



SAMPLE CONSTITUTUION FOR STUDENT ORGANIZATIONS

Use this document as a guide in developing the constitution of your organization

- Article 1: Name
 The name of this organization shall be

- Article 11: Purpose
 State the reasons for the formation of the club and the club's objectives.
- Article III: Membership
 A. State who is eligible for membership (GPA and credit hours).
 B. State what a person must do to be recognized as a member (dues, attendance, other)
 C. State rights and privileges of a member.
 D. Termination of membership and (state the conditions under which membership is terminated and how reinstatement is accomplished).
- Article IV: Officers
 A. List position title and an explanation of the duties and responsibilities of each.
- Article V: Qualification and Election of Officers
 A. Qualifications for holding office, such as any active member, GPA, length of term of offices, and how many times a person may hold the same office.
 B. State the nominating procedures, when they will take place and how they will be held.
 C. State procedures for removing an officer from office.
 D. State procedures if an officer leaves office before the term expires.
- Article VI: Advisor
 A. Describe the role and responsibilities of the advisor
 B. Describe the duties of the advisor
- Article VII: Meetings
 A. State how many regular meetings are to be held and when they are to be held
 B. State procedures for calling special meetings.
 C. Quorum: we suggest that this be more than 1/2 of your membership!

Article VII I: Funds

- A. The annual dues for membership shall be _____
- B. State procedures for raising club funds.
- C. State for what items/services funds may be allocated.
- D. Dissolution of Funds.

Article IX: Affiliations

- A. State any local, state regional or national affiliations.
- B. State adherence to any rules be a sports governing body (Sport Clubs).

Article X: Amendments

- A. State how the amendment is to be presented, to who it is presented, and how it will be ratified.

Article XI: Bylaws

- A. Procedures for the inclusion of any rules specific to the club.