**Constitution and Bylaws Guidelines**

The following is a guideline to create a constitution for a registered student organization. A constitution is the written document about how your organization functions. Remember to keep information such as names and dates nonspecific. For example, do not write officer names in the document, only the titles themselves (president, vice president, etc.). As far as dates, it is important to indicate the time frame elections or events should take place, for example, by the third week of the fall semester. This document should be saved and kept in a safe place if any updates are needed.

**Name of Group Constitution**

**Date**

The following outline is provided to assist organizations in preparing a constitution. All registered student organizations are *required* to have an approved constitution on file in the Student Development Office.

Article I **Name of Organization**

Article II **Purpose of the Organization**

Organizations should create a complete statement of purpose or mission.

Any events run by the organization will be expected to be within the scope of the stated objectives.

Article III **Membership**

What does it take to be a member of the organization? What qualifications, dues, or type of memberships are there? Voting membership should be defined as limited to current, full-time, Oklahoma Wesleyan University students only. Oklahoma Wesleyan University recognized clubs will be open to any and all undergraduate or graduate student.

Article IV **Officers**

Include titles of officers, terms of office, and specific duties of each officer. Organizations should have the necessary officers to conduct their activities, which must include but not limited to president, vice president, treasurer, and event coordinator. Be cautious to not over create officers. Names of current officers and advisor(s) must be listed on the club application. The names of officers are never a part of the constitution.

Article V **Impeachment, Expulsion, or Suspension of Officers or Members**

It may seem hard to imagine anything would go “wrong” with a leader/member because when a group is first forming there is high energy. This article is necessary to explain the process related to membership challenges. Consider, what if a member does not meet the group expectations or president does not fulfill their responsibilities?

Article VI **Meetings**

When will regular meetings be held? Are meetings determined at the beginning of an academic year or semester? What constitutes a special meeting and what steps are required to call one? It is best to establish only the minimum number required and the approximate time of year in order to avoid creating requirements impossible to fulfill. Generally, specific information is not part of a constitution. For example, this article can simply state: meetings are held regularly and will be determined by the second week of the fall semester.

Article VII **Advisor**

Each organization **MUST** have a faculty or staff advisor of Oklahoma Wesleyan University. The advisor should be someone interested in the organization and believe in its purpose. The advisor is not simply a name or signature on paper. Advisors are intended to support while the students manage the functions of the organization. An advisor agreement should be on file with the Student Development Office.

Article VIII **Standing Committees** (if needed)

List names and general duties of standing committees. The name of the committee should be listed, but the name of the committee chairs should not be included.

Article IX **Elections**

How and when are leaders selected? It is important to consider and ensure there is an opportunity for leadership transition to sustain the organization.

Article X **Funding**

If funding is accrued, all money collected by the group must be turned into the Student Development Office for deposit in the clubs on-campus account.

Article XI **Specials projects and programs**

Describe the duties of the club in general including the purpose of campus wide events.

Article XII **Method of Amending Constitution and Bylaws**

Generally amendments require a majority of 2/3 of those voting or of total membership. Bylaw changes, which are in keeping with the constitution, need not be approved.