Creating a Constitution

An effective club/organization constitution should reflect the purpose and goals of the organization. Your constitution should:

- Be simple and concise
- Be created by several members of the organization (to assure that you all have the same vision)
- Include appropriate guidelines to govern your organization

Model Organization Constitution

**ARTICLE 1: NAME, PURPOSE AND AFFILIATION**
Section 1. The name of this organization shall be
Section 2. Describe or list the purpose and goals of the organization.
Section 3. List any affiliation with any local, state or national organizations if applicable.

**ARTICLE 2: MEMBERSHIP**
Section 1. Describe membership requirements. List as “a”, “b”, “c”, etc.
   a. Who may be a voting member? Nonvoting member?
   b. Do you require a minimum GPA? , etc.
Section 2. Describe member privileges.
Section 3. Describe how individuals are selected or appointed to positions.
Section 4. Describe any ex-officio members, i.e. advisors, honorary members, etc.
Section 5. Discrimination disclaimer i.e. said organization does not discriminate based upon race, religion, gender, nationality, handicap, sexual orientation, age, etc.

**ARTICLE 3: OFFICERS**
Section 1. Define officers and describe the position and duties.
Section 2. Define officer qualifications, i.e. GPA, full-time status, etc.
Section 3. Define voting procedures of officers.

**ARTICLE 4: ELECTION AND IMPEACHMENT**
Section 1. Describe the officer election process and timeline.
Section 2. If necessary, define method of voting, campaigning restrictions, etc.
Section 3. Explain impeachment/removal procedures.

**ARTICLE 5: MEETINGS**
Section 1. Define meeting frequency, i.e. weekly, bi-weekly, etc.
Section 2. Define provisions necessary for calling special/emergency meetings.
Section 3. Define attendance policy for meetings, and establish accountability system.
Section 4. Define quorum and when it is necessary.
Section 5. Define voting rules: majority vote, 2/3 vote, etc.
Section 6. Define parliamentary procedure to be used (Robert's Rules of Order).

**ARTICLE 6: COMMITTEES**
Section 1. Define committees, their meeting processes and membership.

**ARTICLE 7: AMENDMENTS AND BY-LAWS**
Section 1. Define who may propose an amendment to the constitution.
Section 2. Define the method in which an amendment must be submitted or presented.
Section 3. Define ratification process for amendments, i.e. simple majority, 2/3 vote, etc.
Section 4: Define use of by-laws typically used to clarify constitution or define detail in organization.

**ARTICLE 8: ADHERENCE TO COLLEGE POLICIES**
Section 1. Statement of adherence to college rules, regulations and policies.
Section 2. Statement of adherence to all local, state and federal laws.

**ARTICLE 9: ADVISOR, If applicable to your group.**
Section 1. Describe the advisor selection process.
Section 2. Define the role of the advisor.