

## Sample Constitution and By-Laws

A constitution and by-laws are written to guide an organization in its operations and activities. These documents should be clearly worded, intentionally structured and kept up-to-date to meet the needs of the student organization.

The **constitution** should:

- Establish the broad structure and fundamental principles of the organization
- Be straightforward and comprehensive
- Be difficult to amend

The **by-laws** should:

- Outline the rules and procedures for the organization
- Be consistent with the constitution
- Tend to be easier to amend than the constitution

The following sample constitution and by-laws are provided as a **guideline** only, to assist you in writing or revising your organizations constitution. However, asterisked (\*) sections must be included in your constitution and by-laws to be considered for official recognition. For further assistance, contact the Office of the Vice President for Student Services at 304-424-8209 or in Room 1209.

# Sample Constitution

Constitution of the \_\_\_\_\_ of  
West Virginia University at Parkersburg

## **ARTICLE I – Name\***

The name of this organization shall be.....(please provide the actual name which will be used for all official business) hereafter referred to as.....

## **ARTICLE II – PURPOSE\***

The purpose of this organization shall be.....(please state a clearly defined purpose and objectives).

## **ARTICLE III – AFFILIATIONS**

This organization is affiliated with.....(please indicate if your group has an affiliation with a WVU department and/or any other local, state, national or international organization and explain the relationship. If your organization has no affiliation, this section may be omitted.)

## **ARTICLE IV – MEMBERSHIP\***

Section 1. The voting membership of this organization shall be limited to organization members who are WVU Parkersburg students only.

Section. 2 This organization supports the following statements: West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104..

## **ARTICLE V – OFFICERS\***

Section 1. The officers of the organization shall consist of.....(state all officer titles and duties –examples below)

- A. President – The President shall.....
- B. Vice President – The Vice President shall.....

- C. Secretary – the Secretary shall.....
- D. Treasurer – the Treasurer shall.....
- E. (List other positions, if applicable)

Section 2. The qualifications for each office.....(state the qualifications, if any, for the officers.)

Section 3. The term of each office shall be.....(Example: one year from Oct. 1 to Sept. 30, ensuring sure elections are held before the term of office expires.)

Section 4. Should an officer's position become vacant during his/her term, the following will take place.

#### **ARTICLE VI – SPECIAL WVU PARKERSBURG REQUIREMENTS\***

This organization will adhere to the WVU Parkersburg Code of Student Rights and Responsibilities.

#### **ARTICLE VII – MEETINGS**

Section 1. Regular meetings of the organization shall be held.....(list days/times.)

Section 2. Special meetings of the organization shall be called by.....(list who has the authority to call these meetings, etc.)

Section 3. A quorum shall be constituted by.....

## Sample By-laws

By-laws of \_\_\_\_\_(Name of your organization)

### ARTICLE I – MEMBERSHIP

Section 1. The procedure for selection of membership.....

Section 2. Dues for this organization shall be.....(indicate amount, if any, and how often they will be paid)

Section 3. Membership responsibilities shall include.....

Section 4. Membership shall be terminated by.....

### ARTICLE II – SELECTION OF OFFICERS

Section 1. The selection of officers shall be done by....(clearly state election rules and voting procedures, eligibility for each office, and when the elections take place during the academic year)

Section 2. The provisions for removal of an officer include.....

### ARTICLE III – COMMITTEES

Section 1. All permanent committees shall be formed by.....(clearly list each committee and the function and specific duties of each)

Section 2. All ad-hoc committees shall be formed by....(clearly list each committee and the function and specific duties of each)

### ARTICLE IV – RULES OF ORDER

Section 1. This organization shall be governed by.....(specify source of parliamentary procedure for your organization. Most groups use "Robert's Rules of Order". (Please refer to *Suggestions for a Successful Meeting* document. )

### ARTICLE V – AMENDMENTS

These by-laws may be amended by a vote of....(should be similar to constitution, but tend to be easier to amend. Example: simple majority votes, 2/3 votes, etc)