Winona State University
Example Constitution

New Club: Adopted Date
Existing Date: Revised Date

Article 1 - Name

The name of this organization shall be _______________

Article 2 - Purpose (Must have at least one purpose)

1. Club Purpose 1
2. Club Purpose 2
3. Club Purpose 3

Article 3 - Membership

1. A non-discrimination statement says something similar to the following: Membership requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner in accordance with Minnesota Statute 363.
2. List any requirements for membership; however, they cannot conflict with the non-discriminatory clause listed above. Some examples include: major/minor, GPA requirements, requirements that have to do with affiliated organizations.
3. Requirements for meetings, tasks, etc.
4. Rules for expulsion.

Article 4 - Executive Board/Advisory Council/Officers, etc.

1. A non-discrimination statement says something similar to the following: Leadership nomination requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner in accordance with Minnesota Statute 363.
2. List the leadership positions in the club.
3. List the procedures for election to the leadership position.

Article 5 - Meetings

1. List how often meetings occur
2. List any special meetings that you may wish to occur at the same time every year (i.e. Elections, first meetings, etc.)

Article 6 - Funding

1. List dues (if any) required of members
2. List the responsible party for keeping track of the budget.
3. State that: "All money received from the Student Life funds will be held in a WSU Business office account." OR "All funds will be held in a WSU Business office account."
4. State that: "In the event of the dissolution of the club, all Student Life funds will be returned to the Student Activities Fund Committee of Student Senate for reappropriation.

Article 7 - Amendment

1. State the process for proposing amendments to the Club Constitution.
2. State the process for approval of these changes.
3. State that: "The ________ Constitution must be resubmitted for ratification to the WSU Student Senate at least every two years."

Article 8 - Advisor

1. List the name of the faculty/staff advisor.
2. State the following advisor duties (for example):
1. Attend regular meetings.
2. Maintain contact with club and leadership.
3. In conjunction with the responsible party from the club, track the club budget.
4. Maintain current contact information with WSU Student Senate.
5. The advisor shall have full access to the club Business Office Account.

**Article 9 - Committees (Optional)**

1. List any standing committees that will part of your club.
2. Lay out the guidelines for creating ad-hoc committees.