

Sample Constitution for the *World Citizen Club—GWU Sample*

Blue=Information/Instructions to be included in the Article and sections.
Black=Suggested wording and content for each Article and sections.

Preamble:

(State the name of the organization and the purpose of its establishment.)

We the members of the World Citizen Club, subscribe to the regulations and policies of the George Washington University, establish this Constitution to govern the matters within our organization— *A grassroots movement, sponsored by the WorldService Authority® (WSA), to engage the world's youth and young adults in world citizenship education and activism, and to encourage youth to play an integral role in being world peacemakers.*

Article I: Name

- *Section 1* - The Exact title referring to the organization should be “World Citizen Club” and it can be addressed with its acronym “WCC” as well.
- *Section 2* – WCC is affiliated/sponsored by WorldService Authority® (WSA) and Citizen for Global Solutions

Article II: Purpose

- *Section 1* - Individual World Citizen Clubs will endeavor to:
 1. Advocate and Educate: Become an advocate for world peace through world law and educate about the philosophy of world citizenship.
 2. Build community: Work with other global-minded groups and individuals to engage all persons in building a truly worldwide community.
 3. Support awareness of and respect for universal rights and world citizenship; Host events that reinforce the ideas of world citizenship, world peace, and world law.
- *Section 2* - *The World Citizen Club will abide by all University policies.*

Article III: Membership

This article defines the composition of your membership as well as the privileges and responsibilities of membership in the organization.

- *Section 1* - Who is eligible for membership? (Remember, membership must be limited to currently registered GW students, but your organization may have further requirements.) What are the restrictions, if any? How does one become a member and/or maintain membership? How is a member differentiated from a non-member or supporter of your organization? What privileges are associated with membership? If different membership categories are appropriate for your organization, then outline the types of membership that exist, such as active, associate, honorary, etc. Make sure to include the required membership statement as explained above.
- *Section 2* – Describe why and how membership privileges may be revoked or voluntarily withdrawn. Can a member remain in the organization without paying dues?

Example:

Section 1. The membership of the World Citizen Club will be composed of currently registered GW students. Only currently registered GW students are considered members of the organization; all others (alumni, friends, family, faculty, staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.

a. Active members will be currently registered students who pay dues, participate in periodic trainings and attend 75% of meetings. Active members may participate in trainings and vote on organization business.

b. Associate members will be currently registered students who attend 50% of meetings. Associate members may participate in trainings but are not eligible to vote on organization business or handle organization money.

Section 2. Removal of Membership:

a. Members may pursue resignation by contacting the Secretary via email.

b. Member privileges may be revoked by unanimous decision of the Executive Board, based on but not limited to the perception of the member's participation, dedication, teamwork, and attitude. Members may be nominated for privilege revocation by any member of the organization through an email to the Secretary.

Article IV: Terms of Behavior

Section 1 - Non-discrimination clause must be included as outlined below.

Section 2 – Conduct, University and WSA values statement must be included as outlined below.

Section 1. The World Citizen Club does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.

Section 5. The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values are subject to removal from the organization. Grounds for removal may include, but are not limited to, the following actions:

- Discrimination*
- Harassment*
- Illegal activity*
- Sexual assault*
- Violence and other abuse*

Members who have allegedly acted in a way that does not live up to the values of the University and/or the Constitution and Bylaws of the World Citizens Club are subject to removal.

Article V: Officers/Executive Committee

This article describes the titles and duties of the officers. Officer selection has high potential to be contentious and create conflict. Identifying specifics now can help settle future disputes in a fair way.

- Section 1 - How many officers are there? What are their titles and duties? Which officers constitute an executive committee? What are the minimum qualifications of officer candidates,*

such as class standing, experience in the organization, minimum GPA, etc.? You may use traditional officer roles (president, vice president, treasurer, etc.) OR you may structure differently to serve the needs of your organization.

- *Section 2* – Define the length of the officers’ terms and term limits, if any.
- *Section 3* – Describe in detail the process by which officers are identified. What is the process: election, interview/selection, appointment, or something else? When will the process take place? When will new officers take office after their identification? What are the details of the nomination/selection process?
 - *If electing*: What is the method that will be used for voting? Who will be responsible for counting votes? What amount of votes is needed to elect an officer (e.g., simple majority, 2/3 majority, plurality)? What is the procedure for a run-off election in the event of a tie or if a majority is not reached?
 - *If interviewing and selecting*: Who will be on the selection committee? What level of agreement among the selection committee is needed to select an officer (e.g., simple majority, 2/3 majority, unanimous consent)? How are interviews granted and in what time frame?
 - *On timing*: When deciding your selection process, remember that the timing of selection will impact your officer transition. CSE recommends transitioning officers in December or March so incoming officers may learn from outgoing officers before the end of the academic year. A transition prior to the February/March registration period also allows the incoming officers to be involved in the budget planning and Student Association budget application process for the following academic year.
- *Section 4* – Describe why and how an officer may be removed from their duties and the procedure for filling vacancies during current officer terms (usually appointment or by original selection process). Because removing an officer is likely to be an emotionally charged process for your organization, this process should be developed during a time of stability, not when it is needed.
- *Section 5* - Describe any standing committees, if applicable. (These may instead be included in the bylaws.)

Example:

Section 1. The Executive Board of the World Citizen Club will be composed of a President, Vice President, Marketing and Social Media Executive, Communication Secretary and Treasurer.

- a. The President will be responsible for presiding over general body and Executive Board meetings. The President will be the primary contact for the organization and serve as a representative for the organization. The President will have to be voted in on a majority decision prior to taking office.*
- b. The Vice President will be responsible for coordinating trainings and serving in the absence of the President. The Vice President will have to be designated by the President prior to taking office after the club has been created by the initial founders.*
- c. The Secretary will be responsible for taking attendance, maintaining membership eligibility records, recording and distributing meeting minutes, and handling membership resignation.*
- d. The Treasurer will be responsible for collecting dues, managing accounts, and providing monthly reports on the financial status.*

Section 2. Officers will serve for a full academic year. There are no term limits.

Section 3. Officer Selection:

- a. Elections will be held during a regularly scheduled meeting in a date to be determined. The particular meeting will be determined by the President.*

- b. *Nominations for candidates will be open two weeks prior to the elections meeting. Any active member will be eligible to be nominated. Nominations may be made by active and associate members.*
- c. *Voting will take place at the election meeting. A simple majority vote is necessary to elect an officer. If a majority is not reached, a run-off election will be held with the two nominees receiving the most votes. In the event of a tie, the President will cast the deciding vote. Voting will be conducted via secret ballot, with an officer not seeking reelection and an active member counting the votes.*

Section 4. Officer Removal:

- a. *Officers may be removed from their duties by a 2/3 majority of the active membership. Officers may be nominated for removal by a petition to the President or an officer not in question signed by 1/3 of active members.*
- b. *Officers may voluntarily resign from their duties by notifying the President or, in case of resignation of the President, notifying the Vice President.*
- c. *Should an officer resign or be removed from office, a vacancy will be filled by appointment from the Executive Board for the remainder of the term.*

Section 5. Role of the Academic Advisor:

The club academic advisor should take an active role in advising the student organization and provide members with frequent guidance of goal setting, organization management, program planning, problem-solving through regular participation in meetings, social events and programs. The advisor should establish a regular meeting with the President and/or other officers to remain informed of all activities undertaken and planned.

Article VI: Operations

This article describes how your organization will meet and conduct the business of your organization.

- *Section 1 – What is the intended format and frequency of meetings? What is the minimum expectation for the number of times your organization will meet over the course of the year (e.g., weekly, monthly, once a semester, regularly)? Who presides at the meeting? What is the attendance policy (if not defined elsewhere in the constitution)? How is quorum defined? If the group intends to follow Robert’s Rules of Order or any other formal procedure, specify it here.*
- *Section 2 – Describe any other relevant operations that are important enough to be constitutionally compelled. Are there any other operations that need to be defined, such as executive committee meetings? If this section is very long or complex, consider creating bylaws instead.*
- *Section 3 – You may wish to clarify the role of your advisor.*

Example:

Section 1. The World Citizen Club will meet regularly while classes are in session. The President will preside at the meeting. Quorum will be defined as a simple majority of the active membership, including one officer.

Section 2. The Executive Board will meet regularly separate from the general body to discuss forwarding long-term goals and any issues that require privacy.

Article VII: Finances/Allocations of Funds

This article describes the financial procedures for the organization.

- *Section 1* - How will the organization finance its operations and activities? Will the organization submit an annual Student Association budget request? If the organization will collect dues, what is the procedure for determining the amount and when will they be collected? (Note: many new groups are reluctant to mandate dues but the constitution can be written to provide flexibility to institute dues should they become necessary.)
- *Section 2* - How will financial records be kept? What is the process for approving expenditures?
- *Section 3* - What is the method of collection for any other fees, such as tickets for events or membership to a national organization?

Example:

Section 1. The amount of dues and the method of collection will be decided by a majority vote of the Executive Board at the beginning of each academic year. In addition, the Treasurer of the World Citizen Club will submit an annual Student Association Budget Request to request funds.

Section 2. The World Citizen Club funds will be tracked using OrgSync. Expenditures must be approved by a majority of the Executive Board.

Section 3. Fees for trainings will be set by majority vote of the Executive Board on a case-by-case basis and at maximum will cover the cost of the training.

Article VIII: Dissolution

This article provides a contingency plan in case the organization no longer can function.

- *Section 1* – How is the organization dissolved? Under what circumstances and by whom?
- *Section 2* – What happens when the organization is dissolved? How are any organization assets or debts disposed of?

Example:

Section 1. The World Citizen Club may be dissolved by a 2/3 majority vote of active members.

Section 2. In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to [World Service Authority].

Article IX: Amendments

All organizations must have provisions for amending their governing documents.

- *Section 1* - How are amendments to be proposed and by whom? When will amendments be voted on following proposal? Will there be a delay? How are amendments to be voted upon? How many votes in favor of the proposal must be reached to approve amendments?

Example: Amendments may be proposed in writing by any active member by emailing the Secretary. The Secretary will distribute a copy of the proposed amendments to all active members for discussion at the next regularly scheduled meeting at least one week after the amendment was proposed. After initial discussion, the amendment may be voted on by a simple up-or-down vote. Amendments must be passed with a 2/3 majority vote.

Effective Date

You must include an effective date and a contact person's name on your organization's constitution. This does not need to be a separate article but should appear on the last page of the constitution.

Date X... Person X

