 Titles of Officers**

- A. [Insert the title of your primary leadership position, such as President.]
- B. [Insert the title of your second in command, such as Vice President.]
- C. [Insert the title of your financial officer, such as treasurer.]
- D. [Insert the title of your recordkeeping officer, such as secretary.]
- E. [Insert an additional role, if applicable. This could include committee chairs.]

### **Section 2 Duties and Requirements**

- A. [Insert the duties of your President and any requirements specific to this role.]
- B. [Insert the duties of your Vice President and any requirements specific to this role.]
- C. [Insert the duties of your Treasurer and any requirements specific to this role.]
- D. [Insert the duties of your Secretary and any requirements specific to this role.]
- E. [Insert the duties of your additional officers or committee chairs and any requirements specific to this role.]

## **Article V ELECTIONS**

### **Section 1 Nominations**

[Specify how nominations of officers are made, whether from the floor, by petition, by committee, or by any other means.]

### **Section 2 Time of Election**

[Specify the timeline for election of officers. We recommend that elections be held annually. You can hold them in the fall or spring.]

### **Section 3 Procedures**

[Specify how officers are elected, whether by secret ballot, majority vote, plurality vote, etc.]

### **Section 4 Assumption of Office**

[Specify when a newly elected officer will take office and how long they remain in office. Specify any procedures for how the organization will conduct officer transitions.]

## **Section 5 Vacancies**

[Insert the procedure to fill a vacant office in case an officer resigns or is unable or unwilling to keep office.]

## **Section 6 Impeachment**

[Insert the procedure to impeach an officer.]

## **Article VI MEETINGS**

### **Section 1 Quorum**

[Specify how many members or what percentage of the club constitutes a quorum for the transaction of business. The quorum should be as large as can be depended upon for being present at all meetings.]

### **Section 2 Schedule**

[Specify how often meetings are to be held, whether it is once a week, every month, or by arrangement. You may wish to make a provision for special meetings, and specify how they may be called.]

## **Article VII FINANCES**

### **Section 1 Funds**

[Specify which officers or members shall have access to the club's budget information. Specify any processes for deciding how clubs funds are to be spent.]

### **Section 2 Dues**

[Specify how the amount is chosen, how often they are collected, and whether or not there is an initiation fee and/ or other special fees. Skip this section if not applicable.]

### **Section 3 Dispersal of Funds**

In the event that this organization goes inactive for [Insert timeline, such as two years], any funds remaining in the account may be reclaimed by Virginia Wesleyan University.

## **Article VIII CONSTITUTION AMENDMENTS**

[Specify how amendments are made. For example, amendments might require a 2/3 vote of the membership to enact any change after it has been discussed at a minimum of two meetings.]

## **Article IX ADVISOR**

[Describe selection procedures, how long the advisor serves, and any required roles of the advisor beyond what has been established by Virginia Wesleyan University.]

**Article X AFFILIATION (Optional)**

[Specify the organizations with which the club is associated, if applicable.]

**Article XI COMMITTEES (Optional)**

[Specify standing committees, how they are chosen, and their duties, if applicable.]

**By-Laws**

[Insert any more detailed provisions, or those that are likely to change more frequently. Procedures to amend by-laws are generally less difficult than amending the Constitution.]