**SAMPLE CONSTITUTION**

***\*\*\*Required for ALL organizations as written. Recognition will not be granted without these items. These are WVU requirements.***

***\*\*Not required for Greek organizations affiliated with the Center for Fraternal Values and Leadership if financial management is provided by an Inter/National organization.***

***+Optional for single-sex social fraternities and sororities.***

***\*Required for members of the Club Sports Federation.***

Constitution of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization name

**ARTICLE I. NAME**

The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization name

**ARTICLE II. PURPOSE**

The purpose of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Please state a clearly defined purpose and objective)

**\*\*\*ARTICLE III. MEMBERSHIP**

**Section 1.** The voting membership of this organization shall be limited to organization members who are WVU students.

**Section 2.** This organization will not deny membership on the basis of age, disability status, ethnicity, gender identity, national origin, race, religion, sex+, sexual orientation or veteran status.

+Pursuant to 20 U.S.C. 1681(a) (6) (A), social fraternities and sororities may limit membership on the basis of sex.

**ARTICLE IV. OFFICERS**

(Election, Term, Qualification, etc.)

**Section 1.** The offices of this organization shall be (List all officer positions).

**Section 2.** The duties of the (Office) shall be (List all duties).

**Section 3.** The duties of the (Office) shall be (List all duties).

**Section 4.** The duties of the (Office) shall be (List all duties).

**Section 5.** The duties of the (Office) shall be (List all duties).

**\*\*\*Section 6.** To hold an elected, or appointed office in this organization, a member must have at least a 2.5 GPA at the time of election or appointment, and must be a full-time student. Furthermore, the member may not be on academic or disciplinary probation.

**\*\*\*ARTICLE V. SPECIAL WVU REQUIREMENTS**

This organization will adhere to the West Virginia University Conduct Code.

**\*\*\* ARTICLE VI. FINANCIAL REQUIREMENTS**

**Section 1.** One person, usually the Treasurer, is designated as the account manager. This person has primary authority to approve all the student organization’s expenditures.

**Section 2.** All expenditures over $100.00 require two signatures: the account manager and the President.

All expenditures over $250.00 require three signatures: the account manager, the President, and another executive board officer.

**Section 3.** The student organization’s advisor may request and review all financial documents at their discretion.

**\*Section 4.** Organizations within the Club Sports Federation are evaluated each year by the Club Sports Federation Executive Board and Competitive Sports Staff. Annual evaluations consider a variety of items that help determine each group’s tier status and corresponding application amount for budget allocation, as well as priority for practice space and hosting events. An annual budget report and hearing with the Competitive Sports Staff and Club Sports Federation Executive Board. The Tier System provides Club Sports tangible goals to meet on a yearly basis, guide the allocation of financial and facility resources, and provide specific benefits to clubs who succeed in the evaluation categories. All points earned will reset at the beginning of each academic year.

**ARTICLE VII. MEETINGS**

**Section 1.** Regular meetings of the organization shall be (List days/times)

**Section 2.** Special meetings may be called by [List office(s)]

**Section 3.** Quorum shall be constituted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ARTICLE VIII. COMMITTEES**

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

**ARTICLE X. AMENDMENTS**