SAMPLE CONSTITUTION

Name of Organization

**Article I. Name**

Include name of your organization as well as any acronym for which the organization might stand for.

**Article II. Purpose/Aims**

State the purpose of your organization. Include goals that you hope to achieve as a collective group. Goals such as making the community a better place for students, and making your organization’s members into tomorrow’s leaders.

**Article III. Membership**

Membership requirements should include the standards that members are expected to uphold. Include goals that the organization might have for members. State what does and does not make a member eligible to become part of the organization.

**Article IV. Executive Board/Officers/Faculty Advisor**

**Section 1: Definition of the Executive Board**

Example: President, Vice President, Secretary, and Treasurer.

**Section 2: Duties of the Executive Board Officers**

(Explain in detail the responsibilities of each executive. Outline each duty

that they are to perform while in office.)

1. President
2. Vice President
3. Secretary
4. Treasurer

#### Section 3: Faculty Advisor

(Explain the responsibilities of the faculty advisor)

#### Section 4: Special Qualifications for any Executive Board Member

(Explain all special requirements such as GPA, or any other special circumstances.)

**Article V. Elections**

**Section 1: Nominations**

1. Eligibility
   1. Explain who is eligible to nominate for an election.
2. Procedure
   1. Explain when the nominations will take place.
   2. Explain if there needs to be a second, or if the person can nominate himself or herself.

### Section 2: Voting

1. Eligibility
   1. Explain who is able to participate in the voting process.
2. Procedure
   1. Explain when the elections will take place, and the general voting process.

## Article VI. Meetings

**Section 1: Procedure**

1. Definition of Meeting
   1. Explain things like a quorum, and what it consists of.
   2. Things like when and where the meeting is held.
   3. Mention who delegates the meeting and its procedures.

### Section 2: Behavior & Etiquette

Explain the general system that will be used to conduct the meeting. Describe the system of warnings or points that will be used if any person does not meet the behavior requirements.

## Article VII. Amendments

**Section 1: Procedure**

Describe the procedure that will be followed during any proposed constitutional amendment. Include how many votes are needed for that amendment to pass. (Example 2/3 vote)