

# CONSTITUTION AND BYLAWS OUTLINE

This constitution and bylaws outline has been prepared by the staff of the Office of the Union and Campus Life to assist students who wish to begin a new student organization or to revise a pre-existing organization's constitution at West Liberty University. This outline contains several items that must appear in each student organization constitution according to West Liberty University policy. They are in **bold print**. You may wish to include additional points that will provide more explicit guidelines for the organization of your group. Please remember that a well-written constitution should contain all necessary information in concise language. A reference for further assistance is *Robert's Rules of Order*.

CONSTITUTION OF \_\_\_\_\_  
(name of organization)

*PREAMBLE*  
(if desired)

*ARTICLE I*  
Name

The name of this organization is \_\_\_\_\_

*ARTICLE II*  
Purpose

This paragraph contains the purpose of your organization.

*ARTICLE III*  
Definition of Membership

The following statement **MUST** be included in this section: **Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.**

Although not required, it is strongly suggested to mention the advisor as a non-student member of the organization, with all rights and privileges therein, except for the right to vote or hold office. This statement will ensure the advisor is covered under the University's general liability policy when the advisor is participating in student organization events.

You should include a statement in this section that only West Liberty University students are eligible for regular or active membership in the organization. West Liberty University staff and faculty are eligible for adjunct membership, which means they may not vote or hold office. It also is useful to explain selection and expulsion procedures in this section.

*ARTICLE IV*  
Officers

This section should include officer titles, officer qualifications, selection or election procedures, and length of officers' terms. A similar statement describing the selection procedure and length of term for an advisor should be provided.

*ARTICLE V*  
Officers and Duties

The sections in this article should list separately the duties of, at least, the following officers: president and treasurer. List any other officers and duties that you desire.

*ARTICLE VI*  
Amendments

This section should outline the way in which amendments to the constitution are made and **MUST** include the following statement: **All amendments to the constitution and bylaws are subject to the approval of the Director of the Union and Campus Life.** They **MAY NOT** take effect until they have been approved.

***BYLAWS***

Items that are appropriate for inclusion in this section include, but are not limited to: definitions of a quorum, committees and their functions, election procedures, vacancies, dues and assessments, rules of order, and amendments to bylaws. A copy of the constitution or bylaws of any organization outside West Liberty University with which your group is affiliated should accompany the local constitution.

The signatures of the president and advisor, the date of adoption, and spaces for the date of University recognition and signature of the Office of the Union and Campus Life should appear at the end of the constitution and are required before final recognition.

\_\_\_\_\_  
Date of Adoption

\_\_\_\_\_  
Date of Recognition

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Office of the Union and Campus Life

\_\_\_\_\_  
Advisor's signature