

# CREATING A CLUB/ORGANIZATION CONSTITUTION

Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format should be as outlined. All topics in the following suggested form should appear in either the constitution or the by-laws of every organization.

## **ARTICLE I – Name**

## **ARTICLE II – Purpose**

## **ARTICLE III - Membership**

- Section 1. Eligibility for Membership
- Section 2. Special Requirements (if any)

## **ARTICLE IV - Officers**

- Section 1. Title and Duties of Officers
- Section 2. Term of Office
- Section 3. Eligibility for Office

## **ARTICLE V - Elections ARTICLE VI - Meetings**

- Section 1. Frequency of Regular Meetings
- Section 2. Special Requirements (if any)
- Section 3. Quorum Requirements
- Section 4. Special Meetings

## **ARTICLE VII - Amendments**

(Statement of the way in which the constitution may be amended.)

If membership dues are to be charged, there should be an article titled “Dues” stating the amount, period of time covered, penalty for non-payment, purpose for dues, etc. This article logically follows the one on “Membership”.

## **Submission and Approvals**

All sections and articles must be reviewed and voted on at an official meeting by the pertaining club members. Official club votes and meeting minutes must be recorded and submitted via the following forms:

Club Meeting Minutes

## **Updating the Club Constitution**

Clubs can review and update the club constitution at any time but it has to go approved through the club membership. At any point of the semester, if a club updates and/ or revises their constitution and updated copy must be emailed to the Student Activities Coordinator via email and the club meeting minutes form must be submitted on FalconSync to have an official record of the adoption of the new constitution.