

This Sample Constitution is a reference that Student Activity Groups may use to write their constitutions. Not all information on this document is required of all groups and other information not on the document may be pertinent to specific groups. Constitutions are not expected to look like this.

Constitution of (*Insert Name*)

Section 1. **Name**

The name of this club/organization shall be _____.

The club/organization is affiliated with _____.

Insert any national or local groups the organization is affiliated with.

Section 2. **Purpose**

The purpose of this club/organization shall be to _____.

This paragraph should highlight the general emphasis of the organization.

Section 3. **Membership**

3.1 Membership in this club/organization is open to _____.

Insert qualifications for membership; list any special requirements or restrictions.

3.2 State any special categories of membership.

3.3 State how membership is established.

Election, invitation, other methods.

3.4 State how membership is maintained. Also, establish when and how membership can be removed.

Section 4. **Organizational Structure**

4.1 Officers

State each officer position and what responsibilities exist for each position.

4.2 Election Structure

State how officers are elected (how candidates are selected, how voting takes place, etc.).

4.3 Removal from Office

State when and how an officer can be removed from his/her position.

Section 5. **Meeting Structure**

5.1 State how meetings are to be held.

How are meetings called and who is in charge of running meetings?

5.2 State the percentage of active membership required needed for quorum (number needed to conduct business).

5.3 State how decisions are to be made and by what method.

Section 6. Finances

6.1 State the source of funds.

Dues, contributions, fundraising, etc.

6.2 State methods of distribution of assets.

Who shall decide distribution, and to who will assets be distributed to?

Section 7. Amendments

7.1 State who can propose amendments and who reviews them.

7.2 State how amendments are passed.

Majority vote, unanimous vote, etc.

Who must be present for a vote?

How long after a proposal will a vote occur?

7.3 State when amendments take place if they are passed.

Put the date of subsequent changes made by amendment to the constitution and the initials or name of the person responsible for updates at the end of the document.

Section 8. Ratification

We, (*name of club/organization*), hereby accept this constitution for the governing and order of our club/organization.

President

_____ (Signature)

Additional Officers

_____ (Signatures)

Date of Ratification: _____