

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.