Sample Constitution

Per the K-State [Student Organization Recognition Policy, PPM 8540](https://www.k-state.edu/policies/ppm/8500/8540-effective08-01-2023.html#achieving): Organizations must submit a constitution and/or bylaws at the time of requesting recognition by the university. Constitutions and/or bylaws may be as elaborate or as simple as the organization chooses, provided it has the following minimum requirements:

* A purpose
* Membership requirements
* Officers of the organization
* Meeting processes and notification protocol
* Process for removing members/officers
* Process for dissolving the organization
* Process for amending the constitution.

Any organization must have some procedures by which to conduct its business. A constitution is an effective way of establishing those procedures. If your constitution is long and very detailed, you may want to split it up into a constitution (general principles creating the organization’s membership and officers’ responsibilities) and by-laws (detailed procedures to be followed for meetings, decision-making, officer selection, etc.). Questions about writing a constitution? Stop by and visit the Student Programs and Involvement office. We will be happy to assist in your organization. Or email us at [studentinvolvement@ksu.edu](mailto:studentinvolvement@ksu.edu)

# Article I : Name and Purpose

Section 1. The Organization shall be known as Wildcats against Jayhawks

Section 2: The purposes of this organization shall be

* To educate and promote a Jayhawk –free lifestyle
* Maintain school spirit and moral
* To continue to beat KU at Football & Basketball

# Article II: Membership and Eligibility

Considerations:

” Kansas State University is committed to a policy of nondiscrimination on the basis of sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons, in admission, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, has been delegated to Jane D. Rowlett, Ph.D., Director of Unclassified Affairs and University Compliance, 111 Anderson Hall, Kansas State University, Manhattan, KS 66506-0124, (785) 532-4392.All fraternal and campus related organizations will follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Educational Amendments of 1972.”

Section 1: Membership shall be open to all K-State students, faculty, staff, alumni and community members. Even a KU Jayhawk could join if they believe K-State is the better college.

Section 2: To be eligible for membership

* Members must show K-State spirit
* Pay dues within 15 days of joining Wildcats Against Jayhawks
* Abide by the constitution for Wildcats Against Jayhawks

Section 3: Voting Members vs Non-Voting members

* Voting members are students at Kansas State University, in good standing with Wildcats Against Jayhawks.
* Non-voting members are members who are active in Wildcats Against Jayhawks but not students at Kansas State University.

Section 4: Dues

* Dues for Wildcats Against Jayhawks will be collected at the beginning of the Fall semester.
* Dues will be $10.00 at the beginning of Fall Semester

# Article III Meetings

Section 1: Meetings will occur every Tuesday while school is in session.

Section 2: Members will be notified by email of meeting time, and minutes from the previous meeting weekly.

Section 3: In the event of a meeting not regularly scheduled, at least 48-hour notice to the membership must be given.

Section4: If an active member is unable to make the meeting, a courtesy email or notification is encouraged to continue good standing within the organization.

# Article IV Officers

Section 1: Wildcats Against Jayhawks shall have a President, Vice-President, Secretary, and Treasurer, along with a faculty/staff advisor.

Section 2: Officers must be properly elected, in good standings at Kansas State University, active in Wildcats against Jayhawks and enrolled in classes.

# Article V Duties of Officers

Section 1: President

The president will be in charge of Wildcats Against Jayhawks. The duties of president shall include.

* Notifying members of meetings and conducting the meeting.
* Ensuring the club is registered annually with the Student Programs and Involvement office.
* Ensuring that elections are held fairly each year.
* Direct the efforts of the group towards the purpose of the organization.

Section 2: Vice-President

The Vice-President will have the following duties.

* Direct meetings in the absence of the president.
* Assume the office of president if the president leaves or is no longer able/willing to serve.
* Assist the president in directing the efforts of the group towards the purpose of the organization.

Section 3: Secretary

The secretary will have the following duties.

* Taking minutes of meetings and distributing to members in a timely manner.
* Record attendance of members.
* Maintain an accurate list of members.

Section 4: Treasurer

The treasurer will have the following duties.

* Keeping accurate financial records.
* Updating the organization to the financial status during meetings
* Ensuring that bills of the organization are paid.
* Collecting dues and informing the secretary of who has paid dues.

Section 5: Faculty Advisor

All student organizations are required to have an advisor who is a member of the university faculty or staff, on at least 0.5 FTE, who acts as the primary liaison between the university and the recognized student organization.

A sponsored student organization is required to have an advisor assigned by the department to work with the organization. The departmental advisor does not serve at the pleasure of the organization but at the direction of the department. Expectations for the advisor may be different than for an affiliated organization.

The advisor shall serve at the pleasure of the organization. The advisor shall try and meet the needs of the club and its officers which may fluctuate from year to year but might include attending club meetings, meeting with officers, attending events, supervising finances and other needs of the organization.

# Article VI Election Process

Section 1: The election will occur on the first meeting in April

Section 2: The president shall be elected first followed by vice-president, secretary and treasurer.

Section 3: Members shall be nominated from the floor during the election process.

Section 4: A member can be nominated for multiple positions but once elected, shall not be nominated for more.

Section 5: All candidates must be a member of Wildcats Against Jayhawks.

Section 6: After all members are nominated for a position, they will be asked to give a short speech about why they are the best candidate for the position. Nominees not speaking shall wait outside of the room.

Section 7: A hand vote for each shall be taken unless another type of vote is requested and approved by the group.

Section 8: In the event of a tie the president shall cast the deciding vote.

Section 9: If an officer leaves or is removed from a position other than president during the year, the open position shall be announced and then voted on at the next regular meeting following the process described in this Article.

# Article VII Procedure for Membership Removal

Section 1: Members may be removed from organization if any of the following are occurring:

* No longer being in good standing at Kansas State University
* Failure to pay dues or meet other requirements of membership.
* Violation of or disregard for any part of this constitution.
* Effort to undermine the purpose of this organization.

Section 2: The removal of any member may be brought forward by any other member at a regularly scheduled meeting.

Section 3: A motion to remove a member shall be followed by the person making the motion stating the case for removal. The person being removed shall then have a chance to stating their case if they wish to stay. Following both sides having opportunity to speak, a vote shall be taken by private ballot. If 2/3 of those present vote to remove the member shall lose their membership privileges.

# Article VIII: Impeachment Procedure For Officer

Section 1: Officers may be removed from organization if any of the following are occurring:

* Failure to complete the duties of their office.
* No longer being in good standing at Kansas State University
* Failure to pay dues or meet other requirements of membership.
* Violation of or disregard for any part of this constitution.
* Effort to undermine the purpose of this organization.

Section 2: The removal of any officer may be brought forward by any member at a regularly scheduled meeting. The motion to remove shall include whether the person should be removed from membership as well.

Section 3: A motion to remove an officer shall be followed by the person making the motion stating the case for removal. The person being removed shall then have a chance to state their case if they wish to stay in office. Following both sides having opportunity to speak, a vote shall be taken by private ballot. If 2/3 of those present vote to remove the officer shall be removed from their office and/or membership.

# Article IX Committees

Section 1: Wildcats against Jayhawks may have committees.

Section 2: Committee chairs will be nominated during election process for Executive board

Section 3: Each Committee chair will report to the President or other officer as designated by the president.

Section 4: Special committees will be formed as needed.

Section 5: Each committee will inform members at the meeting of their progress.

# Article X Amendments

These are optional requirements for making an amendment to the constitution. Typically changes should require more than just a majority vote. Ideally members would also have a period of time to consider the changes before voting.

Section 1: The constitution may be amended by a 2/3 vote of the members present.

Section 2: Any voting member may propose an amendment to the constitution.

Section 3: Amendments shall be proposed at one meeting and voted on at the next regular meeting.

Section 4: If the proposed amendment receives 2/3 vote of those present at the meeting, the changes shall take effect immediately unless otherwise stated.

Section 5: The president or designee shall be responsible for updating the constitution with the Student Programs and Involvement office.

# Article XI Department’s Authority

If your organization has registered as a sponsored organization your constitution must include a statement that recognizes the department’s final authority over the organization

Section 1: As a Sponsored Organization the department has final say in matters of our organization including membership, officers, activities and the constitution.

# Article XII Dissolution of Chapter

Section 1: The Organization can dissolve if any of the following situations occur:

* Lack of involvement from members
* Lack of funding needed to successfully operate.

Section 2: In order for the Organization to dissolve:

* A member, either executive or general, must introduce a motion stating the reason for the dissolution.
* The executive board (including the faculty/staff advisor) take a 2/3rds majority vote to dissolve the organization.
  + If successful, the group’s assets will be distributed how the executive board and advisor chooses.