

Constitution Guide

Note: a working constitution is required for the registration of a club or organization. The club will not be recognized as being registered until this has been completed by the organization and approved by the Office of Student Involvement and Leadership

Constitution of (*Organization Name*)

Adopted on (*Date*)

Article I Name

- A. State the official name of the club or organization.

Article II Purpose

- A. State the reason for the formation of the club and the club's objectives.

Article III Membership

- A. State which people are qualified for membership (assuring that no discrimination will take place).
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

Article IV Meeting

- A. State how many meetings of the membership are to be held during the school year and when they are to be held.
- B. State procedures for calling regular and special meetings.

Article V Executive Board

- A. State what officers will make up the club's executive and what each officer's duties will be.
- B. State procedures for handling vacancies within the Executive Board.

Article VI Elections

- A. State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualifications and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

Article VII Funds

- A. State procedure for the allocation of club funds (revenues and expenses).

Article VIII Advisor

- A. State procedures for the qualification and selection of an advisor and the functions and duties of said person.

Article IX Ratification

- A. State how the Constitution will be ratified by the membership.

Article X Amendments

- A. State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

Article XI Bylaws

- A. State and specific procedures, rules or regulations that apply to the club or organization.