

This sample constitution is provided as a guide for student organizations at Eastern Washington University. Officers of new organizations are encouraged to adapt this sample to the unique needs of their organization. New organizations, and organizations submitting a five year review, should cover each article and section in this sample except for those marked optional. **Required statements are in bold print and must be included verbatim in your constitution.** You do not need to follow this constitution word for word, but should include the various section topics. When using this sample constitution, the text in brackets should be specific to your organization. Updated May 2024.

Keep in mind these documents must:

- Follow specified amendment processes (which should be located within the document) in order to make any changes,
- Not have gender modifiers in the title (to be eligible for ASEWU funding), and
- Be open to all students (to be eligible for ASEWU funding).

[Insert organization name] CONSTITUTION

**ARTICLE I. NAME AND PURPOSE**

**Section A. Name**

1. The name of this organization shall be [State the official name of the student organization as well as any abbreviations. Note that if you use the words EWU or Eastern Washington University in your organization's name, you must follow EWU's Visual Identity and Graphic Standards].

**Section B. Purpose**

1. The purpose of the [Insert organization name] shall be [State purpose. Note that what you do as an organization should be congruent with your purpose statement.].

**ARTICLE II. MEMBERSHIP**

**Section A. Membership Eligibility**

1. Membership shall be open to any and all currently enrolled students at Eastern Washington University. [Generally open to all EWU enrolled students]

**Section B. Membership Criteria**

1. Membership criteria includes:
  - a. Dues paid [The collection of dues is optional and this statement may be removed if it does not pertain to the organization].
  - b. Attendance at meetings.
  - c. [List other criteria one must meet in order to become a member]

**Section C. Non-Discrimination and Harassment Statement**

EWU does not discriminate in its programs and activities on the basis of race, color, creed, religion, national origin, citizenship or immigration status, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

**Section D. Student Conduct Code Statement**

Through the student conduct code as well as other university policies and directives, the university sets forth specific behavioral and academic expectations for students and student organizations. It is the responsibility of each student to clearly understand and comply with those expectations. [The EWU Student Conduct Code can be found here.](#)

1. This organization shall abide by the Eastern Washington University Student Conduct Code.

**Section E. Statement of Non-Hazing**

1. Students, student organizations, employees, volunteers, and program participants are prohibited from engaging in or conspiring to engage in hazing. This prohibition applies to conduct both on and off campus. In addition to this policy, the Student Conduct Code, WAC 172-121, also prohibits hazing.

**Section F.**

**Affiliations** [Please select the statement that applies to the organization. If your organization is affiliated with a parent organization, one copy of the parent organization's constitution must be submitted to the Student Engagement for ASEWU Clubs or Campus Recreation for Club Sports.]

1. This organization shall be affiliated with [State the official name of parent organization ... local, state, or national groups.]. The rules and regulations of the affiliated organization's constitution shall be followed when not inconsistent with the rules and regulations of Eastern Washington University. When inconsistencies are present, this organization shall adhere to the rules and regulations of Eastern Washington University.

or

2. This organization is not affiliated with any local, state, or national group.

**Section G.**

Categories of Membership & Voting Privileges

1. Any EWU enrolled student who has met the membership criteria and eligibility is considered an active member. Active members may vote and may hold office.
2. [Please list and define any other types or categories of membership and their associated voting privileges. As a EWU student organization, non-enrolled students, such as alumni, students at other institutions, or honorary members (be sure to

subsequently modify Section A) should be kept to a minimum and may not vote, hold office, or act on the organization's behalf.].

## **Section H.**

### **Member Removal**

1. Any member may be removed from the organization:
  - a. For actions which violate the purpose of the organization.
  - b. For actions which violate EWU Student Conduct Code.
  - c. For actions which violate University policies.
  - d. When no longer enrolled as a student.
  - e. [List other causes.]
2. Members may be removed by the following process:
  - a. Written charges by a member are to be presented to the [Executive Board].
  - b. The [Executive Board] will notify the member of an opportunity for the member to respond to charges at the next regular meeting.
  - c. The meeting must have quorum present and only active members may participate in the vote.
  - d. Voting for removal is to be done by secret ballot within [State time lapse such as two weeks or a month] of the meeting.
  - e. A [Insert type of vote such as 2/3 or simple majority] vote is required for removal.
  - f. The member must be notified immediately [state the method by which the member will be notified] of the outcome of the vote.

## **Section I.**

### **Member Appeal**

1. If the member wishes to appeal the vote for removal, they must send a written letter of appeal to the [Insert organization name] Advisor within two weeks of the decision.
2. The Advisor and the [Executive Board] will review the appeal and notify the [Insert organization name] and the member in no more than one week of the decision [state the method by which the member will be notified].

## **ARTICLE III.**

### **ELECTIONS**

#### **Section A.**

##### **When Elections are Held**

1. Annual elections shall be held [State time frame such as the second to last meeting of the spring quarter].

#### **Section B.**

##### **Nominations**

1. Nominations of candidates for [Insert organization name] officer positions shall be nominated by a [Insert organization name] active member or by self-nomination. Nominees for officer positions must be [Insert organization name] active members for [Insert duration of time such as one quarter].

#### **Section C.**

##### **Election Procedure**

1. The officers shall be elected by means of a secret ballot. Voting shall take place after the close of nominations for each office. Officers shall be elected by a [Insert

type of vote such as 2/3 or simple majority] vote of those [Insert organization name] active members present, provided quorum is met. **Updates of Officers and membership must be made in EagleSync in a timely manner.**

**Section D.** Term of Office

1. The term of office for each officer shall be [Insert duration of time such as one academic year].

**ARTICLE IV.** OFFICERS

**Section A.** Officer Qualifications

- 1. EWU Club Sports Federation requires a minimum GPA of 2.5 for each officer.**  
*(You may remove this if your organization is not a Club Sport)*

**Section B.** Officer Duties

1. The officers shall consist of a [Insert officer titles (example: president, vice president, secretary, and treasurer). EWU requires there to be at least one officer, preferably a minimum of two officers. The officers do not need to be named with traditional position names. The duties listed below are good items to include within your organization's positions.]. The officers shall be responsible for all administrative duties of the [Insert organization name]. These officers will be known as the [State any special names the officers go by such as the Executive Board].
2. The [Insert officer title such as President (**Required**)] shall:
  - a. Establish and maintain operational procedures of the [Insert organization name].
  - b. Call meetings.
  - c. Vote in all decisions affecting the [Insert organization name].
  - d. Register the student organization each fall during the annual student organization registration process.
  - e. [List other additional responsibilities].
3. The [Insert officer title such as Vice President (**Optional**)] shall:
  - a. Assist the [Insert officer title such as President] with all administrative duties and assume those duties in the absence of the [Insert officer title such as President].
  - b. [List other additional responsibilities].
4. The [Insert officer title such as Secretary (**Optional**)] shall:
  - a. Keep accurate and detailed records of all meetings and affairs.
  - b. Send/transmit all official correspondence.
  - c. Coordinate preparation and distribution of flyers, handouts, and publications.
  - d. [List other additional responsibilities].
5. The [Insert officer title such as Treasurer (**Required**)] shall:
  - a. Make financial reports at the regular meetings.
  - b. Coordinate all fundraising activities.

- c. If the student organization receives Services and Activity funding, the treasurer will remain in contact with Student Life Accounting OR the Club Sports Coordinator and Club Sports Federation Council (as appropriate.)
- d. [List other additional responsibilities].

## Section C.

### Vacancy in Office

1. Vacancies occurring in any of the elected offices other than the President shall be officially filled during a special election called for by the President.
2. In the event of a vacancy in the office of the President, the [Insert officer title such as Vice President] will become the President and there will be a special election to fill the [Insert officer title such as Vice President] office.
3. If the [Insert officer title such as Vice President] declines to succeed, then a special election shall be held to fill the office of the President for the remainder of the unexpired term.
4. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

## Section D.

### Officer Removal

1. Any officer may be removed from office:
  - a. For failure to carry out the responsibilities of that office.
  - b. For actions which violate the purposes of the organization.
  - c. For actions which violate EWU Student Conduct Code.
  - d. For actions which violate University policies.
  - e. When no longer enrolled as a student.
  - f. [List other causes].
2. An officer may be removed by the following process:
  - a. Written charges by a member are to be presented to the [Executive Board].
  - b. The [Executive Board] will notify the officer of an opportunity for the officer to respond to charges at the next regular meeting.
  - c. The meeting must have quorum present and only active members may participate in the vote.
  - d. Voting for removal is to be done by secret ballot within [State time lapse such as two weeks or a month] of the meeting.
  - e. A [Insert type of vote such as 2/3 or simple majority] vote is required for removal.
  - f. The officer must be notified immediately of the outcome of the vote [state the method by which the member will be notified].
  - g. The membership roster in EagleSync must be updated within two weeks of any officer changes.

## Section E.

### Officer Appeal

1. If the officer wishes to appeal the vote for removal, they must send a written letter of appeal to the [Insert organization name] Advisor within two weeks of the decision.

2. The Advisor and the [Executive Board] will review the appeal and notify the [Insert organization name] and the officer in no more than one week of the decision [state the method by which the member will be notified]
3. The membership roster in EagleSync must be updated within two weeks of any officer changes.

**Section F. Non-Discrimination and Harassment Statement and Student Conduct**

1. **The officers must inform the members of the Non-Discrimination and Harassment Statement and Student Conduct at the initial meeting. Thereafter, all members shall be responsible for knowing and abiding by these policies.**

**ARTICLE V. ADVISOR**

**Section A. University Requirements of an Advisor**

1. **All student organizations are required to have a currently employed EWU professional faculty or staff advisor working on-campus during the quarter(s) of advisement.**
2. **As a club sport student organization, one of the advisor(s) will be a professional staff member in the Campus Recreation department.**
3. **If the student organization receives Service and Activity funding, the advisor(s) will remain in contact with Student Life Accounting OR the Club Sports Coordinator and Club Sports Federation Council (as appropriate.)**

**Section B. Advisor Duties**

1. The Advisor's responsibilities include:
  - a. Attendance at [Insert percentage such as 50%] of the organization's meetings.
  - b. Attendance at the election meeting.
  - c. [List other duties]

**Section C. Advisor Removal**

1. An Advisor may be removed from the position:
  - a. For failure to carry out the responsibilities of that position.
  - b. For actions which violate the purposes of the organization.
  - c. For actions which violate University policies.
  - d. [List other causes].
2. An Advisor may be removed by the following process:
  - a. Written charges by a member are to be presented to the [Executive Board].
  - b. The [Executive Board] will notify the Advisor of an opportunity for the Advisor to respond to charges at the next regular meeting.
  - c. The meeting must have quorum present and only active members may participate in the vote.
  - d. Voting for removal is to be done by secret ballot within [State time lapse such as two weeks or a month] of the meeting.

- e. A [Insert type of vote such as 2/3 or simple majority] vote is required for removal.
- f. The Advisor must be notified immediately [state method by which Advisor will be notified] of the outcome of the vote.

**Section D.** Advisor Appeal

1. If the Advisor wishes to appeal the vote for removal, they must send a written letter of appeal to the [Insert organization name] [Executive Board] within two weeks of the decision.
2. The [Executive Board] will review the appeal and notify the [Insert organization name] and the Advisor in no more than one week of the decision.

**ARTICLE VI.** COMMITTEES [Committees are optional and this article may be removed if it does not pertain to the organization. Remember to change the article Roman numerals if this article is removed.]

**Section A.** Standing Committees

1. The standing committees shall be [Please list standing committees and a brief purpose statement such as fundraising, philanthropy, publicity].
2. The [President] may form special committees when necessary.

**ARTICLE VII.** MEETINGS

**Section A.** Announcement of Meetings

1. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new [Insert officer title or body (example: President or Executive Board)].
2. Official notice of the meeting at which the election of officers will take place must be provided to all members not less than [state time frame such as two weeks] prior to such meeting.
3. All meetings will be posted to EagleSync.

**Section B.** Quorum

1. Quorum shall be defined as [example: 2/3 of total active membership] of [Insert organization name].
2. A [Insert type of vote such as 2/3 or simple majority] vote is needed for official business to take place, unless stated otherwise, provided quorum is met.

**ARTICLE VIII.** FINANCES

**Section A.** Student Organization Accounts

1. Student Organization Accounts are managed through Student Life Accounting.

- Section B.** Dues [The collection of dues is optional and this section may be removed if it does not pertain to the organization. Remember to change the section name if this section is removed.]
1. The amount of dues charged for each [Insert duration of time such as one year or one quarter] will be determined at [State when such as the first meeting of the Fall Quarter].
  2. Membership dues need to be paid by [Denote time period such as the end of the first quarter] or within three weeks of becoming a member, and will be collected by the [Insert officer title such as Treasurer].
  3. Students who do not pay their membership dues will lose their privileges of membership, including voting rights.
- Section C.** **Dissolution of Organization**
1. **If this group dissolves, all monies allocated by Service and Activity funding shall be returned to the Service Activity Fee Committee.**
- ARTICLE IX.** CONSTITUTIONAL AMENDMENTS
- Section A.** Proposing Amendments
1. Any active member can propose an amendment to the constitution by submitting a written request to the [Executive Board] prior to the last meeting of the year.
- Section B.** Amendment Process
1. Once an amendment to the constitution is submitted to the [Executive Board], the amendment must wait until the following [membership or Executive Board] meeting to be voted on.
- Section C.** Passing an Amendment
1. Amendments to this constitution shall be adopted by [Insert type of vote such as 2/3 or simple majority] vote, provided quorum is met.
- Section D.** **Final Approval**
1. **Updated constitutions must be submitted to Student Engagement or Campus Recreation annually as part of the re-registration process. The most updated constitution must be saved into the EagleSync files.**
- ARTICLE X.** RATIFICATION
- Section A.** Ratification
1. This constitution will be ratified by [Insert type of vote such as 2/3 or simple majority] vote of [Insert organization name], provided quorum is met.

