

# HOW TO WRITE A STUDENT ORGANIZATION CONSTITUTION

## Requirements & Tips

A constitution is a founding document that provides a clear outline of the structure and mission of the organization and provides a basic set of rules that will govern the group. Its intent is to provide consistent leadership for the organization as it will be passed on to future officers.

## All Clubs are required to have a constitution.

Please use the following to help outline your organization's constitution.

### Article I: Name and Purpose

Section 1: The name of this organization shall be:

Section 2: This section should explain what the organization hopes to do for it's members and the university community.

### Article II: Membership

Section 1: This section should state membership for the group.

Section 2: This section should explain how a person becomes a member, and how a person remains a member in good standing.

### Article III: Officers

Section 1: This section should explain the titles and terms of each office.

Section 2: This section should detail how officers are nominated and elected.

Section 3: This section should describe the duties of each officer.

Section 4: This section should contain brief statement on how and why an officer may be removed.

### Article IV: Operating Procedures

Section 1: This section should cover time, place, and frequency of meetings and what constitutes quorum.

Section 2: This section should cover rules of order.

Section 3: This section should contain the names and functions of any and all existing committees. Typical committees are membership, promotion and financial.

### Article V: Amendments

Section 1: This section should state who proposes amendments.

Section 2: This section should explain how amendments are made.

Section 3: This section should explain how amendments are approved.

