

How to Write a Club Constitution

At first glance, writing a constitution for your new organization may seem like a complex task. However, by the following the format below you should be able to compose a one which works for your organization.

Your constitution should be written clearly and simply, and should include the following:

- Article I Name of Organization or Club**
The name of this organization shall be....
- Article II Purpose**
It shall be the purpose of this organization to (promote, organize, recognize, ect.)
- Article III Aims and Goals**
Statement relating the type of activities which the organization will sponsor or participate in while attempting to achieve the stated purpose.
- Article IV Membership**
This section should describe membership criteria and who is eligible for membership in the organization.
- Article V Decision Making Structure**
Describe the powers and duties of each of the organization's officers and how they are elected or selected. Explain how and when organizational decisions are made.
- Article VI Amendments**
Statements which describe the process necessary to amend or change this constitution.
- Article VII Operating Procedures, By-laws, and Standing Rules**
Specific statements related to the organization's day-to-day operations, and the general rules the membership must follow.
- Article VIII Meetings**
Regular meetings of this organization shall be held (monthly, bi-monthly, weekly, etc.). Specify who shall have the responsibility to notify members of the meeting and the method of notification used i.e. phone call, mailing, prior meeting, flyer, etc. Will Robert's Rules of Order be used to govern meetings of this organization?
- Article IX Dues (optional)**
Members shall pay dues in the amount of (x) on a monthly, quarterly, yearly basis. Specify who shall have responsibility for maintenance of the account and provisions for accounting procedures.