

SAMPLE CONSTITUTION

Date:

CONSTITUTION OF
(Name of organization)
at Davidson College

ARTICLE I: NAME

Section 1: The name of this organization shall be...

Section 2: The organization is affiliated with ... (if under some larger group, possible on the national level)

ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be to...

ARTICLE III: MEMBERSHIP

Section 1: This organization and its programs and activities shall be available to all interested students without regard for race, color, gender, creed, religion, national origin, sexual orientation, age, handicap, or other factors covered by law.

Section 2: Active Members (open to all Davidson College students; they have the rights to vote and hold office)

Section 3: Associate Members (open to faculty and interested people outside the College setting, i.e., Davidson community; they may not vote or hold offices)

Section 4: Alumni Members (former Davidson College students who were members of the organization, they may not vote or hold office)

Section 5: Membership Requirements (Be specific, include methods of induction or selection requirements such as grade point average, college enrollment, etc.)

Section 6: Dues

ARTICLE IV: OFFICERS

Section 1: Officer titles (Officers of this organization shall be called...)

Section 2: Qualifications of each office.

Section 3: Terms of office.

Section 4: Duties of officers.

Section 5: Provisions for removal of officers.

ARTICLE V: MEETINGS

Section 1: Provision for regular meetings. (When they are held, amendments voted during these meetings, 2/3 majority, who arranges the meeting time, etc.)

Section 2: Executive Board Meetings

Section 3: Provision for special meetings.

ARTICLE VI: ADVISOR (S)

Section 1: Organizations shall have at least one full-time faculty or staff Advisor.

Section 2: Method of selecting Advisor(s).

Section 3: Duties and/or responsibilities of Advisors.

ARTICLE VII: COMMITTEES

Section 1: Standing committees. Describe composition, appointment, membership, function, powers, and duties.

Section 2: Appointment of committees. By Whom? Chairperson/president, executive body, etc.

ARTICLE VIII: AMENDMENTS

Section 1: Method of Amendment (given in writing a week in advance of business meeting, may be tabled for vote at a later meeting, etc.)

Section 2: Vote required (2/3 or 3/4 majority vote or total membership)

By-Laws

The by-laws are a document stating the procedure by which the articles of the constitution may be put into effect. All other necessary operating information appears in the by-laws. Sections of the by-laws deal with the following:

1. Detailed material concerning members; that is, rights, duties, resignations and expulsions procedures.
2. Provision for initiation fee, if any, dues and assessments should be covered here, also details regarding delinquencies.
3. Date and method of electing officers, duties of officers. Election of officers shall be held ... (when?) Who may vote? How? Include rules on proxy votes, etc. Notice of elections or appointments.
4. Duties, authority, and responsibility of an executive committee.
5. The names of the standing committees and the method of choosing chairpersons and committee members. The duties of the committees should also be stated.
6. A provision for some accepted rules of order or parliamentary manual such as Robert's Rules of Order, Revised.
7. The number constituting a quorum.
8. Provision for honorary members.
9. A method to amend the by-laws, usually a majority vote.