CONSTITUTIONAL REQUIREMENTS

What is a constitution?
A constitution is a document that describes the organization and how it operates. All attempts should be made to articulate all the variables which may affect the operation of the organization.

Constitution Guidelines
A constitution is the basic framework of an organization. It is used to provide an administrative structure for your group. Every organization is required to have a constitution on file. Newly ratified constitutions must be submitted to Student Involvement. Below is a list of both required and recommended components for RSO constitutions.

Required Items
- The name of the organization.
- Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
- Qualification of membership – what does it take to be a member of your RSO?
- President must be a WSU Student currently enrolled in good standing.
- Officer position and structure – how are your officer positions selected and organized?
- Ratification date – when did you ratify your constitution?
- Inclusion of WSU faculty or staff advisor information.
- Inclusion of this statement: “The Organization and its members agree to adhere to city/state/national laws and University policies.”
- How to remove a member, officer or advisor from the organization.
- Officer qualifications and duties.
- How to amend the constitution.
- Meetings of the organization, how often, how are they run?
- Statement defining specific executives and advisor with signatory power.
- Non-hazing Statement

Roles and Responsibilities of an Executive Board
Just as advisors have specific roles and responsibilities within the organization, so do the executive board members. It is important for officers to understand these roles and responsibilities in order to better serve the organization. These roles can include, but are not limited to, the following:

President
- Preside at organization meetings
- Facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
• Coordinate the executive board transition

Vice President
• Preside at organization meetings in the absence of the President
• Direct constitutional updating and revision
• Serve as liaison to committees
• Perform other duties as directed by the President

Treasurer
• Prepare organizational budget
• Prepare budget/fee requests for Student Government Association
• Audit books twice per term with advisor
• Maintain a financial history of the organization
• Inform executive board of all financial matters
• Coordinate fundraisers
• Make quarterly reports of all receipts and disbursements
• Perform other duties as directed by the President

Secretary
• Record and maintain minutes of all organization meetings
• Send minutes to all appropriate members and institutional staff
• Prepare an agenda with the President for all meetings
• Maintain attendance at all meetings
• Keep the organization informed
• Maintain a calendar of events
• Maintain a phone and email directory of all members
• Reserve meeting rooms for the term and year
• Gather and document historical information pertinent to the RSO
• Perform other duties as assigned by the President
On the following pages you will find a SAMPLE constitution. Use the sample as a guide to create your own constitution.

**Sample RSO Constitution**

**Article I: ORGANIZATION NAME**
The name of the organization shall be ____________________________

**Article II: PURPOSE STATEMENT** *(as submitted on registration form)*
It shall be the purpose of ____________________________ (RSO Name) __________ to ____________
______________________________________________________________________________
______________________________________________________________________________
____________________________________________________________

The Organization and its members agree to adhere to city/state/national laws and University policies.”

**Article III: NON-HAZING STATEMENT**
This organization will not conspire to engage in hazing, or commit any act which endangers the health or safety of a person, or subject him or her to onerous, degrading or hazardous tasks, for the purpose of admission into, or affiliation with any Organization. Said acts are considered hazing regardless of an individual’s willingness to participate in the activity. This organization is in accordance with all university policies regarding hazing, including the Wichita State University Student Code of Conduct and the Kansas Hazing Law Statute 21-3434.

**Article IV: MEMBERSHIP AND ELIGIBILITY CRITERIA**
(The following must be stated in every constitution to ensure that organizations are subject to the policies of WSU, State and Federal Laws.)

8.10 Statement of Nondiscrimination in Educational Programs and Activities.
It is the policy of Wichita State University to prohibit discrimination in educational programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.

**Section A:** Membership is open to any enrolled WSU student who:
1. _________________________________________________________________
2. _________________________________________________________________

**Section B:** Membership is open to any non-WSU student who: (Current WSU students must make up over 50% of membership and the president must be a current WSU student.)
1. _________________________________________________________________
2. _________________________________________________________________

**Section C:** Dues and collection procedures *(if any):*
1. The fiscal year of the organization shall be from __________ to __________
2. The amount of annual dues shall be determined each year by ___________
4. Dues shall not exceed $____________________________ per year.
5. The disbursement of dues shall not be based on race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, political affiliation, veteran status, genetic information or disability.

Section D: A member may be removed:
1. The organization and its members agree to adhere to city, state and federal laws, to the Student Code of Conduct, University Policies and Student Government Association Guidelines—any member found violating this may be removed from the organization.
2. __________________________________________

Section E: Removal of membership procedures:
1. Any member may have their membership revoked by a 2/3 vote of the Executive Board. Any member removed may appeal to the general membership. Said member shall be considered reinstated with 2/3 approval of the members.

Article V: OFFICERS

Section A: The (name of organization) shall have a President, Vice President, Secretary and/or Treasurer and Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model. WSU requires two members be deemed the “senior” officers who will be the contact persons for WSU). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of (name of organization) and currently enrolled at Wichita State University. (This is a guideline, for local organizations; at a minimum, the President of the organization needs to be a current WSU student.)

Section C: The Advisor must be a full-time faculty or staff member at Wichita State University.

Section D: The term of office shall be from ________ (month/date).

Section E: Election of officers shall be held ________ (annually/month). At least 2 weeks’ notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section F: Any officer may be removed from membership by a 2/3 vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with 2/3 approval of the members.

Section G: Any vacancy which may occur in an office shall be filled via appointment by the President pending ratification at the next group business meeting.

Article VI: DUTIES OF OFFICERS (This is only one possible way to organize duties – you may decide on a different division of labor for your officers.)

Section A: The President
1. The President shall be the chief executive officer
2. The President shall appoint all committee chairpersons
3. The President, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership

Section B: The Vice President
1. The Vice President shall be the parliamentarian for the organization
2. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President
3. The Vice President will keep and have available current copies of the constitution and bylaws
4. The Vice President will be responsible for scheduling programs
5. The Vice President will perform other duties as directed by the President

Section C: The Secretary
1. The Secretary shall be responsible for keeping the minutes of all general body meetings and executive board meetings
2. The Secretary will provide a copy of the minutes for each officer and keep a master on file
3. The Secretary shall maintain a complete and accurate account of attendance and membership status

Section D: The Treasurer
1. The Treasurer shall keep a current record of all financial transactions
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
4. The Treasurer will perform other duties as directed by the President

Section E: The Advisor – The University Faculty/Staff Advisor
(Social Sororities/Fraternities shall also have a Chapter/Alumni Advisor)
1. The Advisor shall assist the group in the execution of roles and responsibilities
2. The Advisor shall sign off on all necessary paperwork, forms and spending
3. The Advisor shall provide feedback to the organization regarding its operation and functioning
4. The Advisor shall serve as a resource
5. The Advisor should provide advice upon request and also should share knowledge and expertise
6. The Advisor shall be a full-time faculty or staff member of Wichita State University
7. The Advisor will be a non-voting member of the organization

Article VII: GROUP COMMITTEE STRUCTURE
Section A: The following committees (other than executive board) shall be appointed by the President, subject to ratification by the organization during a regular business meeting:
1. ______________________________________________________
2. ______________________________________________________
Section B: The duties of the standing committees shall include: (*provide details of responsibilities respective to the committee*)

Article VIII: VOTING

Section A: A quorum will be ________________________________

Section B: Each member in good standing may vote (recommend to define what good standing is in the constitution).

Section C: Proxy voting is allowed by the following process: __________________________

Article IX: ELECTIONS

Section A: – Candidates for any office of this organization must be Regular Members (or Regular Voting Members) and must a current WSU student.

Section B: – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section C – Election of officers shall take place at a meeting of this organization, called for that purpose, with term of office lasting one year.

Section D – Election of officers shall be by a majority vote.

Section E – In case of a tie, the current President shall cast the deciding vote.

Section F – If there is only one candidate ________________________________

Section G – Officers may be re-elected ________________________________

Article X: REMOVAL

Section A – Any officer may be removed by a three-fourths vote of the membership.

Section B – In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section C – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.
Article XI: MEETINGS

Section A – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership.

Section B – Special meetings shall be called at the discretion of the President upon the request of

Section C – The President shall have the authority to modify the meeting calendar as benefits the majority of the voting members’ schedules of this organization.

Article XII: RULES OF PROCEDURE

Section A – This organization shall use parliamentary procedure in the management of this group. This will specifically be… (Robert Rules or Consensus Model)

Section B - No business shall be conducted without the presence of a quorum.

Section C – Business shall be decided by majority vote.

Section D – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

Article XIII: AMENDMENTS

Section A – One or more voting members of the organization may author an amendment to this Constitution.

Section B – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement and word order.

Section C – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting member (refers to voting member) of this organization. This shall constitute a first reading.

Section D – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Article XIV: SIGNATURES

Section A: ______________ must sign off on any contracts entered into by the organization.

Section B: ______________ must sign off on any expenditure by the organization.

Ratification Date: ____________________________________________

Current President Signature: _____________________________________

Advisor Signature: _____________________________________________