

Western Illinois University

Student Organization Constitution Guidelines

Purpose:

The Constitution is your formal, governing document that denotes in writing the exact procedures for operating your organization. Drafting this document involves making important and sustainable decisions about how your organization will navigate and uphold policy and procedure. It is important to think long-term when drafting your constitution, determining what is in the best interest of the organization's longevity. When issues arise, the Constitution is the first point of reference to answer questions.

Common Language Used:

Constitution: A document that describes the organization and the fundamental principles that govern its operation.

Bylaws: By-laws may also be written, but are not required. By-laws are rules governing the internal workings of the organization and can include for example:

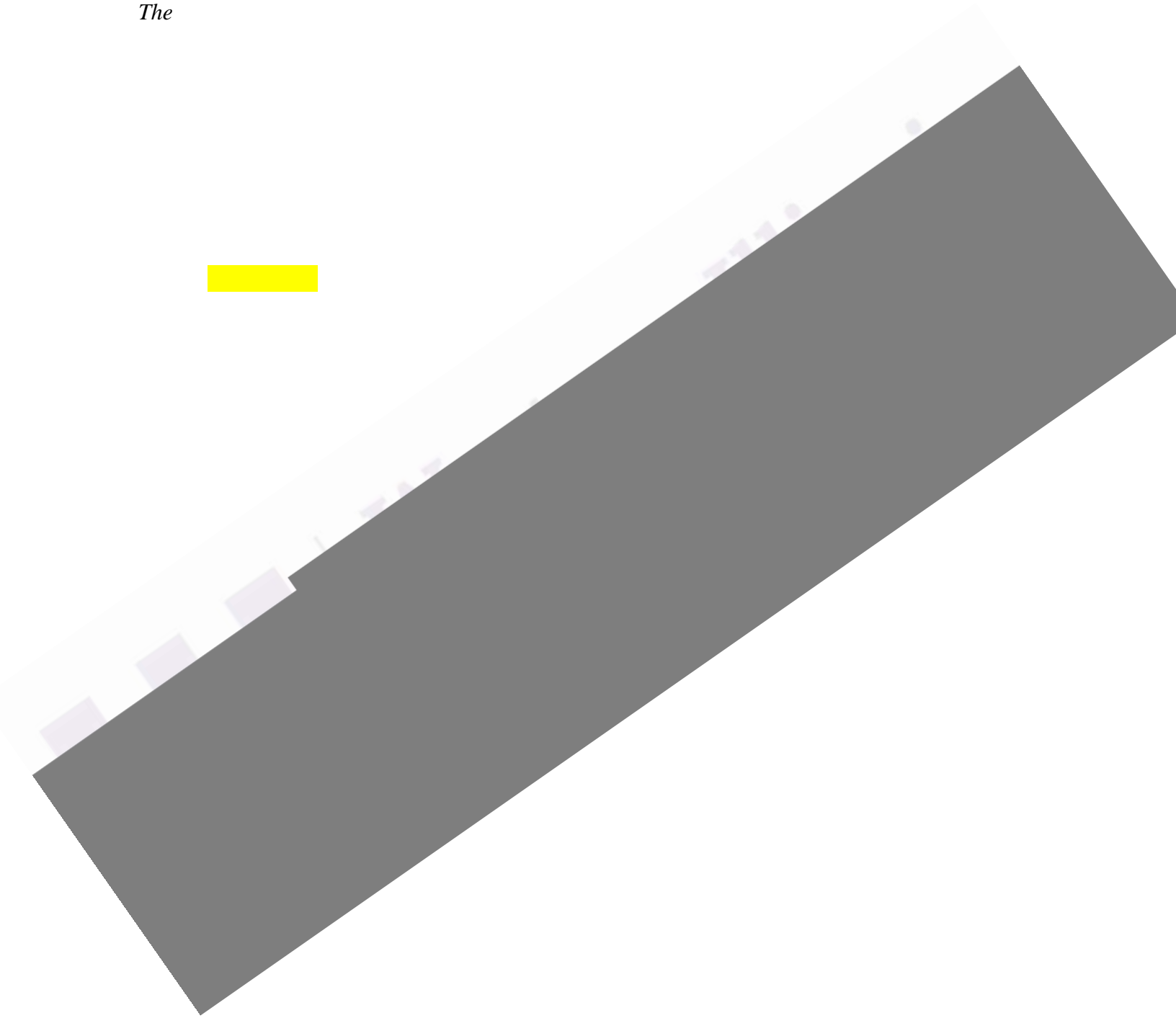
1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that Robert's Rules of Order will be followed

By-laws should be easier to amend than the constitution, but still hold a higher standing than being amended through a simple majority vote at any one time.

Quorum: The minimum number of voting members who must be present in order to conduct business legally, and usually consists of the average attendance at meetings. It can also be a specific number, i.e., 2/3 of voting members

WIU Sample Constitution Guidelines

The



The Constitution of
(WRITE ORGANIZATION NAME)
At Western Illinois University

(Date of Adoption and/or Revision)

ARTICLE I – Name

The name of this organization shall be the Western Illinois University Underwater Basket Weaving Club (UBWC). The UBWC is a student organization at Western Illinois University. This organization's purpose shall be to educate the students at Western Illinois University as to how to create baskets, while submerged underwater.

ARTICLE II – Objectives

The objectives of the organization shall be:

- 1) To promote interest in underwater basket weaving*
- 2) To provide fellowship among students and faculty*
- 3) To represent student needs and wants in regard to difficult activities underwater*
- 4) To provide a forum for the presentation of innovative ideas to benefit the University community.*

ARTICLE III – Membership (Must Be Included Exactly as Found Here; Additional Info is Optional)

- 1) Members and officers must be enrolled students at Western Illinois University.
- 2) Non-students may act as associate members, but may not vote or hold office.
- 3) The organization must keep it's membership roster on Leatherneck Link up to date.

ARTICLE IV – Officers (Must Be Included Exactly as Found Here; Additional Info is Optional. President & Treasurer are required. Procedures must be democratic.)

- 1) Election of Officers
 - a) Elections must take place by no later than the end of the 14th week of the organization's election semester.
 - b) The officers of this organization are the president, treasurer, vice president, and secretary.
 - c) Students must be in good standing with Western Illinois University to serve as executive board members.
 - d) Officers will be elected by written ballot, with each active member casting a vote. A

2. *Willfully disobeying Western Illinois University Rulenois*

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