STUDENT ORGANIZATIONS
SAMPLE CONSTITUTION & BY-LAWS

This is a template of the constitution that your student organization will construct and adhere to. You can either utilize the template or create one of your own.

__________________________
(Name of Organization)

CONSTITUTION

ARTICLE I NAME
The name of the organization shall be:

ARTICLE II PURPOSE
The purpose of the organization shall be:

ARTICLE III MEMBERSHIP
1. Membership in the organization shall be open to those regularly-enrolled Winthrop University students who: (list criteria, if any)
2. This organization will/will not (circle one) have associated members who are non-students or who do not meet the above criteria but will have all membership privileges except for the right to vote or hold office in the organization.
3. Eligibility for membership or appointed or elected student officer positions in the campus-recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.

ARTICLE IV OFFICERS & DUTIES
1. The officers of this organization shall be: President: Vice-President: Secretary: Treasurer:
2. To be eligible for office, candidates must be regularly enrolled students at Winthrop University and: (list additional officer criteria, if any).
3. Nominations for office shall occur: (list when and how).
4. Elections shall occur: (list when and how).
5. The term of office shall be for (one year/one semester) and shall begin (list when) and end (list when).
6. Vacancies shall be filled by (list manner) and serve (list time period).
7. Officers may be removed from office by: (list manner and vote required).
8. The duties of the officers shall be: (list officers and duties)

ARTICLE V FUNDING
1. The organization shall be funded through the following means: (list dues, appropriations, etc.)
2. All money transactions must be approved by: (list officers/advisors responsible for funds)

ARTICLE VI MEETINGS
1. Regular meetings of the organization shall be held: (when).
2. Special meetings may be called by: (list manner).
3. Agendas for meetings shall be: (list who prepares and how distributed).
4. A quorum for any regular or special meeting shall be:

**ARTICLE VII POWERS**

1. The organization shall have the following standing committees: (list names).
2. Additional committees may be created by and members to the committees shall be selected by.
3. The organization shall operate as a non-profit association and no profits may accrue to any individual within the organization.
4. Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.
5. For purposes of any vote, the determination of the current eligible voting membership shall be (list method).

**ARTICLE VIII AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.