

Template for Student Club or Organization Constitution

This sample constitution is provided for use as a guideline only. If you like this format, you may use this document as a template. Simply delete this introductory paragraph, put your club or organization's name at the top, and fill in the sections with information relevant to your club or organization. Your club or organization's actual constitution may be expanded or abbreviated but must include the following asterisked () sections below in order to be considered for registration as a student club or organization at Landmark College.*

***- Components marked with an asterisk are required for student club and organization constitutions. Constitutions submitted without these components will not be approved.**

Article I – Name

*** Section 1** – The name of this club or organization shall be [Insert the formal name by which the student club or organization shall be officially known.]

Article II – Purpose/Mission Statement

*** Section 1** – The purpose of this club or organization shall be to [Insert the club or organization's defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]

*** Section 2** – [Name of Club or Organization] shall abide by [include all university polices and procedures]

Article III – Membership

*** Section 1** – Who is a member? [For example, “*Campus Activities Board shall consist of all students currently enrolled at Landmark College.*”]

*** Section 2** – [Insert any eligibility requirements, such as grade point averages, and special qualifications which may be required for eligibility that do not illegally discriminate.]

*** Section 3** – Membership in this club or organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Article IV – Officers/Executive Board

*** Section 1** – The officers of this club or organization shall be: [Insert the number of officers, their titles, and their duties. Officers may be full-time, matriculated Landmark College students. A club or organization must identify at least one presiding officer/coordinator and one financial officer/coordinator.] Examples:

“The duties of the President shall include coordinating club meetings, chairing club meetings, providing leadership to the club, working directly with the advisor to ensure the club is operating within the expectations of the College, acting as chief spokesperson of the club, etc.

The duties of the Vice-President shall include assisting the President with the fulfillment of his/her duties, providing support for club events, working with the Treasurer to establish budgets for events, etc.

The duties of the Treasurer shall include keeping a record of all financial transactions, meeting with the Advisor on a regular basis to review account balances, preparing any and all budgets, financial budget requests, etc.

The duties of the Secretary shall include keeping detailed minutes of all meetings, coordinating with the Publicity Coordinator for flyers, maintaining the club’s web page, etc.”]

*** Section 2** – [Insert qualifications for each office, if any. For example, “*Members must have been a member of the club or organization for at least one calendar year to be eligible to run for election as president.*”]

*** Section 3** – [Insert the term length of each position. Being specific may be helpful, like “*...one year from October 1 to September 30.*” Be careful to include provisions for holding elections before an officer’s term expires.]

*** Section 4** – [Insert provisions for removing an officer, in the event it is necessary.]

Article V – Elections/Appointments

***Section 1** – Elections/appointments shall be held_____.

***Section 2** –[Insert procedures for nominations, for example, “*The presiding officer shall take nominations from the floor. Any active member may nominate any other eligible member for any office.*”]

***Section 3** – [Insert procedures for voting in elections. Some club or organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceedings in which no candidate has won.]

***Section 4**- Elected officials shall take office_____.

***Section 5**- Procedure in the event of resignation,, removal, or vacancy: [Example: “*Any vacancy in the Presidency shall result in the succession of the Vice-President to the Presidency*” and/or “*If, for any reason the Vice-President cannot assume the presidency, an election shall take place as soon as possible to elect a new president.*”]

Article VI – Meetings

***Section 1** – Regular meetings of this club or organization shall be held [Specify the frequency of meetings.

***Section 2** – Quorum shall consist of [insert the number or percentage of] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]

Section 3- The order of business shall be as follows: (Tailor this to the needs of your club or organization; you are not required to include this in your constitution)

1. Call to order
2. Reading & Approval of minutes
3. Officers/Treasurer’s Report
4. Committee Reports
5. Old/Unfinished Business
6. New Business
7. Speakers, Presentations, etc.
8. Announcements
9. Adjournment

***Section 4**- Decisions will be made by [specify the method of group decision making to be used, for example: *majority vote, consensus, etc.*]

Article VII– Committees

Section 1 – [Insert a description of standing committees, their function, financing, powers, etc.]

Section 2 – [Describe the selection of committee members. For example, “*Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.*”]

Article VIII – Constitutional Amendments

* **Section 1** – This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitutions. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes effective immediately upon their passage? May this take place at any meeting, or may changes only be proposed and passed at an official business meeting? Every time the club or organization’s constitution is amended, a revised copy must be e-mailed to the Director of Activities at enorth@landmark.edu].

Article IX – Role of the Advisor

***Section 1-** The faculty/staff member of this club is_____.

***Section 2—**The Advisor shall provide counsel, information and advice in matters under discussion at meetings & in addition will perform the following duties:_____

***Section 2-** The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

***Section 4-** Advisors should possess knowledge of the rules, policies, and structures of College as well as the Student Code of Conduct. Advisors should also possess a knowledge and understanding of the goals and objectives of the organization they advise.