**Sample ASO Constitution**

This sample constitution may be used as a template to develop a constitution for your organization.

**Please note that the sections in green highlight are required** in order for your organization to be registered with The Office of Student Engagement. The remaining articles are suggestions for your organization.

**PREAMBLE**

This is a statement of the general aims and purposes of the organization. It should be brief and direct.

**ARTICLE I**

**Name of RSO**

Use clear and specific words that represent your organization. Per University policy, do not begin the organization’s name with “The” or “Western Michigan University”. You may use “at Western Michigan University” after your organization’s name, but not “of Western Michigan University”, i.e., Soccer Club *at* WMU.

**ARTICLE II**

**Membership**

**Section A. Types of Membership**

Include an explanation of the types of membership and the privileges of each type. For example, you may have active, honorary, inactive, or associate members.

**Section B. Membership Qualifications**

* State any stipulations for membership, such as objectives, interests, class standing, number of credit hours completed, member of particular department, etc.
* Please include a non-discrimination statement as follows:

**Non-Discrimination Policy** ([wmich.edu/equity/nondiscriminationnotice](https://wmich.edu/equity/nondiscriminationnotice))

No individual will be denied membership based on the protected classes of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, protected disability, protected veteran status, genetic information, height, weight, or marital status.

**Section C. Selection of Members**

* State when and how members will be selected.
* Indicate the percentage of votes of active members that are needed for approval of new members.
* Specify how new members will be notified of membership acceptance.

**Section D. Voting Privileges**

* Specify which types of members are entitled to vote on which issues.
* State whether or not absentee ballots may be used.

**Section E. Termination of Membership**

* State the procedures to terminate membership.
* Specify the causes for which an individual’s membership may be terminated.
* Indicate the procedures for terminating membership, including the percentage of votes needed, how the terminated member will be notified, and the procedure for submitting a written resignation.

**ARTICLE III**

**Statement of Compliance**

Per university policy, the following statement must be included in your constitution:

The organization will comply with all Office of Student Engagement and University policies, procedures, and practices and all local, state, and federal laws.

**ARTICLE IV**

**Meetings**

**Section A. Frequency of Meetings**

* Indicate how often meetings will be held.

**Section B. Special Meetings**

* Include a statement of possible reasons to hold special meetings.
* Describe the process for calling a special meeting (e.g., by the president or petition by the members, etc.)
* State how members will be notified of the time, place, location, and reason for the special meeting.

**ARTICLE V**

**Section A. Registration/Reactivation**

For new organizations, state which member(s) will be designated to complete and follow-through on the requirements for the registration process as set forth by The Office of Student Engagement.

For existing organizations, state which members(s) will be designated to complete and follow-through on the annual reactivation process as set forth by The Office of Student Engagement.

**ARTICLE VI**

**Amendments**

**Section A. Constitution**

* State who may propose an amendment.
* Describe the procedure for proposing, considering, and adopting an amendment.
* Indicate a quorum for voting on the amendment (e.g., 75% of active members).

**ARTICLE VII**

**Bylaws**

The bylaws indicate the technical details necessary for carrying out stipulations in the constitution.

The following are examples of subjects you may want to include as covered under bylaws in your constitution:

* Initiation Procedures
* Detailed notation of powers and duties of officers
* House rules, duties, and discipline procedures
* Order of business to be followed at meetings