How to Write a Constitution

This outline is provided as a framework from which to create a Constitution. The University requires that all recognized organizations have a constitution on file with the Office of Student Activities. Your constitution must include the name, purpose, type of officers, requirements for membership, meetings and parliamentary procedures for your organization. Several of the items in this outline may or may not be applicable to your organization and may be adjusted accordingly. ALL constitutions must be TYPED!

After completing your paper work, date the constitution and submit a copy with your application. Maintain a copy of your constitution. Organizations will not be considered for approval without a constitution. Suggested statements to assist with your constitution preparation appear in parentheses.

The Office of Student Activities is available to advise on the development of constitutions, Blackburn University Center, Suite 117 (202) 806-7000.

Guide to Developing a Constitution

PREAMBLE (Optional)

ARTICLE I

➢ Name
   ➢ The official name of your organization should be one that reflects your scope and focus. (state any acronym to be used in lieu of formal title or name). Statement subordinating organization to University policies and procedures, rules and regulations.
      ✓ (The name of this organization will be . . . )

ARTICLE II

➢ Statement of Purpose
   ➢ This statement can be one sentence or several paragraphs, whichever is necessary. State your reason for existing.
      ✓ (The purpose of this organization will be . . . )

ARTICLE III

➢ History
   ➢ Be as detailed as possible. The Office of Student Activities refers to this information when completing yearbooks, forms and websites. Your history should include:
      • What is the organization’s founding date on the local and/or national level?
      • Who are the campus charter members?
      • Were there any major changes, (i.e. changes in name or structure)?
      • Were there any milestones, awards and/or accomplishments?

ARTICLE IV

➢ Board of Directors or Executive Committee (Optional)
   • Composition (Who constitutes membership: chairs – How are they chosen?)
   • Powers and duties (purpose/function)
   • Time of regular meetings and provision for special meetings; advanced written notice should be given
   • Quorum requirement (minimum number of members needed to conduct business at a meeting)

ARTICLE V

➢ Officers
   ➢ Officers should be selected on their leadership abilities. Only create positions necessary to run your organization efficiently. Unnecessary positions will only cause problems.
      • Who are the officers and what are the qualifications of the office?
         ✓ (The organization will have the following officers: President, Vice President, Treasurer, etc.)
      • What are the duties of each officer?
         ✓ (It is the duty of the President to . . . )
      • What procedure is to be followed in the event of a vacancy?
      • Under what circumstances and in what process will an officer be removed?
Who may authorize expenditures?

Who is responsible for collection and disbursement of funds?

Free of charge, if so much, how much, and to whom are they paid?

How are nominees be made?

By what means and how in advance will nominations be announced and members

What is the nomination process?

Nominations

required

Elections

Position (Apply)(Required)

Committee (If Applicable)

How many or membership be revoked?

Conversion

niche be different categories of membership? What are the rights of the members within the different

Membership is open

Membership should be based on active duty to effectively enhance the scope and focus of your organization.

Organization

Advisors

All student organizations are required to have at least one on campus advisor. On campus advisors must be critical...
The constitution will go into effect by 2/3 majority vote by members present.

By what process will the Constitution go into effect?

Those who have a right to vote

Ex: Your Constitution's adoption will go into effect by 2/3 majority of members who are agree to the Constitution. For a meeting at a meeting.

ARTICLES XV

What is the process for continued affiliation?

Reaffirmation of the organization to the hierarchy

What is the affiliation? It may, with local, state, national, or international organizations and what is the

Reaffirmation of any affiliation to international colleges chapters. ALL MUST be submitted with your application.

Your proposed affiliation must be evaluated in your application. Also, a copy of the following body's guidelines, under

ARTICLES XV

Robert's Rules of Order, Revised will govern in all matters not provided for in the Constitution and

Parliamentary Procedure will be used in all matters not covered by the Constitution or Robert's Rules of Order, Revised will govern in all matters not provided for in the Constitution and

Parliamentary Procedures unless otherwise specified in the Constitution. (If by voice or by other means)

ARTICLES XVI

All revisions must be forwarded to the Office of Student Activities for final approval.

Suggestion:

How will an amendment be proposed into the Constitution? (If by voice or other means)

By what procedure will amendments be proposed, etc.

ARTICLES XVI

Amendments to the Constitution and By-laws

Required to be in attendance to vote in order to conduct business

What constitutes a quorum of members? (A quorum is the absolute number/presence of voting members

When is a quorum considered to have been met?

How will all amendments be handled?

ARTICLES XVI