



Creating an Organization Constitution

Your organizations constitution is used to determine the purpose and functions of your organization. It should be clear, concise and easily understood by anyone interested in learning about the structure of the organization. The constitution should be a flexible, semi-permanent document that can be used by the organization in the future. Contact Student Activities if you need sample constitutions or would like some assistance in developing your organizations constitution.

All constitutions should include the following parts or sections:

Preamble / Mission Statement

States the purpose and aims of the group

1—Name

2—Local, national or international affiliation, if any

3—Non-Discrimination Clause

States that your club is open to all students and will not discriminate in their membership selection on the basis of race, creed, color, national origin, age, sex, sexual orientation, personal appearance, disability, marital status, family responsibility, political affiliation or source of income, or other rights secured by the First Amendment of the U.S. Constitution.

4—Adherence to University policies as well as local and federal laws

5—Membership

States the requirements, if any, while working within the non-discrimination clause mentioned above. The majority of active members must be the persons officially connected with the University (students, faculty, staff.) States rights, duties, voting rules, and resignation and expulsion procedures for members.

6—Officers/Organization Leadership Positions

Delineates different officers by title, role or authority and clarifies terms of office in the club. States rights, duties, resignation, and expulsion procedures for club leaders. Provision for vacancies of officers or other executive members may be included in a section under this article.

7—Role of Advisor(s)

Explains the role the advisor will take within the organization.

8—Organizational structure (committees, executive councils, etc.)

States their purposes, membership, special procedures, and authorities.

9—Meetings

Provides for regular meeting times and procedures for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated under this article. A provision for some accepted rules of order or parliamentary manual, such as 'Robert's Rules of Order, Revised,' should also be made.

10—Election procedures and timeline

11—Ratification and amendment processes

A method to amend the by-laws (usually a majority vote) should be established. Amending the constitution should not be too simple of a process. The constitution should always carry the date it was last revised. It is a good idea to insert in parentheses after any amendments the date the amendment was passed.