

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 the Manor 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 policies and procedures]

Article III – Affiliations

*** Section 1** – [Identify any local, regional, national, or international groups with which the student club or organization is affiliated. This section may be removed if the club or organization is not affiliated with an entity other than Manor College.]

Article IV – Membership

*** Section 1** – Manor College students must comprise 100% of the student club or organization's membership.

*** Section 2** – [Insert eligibility requirements, such as grade point averages, academic majors/minors, 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 V – 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 Manor College students. A club or organization must identify at least one presiding officer and one financial officer.]

*** 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.]

* **Section 5** – [Insert whether reports from officers to the membership will be required. If the club or organization decides they are required, how often will they be made? How will they be made available?]

Article VI – Elections

Section 1 – Election of officers shall be held [Insert the month of elections and specify which member of the club or organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]

Section 2 – [Insert procedures for filling vacancies in positions.]

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.]

Article VII – Meetings

* **Section 1** – Regular meetings of this club or organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings and how it should be done. For example, “The secretary shall notify members of the business meeting, via e-mail, no later than five business days in advance of the meeting.”]

* **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 [specify edition] edition of Robert’s Rules of Order [or Sturgis Standard Code of Parliamentary Procedure] shall govern meetings of this club or organization within the requirements of this constitution and bylaws adopted by the membership of this club or organization.[Student club or organizations are not required to follow these procedure standards, but if the club or organization decides to do so, it should be articulated in the constitution.]

Article VIII– Advisors

Section 1 – There shall be at least one full time Manor College faculty or staff advisor who shall serve as an advisor to the club or organization.

Section 2 – [Insert a description of how the advisor will be selected].

Section 3 – [Insert a description of the duties or responsibilities of the advisor. This description must be congruent with the guidelines established by the Office of Student Activities in the *Student Club and Organization Handbook*. In situations in which the role of the advisor prescribed in a student club or organization’s constitution is different, policies established by the Office of Student Activities supersede them.]

Article IX – 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 X – Finances (if applicable)

Section 1 – Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual responsible for collecting and processing dues.]

Section 2 – [Insert a description of accounting procedures, how funds are allocated, how accounts are maintained, etc.]

Article XI – 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 Office of Student Engagement at studentlife@manor.edu.]

Article XII – Bylaws

Section 1 – [Some club or organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the club or organization, it may not be appropriate to include secondary policies in this document.]

This template is to serve as a guide!