



(INSERT GROUP NAME) Constitution

Wesleyan University

Last Amended __/__/____ by (Names)(Class Years)

MUST READ: Please ensure you answer **all questions** in this constitution template and that your group follows this **exact** outline. Please make sure this document follows the WSA Non-Discriminatory Clause which states, “the WSA shall not discriminate against anyone for any reason, including but not limited to the following: race, creed, religion, sex, sexual orientation, gender identity or expression, color, age, national or ethnic origin, or disability in the execution of its responsibilities under this constitution or in the administration of its policies and programs”. Once you complete the constitution please remove all template questions and highlighted sections. **Your re-registration application will be sent back if the template is not followed.** If you have any questions regarding this template please email involvement@wesleyan.edu

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I. Name

- A. Write a sentence declaring the full name of your student group (include the acronym, if applicable).

II. Objectives

- A. Write a bit about what you want to cultivate on campus, and how your group in particular will be instrumental in doing that.
 - 1. What is the mission of your group?
 - 2. How is your group unique to Wesleyan?
 - 3. What steps will you take to achieve your mission?
- B. Write a bit about how you envision and how you will establish longevity and long-term effectiveness of your club on campus.
 - 1. What impact are you hoping to achieve through your group?

III. Values

- A. Write about any defining principles that your organization will need to stay committed to over the years in order to fulfill its intended mission. Are they ideological? Community-oriented?

IV. Sexual Violence Prevention

**PLEASE REFER TO SVP Documents provided from Primary
Contact Training**

- A. Write a statement of how your group does not condone sexual misconduct/violence, aligning with Wesleyan's policies.



- B. Write about if there is a specific role of who will be receiving certain responsibilities of addressing these types of incidents or outline the process if an incident does occur and how the group will handle it.
- C. Indicate what resources on campus your group will connect with if something does happen.

V. Membership

- A. Membership requirements – explain who is eligible to become a member of your group. (Please note, only Wesleyan students can be official members of a student group.)
 - 1. Do they have to attend a certain number of meetings? Do they have to try out? Should they be from a certain community?
- B. Explain how you will make students *official* members by including them in group operations, such as GroupMe, Google Drive, WesNest roster, etc.
- C. Please add any additional information that is important for a prospective member to know about membership

VI. Structure of Group

- A. Explain the structure of the group:
 - 1. Are there committees? A board? Is the leadership board run through a horizontal leadership style or a hierarchical style?
- B. What are the officer titles and each of their responsibilities?
 - 1. You **must include** the following titles and explain their responsibilities:
 - a) Primary Contact
 - b) Financial Manager



c) Event Coordinator*

(1) Not required for Club Sports groups

d) Risk Manager *

(1) Only required for Club Sports groups

2. You may add additional officer positions if your group has other positions outside of the ones listed above

C. What are the terms of office for the leadership board?

D. What is the procedure for filling the leadership board?

1. Is there an election, with a nomination and voting process? Or are appointments made? Is there an application and/or interview process? What is the timeline?

E. What happens if a leader resigns? What is the process?

F. What happens if a leadership position becomes vacant? Are there special elections?

G. If your group has committees, please list each of the committees and their responsibilities.

H. Advisor – explain the role and responsibilities of the Faculty/Staff Advisor. Share some expectations of the advisor. Please also list who is your current advisor with contact information.

I. Transition of leadership

1. What is the procedure for the transfer of leadership? Please explain what the process looks like for your group.

2. When does leadership transitions officially happen?

3. Do you have how-to guides and other documents for the upcoming leadership?

a) Where are documents stored? Where are the credentials stored?



- (1) Consider uploading transition documents on WesNest, in case there is a vacancy in leadership and OSI will be able to help access important documents to guide the new leaders.

VII. Meetings and Events

- A. What is the structure of your meetings? Are there different types, like for the leadership board, general body, committees, etc? How often are the meetings?
 1. Who is required to attend? What happens if they miss the meeting?
 2. Are there meeting minutes taken? Where are the notes shared?
- B. Write about any events your group is committed to hosting on campus, their frequency, their objectives, and when they typically occur.
 1. Please provide a short description of each event listed
- C. If it will be helpful, explain a bit about how these events are typically put on: does a certain club leader host? Does the financial manager request money from certain sources? Explain that here, to lay it all out for future iterations of the event(s).

VIII. Institutional Memory

- A. Please write about how your club was formed.
- B. What traditions if any does your club have? This can include annual events or activities your group participates in.
- C. How does your group preserve the history of your organization? How is that information passed along after members graduate?



IX. Amendment of the Constitution

A. Write a procedure for proposing amendments/updating the constitution.

1. Who is eligible to propose an amendment?
2. When can amendments be proposed?
 - a) Updates like this should take place when your group is being renewed officially in WesNest, annually in the Spring.
3. How do they propose the amendment?
 - a) Does it go directly to the leadership board? Is there a meeting that happens specifically for amendments? Can the amendment be sent via email?
4. What is the process to getting an amendment approved?
 - a) Is there a committee that gets together to vote? Does a certain percentage of members need to vote for an amendment to pass?