**SAMPLE CONSTITUTION**

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

 Organization name

**ARTICLE I. NAME**

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

**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.

**ARTICLE IV. OFFICERS**

(Election, Term, Qualification, etc.)

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

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

**\*\*\*Section 3.** 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.

**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 (Methods)**

***\*\*\*Required in the constitution as written. Recognition will not be granted without these items. These are WVU requirements***