

A GUIDE FOR CREATING A CONSTITUTION

This guide can be used to create or revise a club constitution. Most of the areas mentioned are necessary, even if only occasionally, to run efficient meetings and have an effective student organization. A few protective measures established now will be useful down the road. Assistance in writing your constitution is available through the Student Leadership Center, Room 1260.

CLUB NAME

Preamble

This constitution establishes the (*your club name*) as a student organization at Prairie State College, subject to approval by the Student Government Association. The purposes of this club are:

Article I. Name

The name of this student organization shall be (*your club name*).

Article II. Membership Requirements

The membership of this organization shall consist of the following:

1. State whether membership is dependent solely upon interest or if some other requirement must be set, such as enrollment in an academic program.
2. State the types of membership.
3. State the GPA requirement (if any). Executive officers must have a GPA of 2.0 or higher.
4. Membership in this organization should not deny any person(s) on the grounds of race, creed, religion, sex or national origin.

Article III. Membership Structure

1. Each club should have a list of executive officers. Suggested titles are President, Vice President, Secretary and Treasurer. The duties and powers of these or other officers should be listed in Article IV.
2. List offices held outside the Executive Board. General membership should be established here.

Article IV. Powers and Functions of the Executive Board

Section A The powers and duties of the Executive Board should be outlined. Some of the Executive Board duties might include establishing a meeting schedule, choosing meeting topics or operating during interim periods. Include what offices comprise the Executive Board.

Section B The powers and duties of the individual offices should be listed here. Regardless of the number of positions or individual duties, the following must be assigned:

- Keeping financial records
- Keeping track of meeting minutes and club happenings, handling club correspondence and keeping club files

- Meeting facilitation
- Someone to take over if the chair or meeting facilitator is not available

Other necessary duties should be assigned. Each club is different and will require the performance of different duties.

All duties and the position they belong to should be outlined here.

Article V Voting and Elections

Section A State the majority of members necessary to attain quorum. Quorum is the minimum number of members present to vote on issues.

Section B State the majority necessary of the quorum to vote on issues, especially for financial issues. This is usually a simple majority of the quorum.

Section C State at which meeting of each semester (or year) election of officers will be held.

Section D State who may vote at the election. This could include general membership, Executive Board, or general study body.

Section E Establish quorum or what type of majority is needed for elections to be held. In general, this is a simple majority.

Section F State that all officers shall hold office until new officers have been elected.

Section G Each term of office should be no more than one year.

Article VI. Vacancies

Section A A vacancy is created when:

1. A member submits a letter of resignation.
- 2.

Article VII. Impeachment

Though it is not frequent, on occasion, a situation arises when impeachment is necessary. In general, when an event occurs which warrants an individual to leave a position, they should be encouraged to resign. However, conditions should be established which would warrant impeachment. State requirements and process. This process should be achievable but difficult enough to avoid frivolous impeachments.

Article IX. Amendments and Additions

Section A This constitution may be amended by a _____ majority vote of the membership. Amendments should be presented to the Executive Board for approval before they may be submitted to the organization for a vote.

This constitution shall be come effective on _____. All previous constitutions of this organization shall become null and void as of this date.