



WPI

Campus Center and Student Activities

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CONSTITUTION FORMAT

Article I. Name

- State the official name of the organization.

For example: The name of this organization shall be The Unidentified Club.

Article II. Purpose

- State the purpose or goals of the organization. It may be, by definition, academic, cultural, service-oriented, political, religious, etc.
- The group should not duplicate the ideals of an existing student organization.
- If there are similarities, state the unique aspects which characterize the organization.
- State any local, regional or national affiliations with any other groups.
- State how the organization's purpose is consistent with the College mission.

For example: The primary purpose of The Unidentified Club shall be to unite the Worcester Polytechnic Institute Community in the arts and sciences through events, educational lectures and discussion. This organization will help enforce the mission of Worcester Polytechnic Institute by educating men and women, aiding in the preparation for their future careers, providing an atmosphere for leadership and continuous education.

Article III. Membership

- Define who is eligible for membership. Membership may only be open to WPI students.
- State that membership must be open to all WPI students.
- State that the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin.
- State guidelines for membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time.
- State that the organization will ensure that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.
- State any requirements for membership such as paying dues, etc.
- State who is eligible to vote in matters concerning the organization

For Example: Membership for The Unidentified Club is open to all WPI Students. Those who maybe be considered active members are individuals who have attended more than two meetings per academic term and who attend at least one event sponsored by the organization. Only those active members and the executive board are able to vote in matters concerning the organization when a vote is deemed necessary by the executive board.

The Unidentified Club will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. The organization ensures that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

Members may discontinue their membership at anytime. Members who are not active at any point in time, may become active upon the recommendation of the executive board or fulfill the requirements of an active member as stated above.

Article IV. Officers, Duties and Requirements

- Describe the governance structure; is there an executive board?
- State the duties of the officers (call meetings, determine agendas, approve expenditures, etc.).
- State any requirements for officers (academic progress, extended membership, etc.).
- State the organization must have full-time WPI students in good academic standing as officers.

For Example: The Unidentified Club will be governed by an executive board, which includes a President, Vice President, Treasurer and Secretary. Any executive board member will be able to chair an ad-hoc committee as deemed necessary. All executive board members must be in good academic standing at all times during their tenure.

The President will be responsible for the overall supervision of the affairs of the Unidentified Club, will call and preside over all executive board or general assembly meetings, and will work with the Treasurer and Advisor to create the annual budget.

The Vice President will be responsible for all internal affairs of the organization including, performing the duties of President in the absence of the standing President and overseeing elections for the organization.

The Treasurer will be responsible for all fiscal responsibility connected with the Unidentified Club. This individual will work closely with the executive board and advisor to maintain a balanced budget and oversee all paperwork and transactions attached to the Unidentified Club.

The Secretary will be responsible for keeping record of all meeting minutes, the history of the organization and sending out meeting minutes to the executive board, general assembly and advisor.

Article V. Meetings

- State approximately how often meetings can be held.
- State who has the authority to call meetings.
- State what quorum is required at meetings (if appropriate).
- State how meetings will be run (Parliamentary Procedure, etc.).

For Example: Meetings of the Unidentified Club will be held on a weekly basis and shall be called by either the President or Vice President. When voting is necessary within the organization, quorum or 66% of the organization must be present. These meetings will be governed through Parliamentary Procedure.

Article IV. Elections & Officer Replacement/Removal

- State how officers will be elected, appointed, removed or replaced. It is strongly suggested that elections be conducted by democratic procedures.
- State the time line for elections. Elections for all student organization officers must take place prior to the conclusion of Term C.
- State what justifies removal from office.
- State the formal process for removal.

For Example: Elections will take place once an academic year in C term, no later than the fifth week through a democratic procedure in the form of a written ballot.

Any general member of the Unidentified club may remove themselves from the organization at any time. Additionally, any member of the Executive Board may resign from his or her position at any time, by submitting written notice to the executive board which will be effective immediately upon receipt of the letter.

Removal from office may be due to the disinterest or resignation of the current officer. In this case, the executive board may execute an interim chair to be assigned to the position by majority vote. If removal is due to the Executive board member failing to perform his or her duties, a vote of two thirds or 66% of active membership is necessary to remove an individual from office.

Article VII. Judicial Action (Optional)

- State the process for disciplining members of the organization.
- State that the organization will abide by decisions of the Campus Hearing Board or its designee, in dealing with charges brought against the organization.

For Example: The Unidentified Organization shall abide by rules and policies of Worcester Polytechnic Institute. The organization shall also accept the decisions of a Campus Hearing Board in dealing with charges brought against the organization should policies be violated.

Article VIII. Finances

- State how the organization will be funded (dues, outside sources, SGA).

For Example: The Unidentified Club may be funded by the Worcester Polytechnic Institute Student Government Association.

Article IX. Advisor

- State the process for selecting/removing the advisor. For non-Greek organizations, advisors must be full-time WPI faculty or professional staff members.
- State advisors will not be given voting rights in an organization

For Example: The Advisor to the Unidentified Club shall be a full time WPI faculty or professional staff member. This advisor shall attend general meetings and meet with the executive board members on a bi-weekly basis to update and discuss the programs and issued concerning the Unidentified Club. The Advisor however, will not have voting privileges in the organization.

Article X. Amendments/Revisions

- State the procedures for amending/revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment on the floor for two weeks, etc.)
- State who may propose an amendment.

For Example: Amendments to this constitution must be made by a majority vote or 66% of active membership. Any proposed amendments must be provided two weeks prior to a vote. Any active member or executive board member may propose an amendment to the constitution or by-laws.

Article XI. SOC Enabling Clause

- This must appear at the end of the Constitution:

The (name of the organization) agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state and local laws.

For Example: The Unidentified Club agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state and local laws.

Last Updated 1/21/08 CG