**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