

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 changes are made by the club membership.

