

**\*\*Note:** This is only a sample outline for an organization constitution. This format does not have to be followed, but it is strongly recommended. The Student Government Executive Board Vice President will likely review an organization's newly submitted constitution and make comments for revision, before approaching the SGA Executive Board and Senate for approval. These comments can either be taken or disregarded; they are only suggestions!

## **ARTICLE I- NAME OF THE ORGANIZATION**

The name of the organization shall be \_\_\_\_\_

## **ARTICLE II-PURPOSE OF THE ORGANIZATION**

Include a clause stating that the organization will abide by all policies and regulations of WJU as outlined in the Student Handbook.

### **Section I. Purpose**

The purpose of this organization shall be to \_\_\_\_\_

### **Section II. Goals**

The major goals shall be to:

## **ARTICLE III-MEMBERSHIP OF THE ORGANIZATION**

### **Section I. Eligibility**

Membership in this organization shall be open to \_\_\_\_\_

### **Section II. Selection Process**

Application for membership will be open on September 15 of each year with an interview process to follow

### **Section III. Attendance**

Attendance at all meetings and organizational events are mandatory; only recognized excuses will be accepted. Two unexcused absences are allowed.

### **Section IV. Removal Procedure**

Any member or officer having two unexcused absences a semester shall be removed from the organization. The quorum of at least 50%+1 must be present at the meeting. A 2/3 vote must be obtained in order to remove the individual.

## **ARTICLE IV-OFFICERS OF THE ORGANIZATION**

**\*\*Note:** Only requirement is that officers must be registered WJU students.

### **Section I. Requirements for Officers**

Officers must be registered full-time students. Must maintain a 2.0 cumulative grade point average while serving as officer. Etc.

**Section II. Offices**

The offices shall be President, Vice-President, Secretary and/or Treasurer, etc.

**Section III. Duties of Officers**

1. President shall \_\_\_\_\_
2. Vice President shall \_\_\_\_\_
3. Etc.

**Section IV. Election Eligibility**

Ex. In order to be eligible for office, candidates shall submit an application, etc.

**Section V. Election Process**

**ARTICLE V-MEETINGS**

**Section I. Regular Meetings**

Regular meetings shall be held \_\_\_\_\_

**Section II. Special Meetings**

Special meetings may be called \_\_\_\_\_

**ARTICLE VI-FINANCES**

**Section I. Dues**

Optional; however, dues shall be determined per academic year and will be collected from all members of this organization.

**Section II. Banking**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within 24 hours after collection. The advisor of this organization must approve and sign off on all expenditures before payment.

For Office Use:

\_\_\_\_\_  
SGA Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director for Campus Activities

\_\_\_\_\_  
Date