

Sample Outline of a Constitution

The following outline is designed to help you write a constitution for your club/organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws.

ARTICLE I – Name, Purpose, and Affiliation

- Section 1 Name of Organization
- Section 2 Purpose of organization - objective(s)
- Section 3 Organization affiliations (local, state, national, etc.)

ARTICLE II – Membership

- Section 1 Membership requirements (listed as “a,” “b,” “c,” etc.)
- Section 2 Membership privileges
- Section 3 Statement indicating the organization does not discriminate on the basis of age, race, religion, creed, color, sex, national or ethnic origin, marital status, or physical or mental disability

ARTICLE III – Officers

- Section 1 List of officers (president, secretary, etc.)
- Section 2 Qualifications of officers
- Section 3 Duties of officers: clearly defined roles and responsibilities

ARTICLE IV – Advisor

- Section 1 How the advisor is chosen
- Section 2 Qualifications of advisor
- Section 3 Duties and responsibilities of advisor

ARTICLE V – Election and Removal of Officers

- Section 1 Time of elections
- Section 2 Election procedures (including who is eligible to vote)
- Section 3 Procedure for removal of officers

ARTICLE VI – Meetings

- Section 1 Frequency of regular meetings
- Section 2 Provisions for calling special meetings

ARTICLE VII – Quorum

- Section 1 What a quorum consists of (how many members and/or officers must be present for a vote to be valid)
- Section 2 When a quorum is required (for elections or other important actions of the group)

ARTICLE VIII – Amendments and By-Laws

- Section 1 Provisions for amending the constitution
- Section 2 Provisions for by-laws. By-laws may or may not be required by your organization depending on the complexity of its structure.

ARTICLE IX – Committees

- Section 1 Indicate standing committees and their functions

ARTICLE X – Adherence to Policies

- Section 1 Statement that the organization will adhere to all College rules, regulations and policies
- Section 2 Statement that the organization will adhere to all local, state and federal laws