

Constitutional Requirements

The student organization constitution must include as a minimum:

- Name of the organization
- Purpose/mission statement
- Composition of the membership
- List of officer duties, including responsibility for monitoring the budget
- How the advisor is chosen
- How the constitution is amended

Keep in mind that the constitution will define and govern the student organization as well as provide guidelines for order and operation. Adding additional information is acceptable, so long as they comply with the requirements imposed on all student organizations. Remember that any procedures for the student organizations that conflict with University or Student Government Association policy must receive the written exemption of the Student Judicial Committee and the Chancellor.

Sample Constitution

Text in bold, italics is meant to be customized to meet the needs of your specific student organization

Constitution of the *Vespidae Society* of the University of Wisconsin-Superior

Article I: Name

The name of this organization shall be the *Vespidae Society, UW-Superior Chapter*.

Article II: Purpose/Mission

The purpose/mission of the organization shall be to *advocate for wasp rights, bring awareness of wasp issues to all those who interact with them and work to create a welcoming and inclusive environment for all wasps, especially Yellowjackets*.

Article III: Membership

Section 1: Membership shall be open to any student at the University of Wisconsin – Superior.

Section 2: Membership in the *Vespidae Society of the University of Superior-Wisconsin* is open to all UWS students without regard to age, ethnicity, gender, disability, color, national origin, religion, sexual orientation or veteran status.

Section 3: *[The sections for this article will vary according to the particular needs of the organization.]*

Article IV: Officers

Section 1: The officers of this organization shall have the following titles: *Queen Bee, Lead Worker Bee, Lead Drone, and Nest Keeper* and shall serve *one year terms or until their successors are elected*.

Section 2: Officers shall be elected during the *second to last meeting of the semester* by a *simple majority vote of each member in attendance*.

Section 3: Officers must be in good academic standing at the institution.

Section 4: *No officer may be removed from office without first having an open hearing and then by no less than a 2/3 vote at a regular meeting.*

Section 5: Vacancies shall be filled by *open nomination and a vote by the membership.*

Section 5: The advisor shall be a member of the University of Wisconsin-Superior faculty or staff. The advisor has no vote in the organization. The advisor is selected by a *majority vote of the officers.*

Article V: Meetings

Section 1: Regular meetings will be held [*minimum of 1x/month*] during the academic year at a time and location determined by the current membership.

Section 2: *Special meetings may be called by an officer or upon the request of any active member.*

Section 3: *Members must be notified at least 24 hours prior to special meetings. Notice will be sent out via the organization email list.*

Article VI: Quorum

Section 1: Quorum for this organization shall consist of *40% voting members [define what constitutes a quorum]*.

Article VII: Amendments

Section 1: Amendments to this constitution shall be adopted by a two-thirds vote of the members present at a regular meeting following the meeting at which the proposed amendment is distributed.

Section 2: Amendments shall go into effect as specified in the amendment.

By-Laws of the *Vespidae Society* of the University of Wisconsin-Superior

Article I: Dues

No dues shall be paid by members.

Article II: Duties of Officers

Section 1: *Queen Bee:* The *Queen Bee* shall be responsible for *running all meetings and meeting weekly with the organization advisor.* The *Queen Bee* shall not be a voting member of the organization except in the case of a tie.

Section 2: *Lead Worker Bee:* The *Lead Worker Bee* will assume the responsibilities of the *Queen Bee* in his/her absence and will also serve as the recording secretary for the organization.

Section 3: *Lead Drone:* The *Lead Drone* will supervise The *Drones.* He/she shall be responsible for all aspects of planning and producing events for the organization including communicating with appropriate staff members, making reservations, and coordinating promotions.

Section 4: *Nest Keeper:* The *Nest Keeper* shall be responsible for monitoring the budget and tracking all funds of the organization.

Article III: Committees

Section 1: The following standing committees will exist: *The Drones*. [*Have as many committees as you feel are appropriate. Make sure they have jobs and officers overseeing them*].

Section 2: *The Drones* shall be supervised by the *Lead Drone* and will be responsible for *the planning of all organization events*.

Section 3: Special committees may be formed at the discretion of the officers.

Article IV: Parliamentary

Section 1: The *Lead Worker Bee* shall also serve as the parliamentarian for the organization.

Helpful Hints

- Keep a copy of the constitution on file for easy revisions. Student Involvement will also keep a copy of all organization constitutions.
- You do not need to use all of the clauses suggested above. Use what you like and remove what you do not.
- Use acronyms sparingly.
- Watch for typos.
- Allow all current members to review before submitting. You should also have it reviewed by your advisor.
- Do not start your name with UW-Superior . . . this is confusing in alphabetical lists. Instead, put the University at the end. (e.g. Instead of “UW-Superior Vespidae Society” make it the “Vespidae Society of UW-Superior”).