

# The Student Involvement & Leadership Center

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## Sample Constitution & Bylaws Guide

**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!

- **Constitution of \_\_\_\_\_ of the University of Kansas**
- **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: 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:
    1. Must have and maintain a cumulative GPA of 2.0 or higher
    2. Cannot be on academic or citizenship probation
    3. Have completed one semester at the University of Kansas
  - ✚ Advisor: List advisor responsibilities here
  - ✚ President:
    1. Re-register student group each year, and set up student group email and/or webpage account
    2. Work with student government on obtaining funding for the upcoming year
  - ✚ Vice-President:
    1. Responsible for chairing all meetings and disseminating minutes for the group
    2. Oversee fundraising duties the group may be involved with
  - ✚ Treasurer:
    1. Must create/maintain student group bank account with the Comptroller’s Office on campus
    2. Must work with the student government on purchases from student government funding
    3. Prepare all documents necessary for funding opportunities (i.e. student government, Coca-Cola, etc.)
  - ✚ List any other officers of the student group (i.e. marketing, historian, etc.)
- **Article V: 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
  - ✚ Procedure for drafting legislation for the group
  - ✚ Voting procedures (i.e. 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 qualification
- Membership dues: amount, when they are due, etc.
- Complete duties of all officers: each year you may want to add/revise specific duties for officers
- Duties of the advisor
- Specific voting requirements: who has voting rights, quorum, 2/3 or majority vote to pass, etc.
- Elections and nominations
- Impeachment procedures