

Constitution and By-Laws Of

(Name of organization)

Article I NAME

Section 1: The name of the organization shall be _____, which is a student organization of West Virginia State University.

Article II ORGANIZATION PURPOSES

Section 1. The purpose(s) of this organization is (are):
A.
B.

Article III AFFILIATIONS

Section 1. --state who you would be affiliated with—

Article IV AMENDMENTS TO THE CONSTITUTION

Section 1. How to amend
Ex. This constitution must be amended by a vote of 2/3 of the voting membership present at a meeting.

Section 2. Process of amending
Ex. How the amendment should be submitted, how many meetings should it be tables, what kind of vote (oral, secret ballot)

By-Laws

Article I. MEMBERSHIP

Section 1. Qualifications for membership
Full-time/part-time student – GPA
Faculty/staff

Section 2. Membership Dues

Section 3. Definition of voting membership
Ex. Attend a certain amount of meetings, participation in a certain amount of events, membership dues paid up.

Article II Officers

Section 1. State what officers will make up the organization executive board.

- A. President
 - 1. List the duties
 - 2.
 - 3.
- B. Vice President
 - 1. List the duties
 - 2.
 - 3.

- C. Secretary
 - 1. List the duties
 - 2.
 - 3.
- D. Treasurer
 - 1. List the duties
 - 2.
 - 3.

Section 2. Advisor

Article III ELECTIONS

- Section 1. Election of officers
The election of officers shall follow the following procedure:
- A. explain the procedure including
 - B. nominations, voting, etc.
 - C.

Section 2. Filling of vacancies before a term ends.

Section 3. Impeachment process

Article IV MEETINGS

Section 1. Regular Meetings

Section 2. Emergency Meetings

Article V FINANCE

- Section 1. Treasury and Spending
Who will be authorized to spend the club funds?
What will they be used for?
How your club will be financed?
(through donations, membership fees, fundraising, etc.)

Article VI COMMITTEES

- Section 1. Standing Committees
The standing committees for the club are:
- A. Fundraising
 - 1. duties of the committee
 - 2. who will chair it
 - 3.
 - B. Public Relations
 - 1.
 - 2.
 - 3.

Section 2. Special Committees

Article VII AMENDMENTS TO THE BY-LAWS