

## **“SAMPLE CLUB CONSTITUTION”**

The Club Constitution must establish the fundamental principles on which the club is to operate. It defines the primary objectives of a club and describes how that club will function. The Constitution/Bylaws of clubs shall be shared with students, campus departments, etc., when requested. A constitution should include the following:

### **ARTICLE I – Name of the Club**

Section 1: The name of this club shall be (i.e. the “XYZ Club”)

### **ARTICLE II – Purpose of the Club**

This section can be as brief or as detailed as you would like. It should include, a general outline of what your club would like to accomplish (i.e. the “purpose of the “XYZ Club is to inform some and remind others that all letters of the English alphabet are valuable”)

### **ARTICLE III – Club Officers & Elections (Section 4)**

Decide what officers your club will have, how and when they will be elected, the term of office each will hold and how vacancies will be filled.

*Section 1:* Elected officers of this club shall be: (List all elected officers in order of rank - normally President, Vice President, Secretary, Treasurer and Clubs and Events Board Representative).

*Section 2:* Duties of each officer

*Section 3:* Term of office (i.e. one semester or one academic year)

*Section 4:* Nominations and Elections filing (explain the election and/or appointment procedures/process)

### **ARTICLE IV – Membership**

List the requirements and qualifications necessary to become a member without regard to ethnicity, race, color, marital status, religion, national origin, sex, age, handicap, veteran status or sexual orientation.

*Section 1:* General Statement of Eligibility for Membership

*Section 2:* How to Become a Member (stipulations)

*Section 3:* How to Remain in Good Standing

### **ARTICLE V – Meetings**

Determine the frequency of general meetings and establish procedures. Special meetings may need to be addressed as well.

*Section 1:* Frequency of Meetings

*Section 2:* Procedure for Calling Special Meetings

*Section 3:* **Quorum** (state the minimum number of members who must be present at a meeting in order to transact business legally; i.e. 51% of total membership).

### **ARTICLE VI – Amendments**

State how and when the constitution can be amended. For Example:

*Section 1:* The proposed amendment must be in the hand of the club officers no later than one week before the scheduled meeting of the (Club Name), at which it is to be presented.

*Section 2:* Following the approval of the amendment by the officers this constitution may be amended by a (State what majority) vote of the membership at the first meeting of the club at which a quorum is present.