

SAMPLE CONSTITUTION

The constitution of an organization contains the rules that govern the actions and activities of the group.

Article I: Name

State the name

Article II: Purpose

- ◆ What are the aims of the organization
- ◆ How will the organization function
- ◆ For whom does the organization exist

Whom does it benefit

Article III: Membership

- ◆ Who is eligible to be a member
- ◆ What kind of membership will there be (pledged, initiated, etc.)

This section must include "(organization name) will not discriminate in membership on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability."

Article IV: Officer

- ◆ Title of Officers
- ◆ What are the responsibilities of each position
- ◆ What are the qualifications for each position
- ◆ Procedure for removal from office
- ◆ Procedure for filling a vacancy

Article V: Elections

- ◆ When will elections be held
- ◆ Who is eligible to run
- ◆ How nominations will be made

Article VI: Meetings and Quorum

- ◆ How often meetings will take place
- ◆ Percentage of members necessary to conduct business

Article VII: Finances

- ◆ How will the organization obtain money

- ◆ How will the organization spend money
- ◆ Who will be responsible for overseeing the budget

Article VIII: Amendments

- ◆ How can the Constitution be changed
- ◆ Who proposes changes
- ◆ How are the changes proposed
- ◆ What are the voting requirements to change the Constitution