**Sample Constitution and Bylaws**

**Organization Name, Address, website, phone number (if applicable)**

Constitution Guide for Student Groups – This is a guideline for student group use. If your group needs help in creating a constitution, this document may be beneficial to you!

* **Article I: Student Group Name** – Official Name; name used on Student Group Registration Form.
* **Article II: Purpose/Objectives** – What is the need for the group? What purpose is there? Include paragraph of purpose and/or objectives of student group.
* **Article III: Membership** – What are the group’s criteria for membership? Some examples could include:
  + Membership is open to all students who meet the membership requirements set forth in the constitution
  + Membership is open only to students currently enrolled at the University of Kansas.
  + Operated and directed by students attending the University of Kansas
  + List any other membership qualifications that do not conflict with University standards.
* **Article IV: Non-Discrimination Policy** 
  + The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University’s programs and activities.
* **Article V: Officers and Duties** – This section should include an exhaustive list of all officer duties and functions, as well as the advisor responsibilities to the group. A group may list only the officer positions and list duties under the by-law section if desired. List any other duties you may wish to assign to an officer.
  + All officers of the group must
    - Must have and maintain a cumulative GPA of 2.0 or higher
    - Cannot be on academic or citizenship probation
    - Have completed one semester at the university of Kansas
  + Advisor
    - List advisor responsibilities here
  + President
    - Reg-register student group each year, and set up group email/and or webpage account
    - Work with student government on obtaining funding for the upcoming year
  + Vice President
    - Responsible for chairing all meetings and disseminating minutes for the group
    - Oversee fundraising duties the group may be involved with
  + Treasurer
    - Must create/maintain student group bank account with the controller’s office on campus
    - Must work with the student government on purchases from student government funding
    - Prepare all documents necessary for funding opportunities
  + List any other officers of the student group
    - List all their responsibilities
* **Article VI: Removal of Officer and or member**
  + Two-thirds vote - For the impeachment of an officer midterm, this shall require a two-thirds vote from the club with the officer in question being allowed an opportunity to defend themselves.
* **Article VI: Amendments** – This article is flexible. Things to possibly list:
  + All amendments to constitution and bylaws are subject to the approval of the student group
  + Financial plan for the upcoming year
  + Procedures for drafting legislation for the group
  + Voting procedures (ie pass by majority vote, or 2/3 vote)

By-Laws Guide for Student Groups – Needs to be consistent with the group’s constitution. By-laws should be flexible and easy to change. This section should help with the growth of the group over the years. Things to possibly include:

* Detailed membership requirements and qualifications
* Membership dues: amount, when they are due, etc.
* Complete duties of all officers: each year you may want to ad/revise specific duties for officers
* Duties of advisor
* Specific voting requirements: who has voting rights, quorum, 2/3 or majority vote to pass, etc.
* Elections and nominations
* Impeachment procedures