

MODEL CONSTITUTION FORM

Policy directed by Associated Students Government Rules Committee

A. General Comments

A constitution and bylaws for any club or organization provide needed continuity. As membership changes, the constitution and bylaws remain and guide the members so that the original purpose and principles of the organization are not forgotten or lost.

The constitution should lay down the fundamental principles on which the organization is to operate. The bylaws establish the rules by which it is to function. The bylaws should be more easily amended and altered than the constitution. The constitution should be simple enough to allow the members some flexibility as to the conduct of the organization. A constitution should fit the needs of the organization and not be a carbon copy of the constitution of another organization.

Procedures must be included for amending the constitution. Through experience it will at times become obvious that certain changes will benefit the group.

At other times a constitution may become so outdated that it will need to be completely rewritten or revised. In these cases the constitution is rewritten and approved or rejected by a vote of the membership. If adopted, the old constitution is discarded and the new constitution becomes the governing instrument of the organization.

All changes or revisions of constitutions must be presented to the *Director of Student Development and Activities*.

B. Model Constitution

Article	I.	Name
Article	II.	Purpose (s)
Article	III.	Membership
Section	1	Composition
	2	Qualifications
Article	IV.	Officers
Section	1	Election
	2	Eligibility
	3	Term of Office
	4	Responsibilities or duties
	5	Impeachment
	6	Which officers shall comprise the Executive Board
	7	Vacancies

Article	V.	Meetings
Section	1	When to be conducted
	2	Number per term
	3	Method of calling special meetings
	4	Quorum
Article	VI.	Committees
Section	1	Names
	2	Manner of comprising such committees
Article	VII.	Voting
Section	1	Proportion of voters required for legislation should be stipulated
	2	Who Votes?
	3	Officers
Article	VIII.	Method of Amending Constitution
Section	1	Time for notice
	2	Proportion of members necessary to pass

C. **Model Bylaws**

(Usually contains the specifics of conducting the affairs of the group).

Article	I.	How to remain in good standing
Article	II.	Dues (amount, when paid)
Article	III.	Duties of Officers
Article	IV.	Executive Board
Article	V.	Committees
Article	VI.	Order of Business
Article	VII.	Parliamentary Authority