

Writing a Constitution

An organization's constitution is meant to give that organization a lasting structure in regards to how elections for officers will be held, how many meetings the organization is required to hold, how decisions will be made, etc. Below is an outline of how a constitution may be set up.

Sample Constitution

Article I Name of organization

Article II Purpose

Article III Responsibilities of members

Article IV Officers

- A. Duties
- B. Qualifications
- C. Term
- D. Removal procedure
- E. Replacement procedure

Article V Elections

- A. Frequency
- B. Procedure for nominations
- C. Procedure for elections

Article VI Meetings

- A. Frequency of organization meetings
- B. Frequency of officer meetings

Article VII Amending the Constitution

- A. Procedure for recommending amendments
- B. Procedure for voting on recommended amendments