

Winona State University

(Sample) Constitution

20XX-20XX

New Club: Adopted 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. **(REQUIRED LANGUAGE)** Winona State University is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited.
 - a. (Exception for Greek Life Organizations: **As exempted by Federal law, social Greek Life organizations may exclude references to “gender” if necessary.**)
 - b. (Exception for Faith-based Organizations: **Faith-based Organizations may require their voting members and officers/leaders to adhere to the organization’s statement of faith and its rules of conduct.**)
2. **(REQUIRED LANGUAGE)** The ____ (Club/Organization) will not engage in any act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group/club, organization, or athletic team. (Minnesota State Board Policies, Chapter 3 – Educational Policies, 3.6 Student Conduct.)
3. Any requirements for membership; however, they cannot conflict with the non-discriminatory clause listed above. Some examples include: major/minor, GPA requirements, requirements from any affiliated organizations.
4. Requirements for meetings, voting, tasks, etc.
5. Rules and process for expulsion of members.
6. Other information pertaining to membership in the club/organization.

Article 4 - Executive Board, Officers, Club/Organization Leadership

1. **(REQUIRED LANGUAGE)** Leadership position eligibility and nominations will adhere to the non-discrimination clause outlined in Article 3.1
 - a. (Exception for Greek Life Organizations: **As exempted by Federal law, social Greek Life organizations may exclude references to “gender” if necessary.**)
 - b. (Exception for Faith-based Organizations: **Faith-based Organizations may require their voting members and officers/leaders to adhere to the organization’s statement of faith and its rules of conduct.**)
2. The leadership positions in the club and the responsibilities/duties of each position.
3. The procedures for election of the leadership positions.
4. **(REQUIRED LANGUAGE FOR YOUR CLUB/ORG TO CREATE)** Rules and procedures for officer removal/impeachment
 - a. Grounds for officer removal/impeachment
 - b. Who can initiate the removal/impeachment
 - c. Role of the WSU faculty/staff advisor
 - d. Procedure for officer removal/impeachment
 - i. Charge or complaint brought against an individual
 - ii. Evidence to support complaint presented
 - iii. Individual given opportunity to argue a defense and offer counter evidence
 - iv. Vote is taken
 - e. Voting procedures (what type of vote, number of voting members required to vote, number of affirmative votes required to approve the removal/impeachment, etc.)
 - f. **Example:** *Active members, Officers, Advisor, or the Officer member being impeached must be notified at least two weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session. The moderator of the impeachment hearing will be the President unless she/ he is being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for impeachment.*
5. Other information pertaining to leadership of the club/organization.

Article 5 - Meetings & Voting

1. How often meetings occur and any special meetings at the same time every year (i.e. elections, first meetings, etc.)
2. Who is eligible to vote in meetings.
3. How votes must be conducted to approve motions, expenses, etc.
4. How many affirmative votes there must be to approve motions, expenses, etc. (i.e., number of members, percentage of total membership, etc.)
5. Other information pertaining to meetings and voting of the club/organization.

Article 6 - Funding

1. **(REQUIRED LANGUAGE)** All money received from the Student Life funds or belonging to the club/organization will be held in a WSU Business office account.
2. **(REQUIRED LANGUAGE)** In the event of the dissolution of the club, student life funds will be returned to the student life reserve via the WSU Budget Office, any other types of remaining

funds will be determined by the club advisor, Student Union/Activities Department, and the WSU Budget Office.

3. Monetary dues (if any) required of members
4. The officer/leadership role responsible for keeping track of the budget.
5. Other information pertaining to funding of the club/organization.

Article 7 - Amendment

1. **(REQUIRED LANGUAGE)** The _____ (Club/Organization) Constitution must be reviewed by its leaders and members and resubmitted for ratification to the WSU Student Senate every year during the annual registration process.
2. The process for proposing amendments to this club/organization constitution and the approval process requirements from the membership.
3. Other information pertaining to amending the constitution.

Article 8 - Advisor

1. The name of the WSU faculty/staff advisor.
2. **(REQUIRED LANGUAGE)** The WSU faculty/staff advisor must agree to the duties and requirements of Winona State University laid out in the official Advisor Agreement Form signed each year.
3. Other duties of the WSU faculty/staff advisor (*examples could include:*)
 - a. Attend regular meetings.
 - b. Maintain regular contact with the club and its leadership.
 - c. In conjunction with the responsible party from the club, track the club budget.
 - d. The advisor shall have full access to the university cost center and approve all expenditures.
 - e. Approve all event/activity registration requests and student travel requests of the club/organization.
4. Information regarding other volunteer advisors, coaches, or assistance from the community above and beyond the required WSU faculty/staff advisor (name, affiliation, responsibilities/duties, etc).

Article 9 - Committees (Optional)

1. Any standing committees that will part of the club/organization and the functions/duties.
2. Guidelines for creating ad-hoc committees.
3. Other information pertaining to committees of the club/organization.