

**Sample  
STUDENT ORGANIZATION CONSTITUTION**

This sample constitution is provided by the Office of Student Activities to assist your student organization in creating a constitution, which meets the standards for official Western Illinois University recognition. The starred articles must be included. Article III, VI, VII, VIII, IX, & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2. **This sample must be retyped.**

\*Date of Adoption and/or Revision

\*ARTICLE I – Name

The name of this organization shall be: \_\_\_\_\_  
The organization is a student organization at Western Illinois University.

\*ARTICLE II – Objectives

The objectives of the organization shall be:

- a) To promote interest in \_\_\_\_\_
- b) To provide fellowship among students and faculty.
- c) To represent student needs and wants in regard to \_\_\_\_\_
- d) To provide a forum for the presentation of innovative ideas to benefit of the University community.

\*ARTICLE III – Membership

***must be included exactly as found here; additional membership information optional***

- 1) Any student at Western Illinois University is eligible to be an active member and may hold office.
- 2) Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – Officers

- 1) Election of Officers
  - a) The officers of this organization are president, vice president, records officer, and treasure.
  - b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
  - c) Election of officers will take place during the 3<sup>rd</sup> week of the fall semester.
  - d) Officers will assume office for the period of one year.
- 2) Recall of Officers
  - a) Officers are subject to recall for malfeasance in office.
  - b) Recall procedures will be initiated at the request of five active members.
  - c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
  - d) A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V – Voting

- 1) This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
- 2) Voting on amendments must be conducted after a minimum notice of 2 weeks.

\*ARTICLE VI – Not-for-profit Statement

***must be included and stated exactly as found here***

This is not-for-profit organization.

\*ARTICLE VII – Statement of Non-discrimination

***must be included and stated exactly as found here (first paragraph only)***

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

(As exempted by Federal law, Social Greek organizations may omit “gender”).

\*ARTICLE VIII – Financial Obligation

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

\*ARTICLE IX – Statement of Non-Hazing

***must be included and stated exactly as found here***

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

\*ARTICLE X – Statement of Compliance with Campus Regulations

***must be included and stated exactly as found here***

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

**SAMPLE  
BY-LAWS**

**I. Cabinet**

**A. *President***

1. **Coordinate all activities of the organization.**
2. **Liaison to University community.**
3. **Official representative of organization.**
4. **Calls regular and special meetings.**
5. **Presides at meetings.**
6. **Prepares agenda for meetings.**

**B. *Vice President***

1. **Assumes duties of president, when necessary.**
2. **Assists president in coordinating activities.**

**C. *Records Officer/Secretary***

1. **Maintains accurate and current information of the organization and membership.**
2. **Assists president and vice-president to coordinate organization activities.**
3. **Keeps accurate minutes of each meeting and forward copies to other officers.**
4. **Keep attendance records for meetings.**

**D. *Treasurer***

1. **Liaison to WIU for all purpose of organizational funding.**
2. **Maintains accurate and current account of all organizational funds.**
3. **Responsible for dispensing of funds in accordance with the goals and programs established by organization.**

## **II. Meetings**

Meetings will be open to all organization active and associate members, faculty, and Student Programs representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

Revised 2009

SAMPLE