

CONSTITUTION GUIDE

The format below has been developed as a guide to the development of a Constitution for your organization. It is very important to include all areas listed below.

Club Name:	Date:
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ARTICLE I - Name

State the official name of the organization.

ARTICLE II - Purpose

State the reasons for the formation of the club and the club's goals.

ARTICLE III - Membership

- A. State which people are qualified for membership (assuring that no discrimination shall take place).
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

ARTICLE IV - Meeting

- A. State how many meetings of the membership are to be held during the school year and when they are to be held.
- B. State procedures for calling regular and/or special meetings.

ARTICLE V - Executive Board

- A. State what officers will make up the club executive board and what each officer's duties will be.
- B. State procedures for handling vacancies within the Executive Board.

ARTICLE VI – Officers/Duties

Identify all of the officers that will administer the club and their duties.

ARTICLE VII - Elections

- A. State which officers will be selected by the membership; how long the terms of these officers will last; and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualifications and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

ARTICLE VIII - Funds

State procedures for the allocation of club funds (revenues and expenses).

ARTICLE IX - Committees/Divisions

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each. If you do have subcommittees, the following information must be included:

- A. Identify the process of how this committee will be selected
- B. What criteria will be used
- C. Who will make these selections
- D. How and when can a person gain access to a seat on the committee

ARTICLE X - Affiliations

- A. State any affiliations with local, state, regional, or national organizations.
- B. List any fees associated with these memberships (Both for the club and individual).

ARTICLE XI - Advisor/Instructor

State procedures for the qualifications and selection of an Advisor/Instructor and the function(s) and duties of said person(s).

ARTICLE XII - Membership Dues

- A. State how the amount of dues will be determined and who will determine them.
- B. State when these dues will be paid.
- C. It must be stated that all financial transactions must be approved by the membership and signed off on by two officers on the approved signatory list.

ARTICLE XIII - Ratification

State how the Constitution will be approved by the membership.

ARTICLE XIV - Amendments

State how an amendment will be presented; to whom it will be presented; and how it will be ratified.

ARTICLE XV - Bylaws

State any procedures for the inclusion of any rules or regulations specific to the club.

Writing Bylaws:

The Bylaws are next in importance to the Constitution. The Bylaws include such things as meeting times, method of calling special meetings, duties of officers, details concerning selection of members, name of standing committees, dues and means of amending the Bylaws.