

# How to Write a Club Constitution

## SAMPLE CLUB CONSTITUTION FORMAT

### (Club Name) Constitution

#### **Article I                    Organization Name and Acronym (if any)**

#### **Article II      Purpose**

(Organizations may have multiple purposes)

#### **Article III      Membership**

(This section must include a sentence stating that the club does not discriminate on the grounds of race, color, sex, marital status, national origin, age, height/weight ratio or disability)

#### **Article IV      Dues**

(Omit if none)

#### **Article V      Officers**

(Organizations need to have at least one contact person, the club coordinator. Position responsibilities should also be outlined in this section or in associated bylaws.)

#### **Article VI      Meetings**

(Explain when regular and/or special meetings may be held)

#### **Article VII      Elections/Selection Process for Leadership**

#### **Article VIII      By-laws**

(Bylaws define the articles of a constitution. This section should describe the process required to establish new bylaws or to revise established ones. If there are no bylaws you can state that bylaws should be established by a majority of club membership)

**A copy of revised constitutions should be submitted to the Club and Programs Specialist as soon as changes are made by the club membership.**