



Student Club & Organization Constitution Writing Guide

The following is some **guidance on creating a constitution and bylaws**. Do not feel bound by this template, it is meant only as one among many possible guides. The club/organization might wish to use an advanced Google search for other ideas. Once a draft is ready, the Sponsor will approve it, and then send it to the Office of Student Life for review.

PREAMBLE: State the purpose and goals

ARTICLE I: State the complete, official name, and any variants or abbreviations the club/organization may use.

ARTICLE II: List the qualifications, requirements, rights, duties, conditions, benefits and privileges of membership in the club/organization, and how membership may be resigned or terminated.

ARTICLE III: List the executive board positions, and their qualifications for service, terms of office, general duties and responsibilities, method(s) and frequency of selection/elections, and how vacancies are filled.

ARTICLE IV: State the minimum quorum size to conduct business.

ARTICLE V: State the purpose and procedures of meetings.

ARTICLE VI: State how the constitution may be changed or amended.

Bylaws for Student Club/Organization

1. MEETINGS: State the frequency of meetings.

2. COMMITTEES: Delineate any standing committees, the method of selection for their chairpersons and members, and their duties and responsibilities.

3. FINANCIAL: List mandatory fees or dues and consequences of delinquency.

4. AMENDMENT OF THE BYLAWS: State how the club's bylaws may be changed or amended (the requirements should be less than those for amending your constitution.)