

SAMPLE CONSTITUTION:

**Constitution of (INSERT OFFICIAL NAME OF ORGANIZATION)**

**Article I – Name**

Section A: The name of this organization is (INSERT ACTUAL NAME WHICH WILL BE USED FOR ALL OFFICIAL BUSINESS) hereafter referred to as (INSERT A SHORTER NAME, NICKNAME, ABBREVIATION, OR “THE CLUB/ORGANIZATION”)

**Article II – Mission and Purpose**

Section A: The purpose of this organization shall be (EXPLAIN THE PURPOSE, AIMS, FUNCTION, AND INTENT OF THE CLUB FOR EXAMPLE:

“The Card Playing Club is formed to promote the advancement of the interests of Benedictine College and to establish closer fellowship among students. We will bring students together throughout the semester to challenge their card playing skills as well as promote fraternity and community in regular tournaments. We intend to be non-exclusive and open to all members of the Benedictine Student Body as well as Faculty. Through regular, friendly interaction in competitive environments, we seek to bring relaxation and friendship to the students of Benedictine.”)

**Article III – Affiliations**

Section A: This organization is affiliated with (INSERT IF YOUR GROUP HAS ANY AFFILIATION WITH A BENEDICTINE COLLEGE DEPARTMENT AND/OR ANY OTHER CAMPUS, LOCAL, STATE, NATIONAL, OR INTERNATIONAL ORGANIZATION AND EXPLAIN THE RELATIONSHIP. OMIT IT NONE)

**Article IV – Membership**

Section A: Membership consists of (INSERT AN EXPLANATION OF TYPES OF MEMBERSHIP. EXAMPLES: ACTIVE, HONORARY, ASSOCIATE, AND PRIVILEGES TO EACH)

Section B: The majority of the membership of this organization shall consist of enrolled Benedictine College Students. (INSERT A STATEMENT SIMILAR TO THIS. IF YOUR ORGANIZATION ALLOWS FOR NON-CURRENT BENEDICTINE STUDENTS, INDICATE GUIDELINES FOR THOSE MEMBERS)

Section C: This organization is open to (INSERT WHO IS ABLE TO JOIN THE ORGANIZATION. IF THERE ARE NO PARAMETERS, SAY “ALL”, IF THE ORGANIZATION IS ONLY OPEN TO STUDENTS WITH A SPECIFIC MAJOR, MEN OR WOMEN, OR CERTAIN ATHLETES, SPECIFY WHO)

Section D: Voting Privileges (INSERT EXPLANATIONS OF WHICH MEMBERS ARE ENTITLED TO VOTE ON WHICH ISSUES AND HOW)

**Article V – Officers**

Section A: The officers of the organization shall consist of the following:

1. President (required)
2. Vice President (required)

SAMPLE CONSTITUTION:

3. Secretary
4. Treasurer
5. (INCLUDE ANY ADDITIONAL OFFICER TITLES)

Section B: The term of each office shall be (INSERT TERM LENGTH)

Section C: Selection for officers shall take place (INSERT DATE) and positions will be chosen by (SIMPLE MAJORITY, TWO THIRDS, APPOINTMENT, ETC.)

Section D: Should an officer's position become vacant during his/her term, the following will take place (INSERT REPLACEMENT PLAN)

Section E: Duties for each position shall include (LIST EACH POSITION AND THE RESPONSIBILITIES)

Section F: Officer Qualifications: (LIST EACH POSITION AND QUALIFICATIONS TO HOLD THE OFFICE)

Section G: Provision for Removal (UNDER WHAT CIRCUMSTANCES CAN MEMBERS OF OFFICERS BE REMOVED)

**Article VI – Advisor**

Section A: The advisor of (ORGANIZATION NAME) must be a current member of the faculty, administration, or staff of Benedictine College.

Section B: The duties and responsibilities of the officer shall be (INSERT THE RESPONSIBILITY OF THE ADVISOR)

Section C: Should the position of the advisor become vacant during the year (INSERT REPLACEMENT PLAN)

Section D: The advisor shall be chosen according to these qualifications (HOW WILL YOU CHOOSE AN ADVISOR)

**Article VII – Meetings**

Section A: Regular meetings shall be held (INSERT HOW OFTEN YOU WILL MEET) and meetings will be called by (WHOEVER CALLS THE MEETINGS)

Section B: The purpose of each meeting is to (WHAT WILL BE ACCOMPLISHED)

**Article XII – Amendments**

Section A: This constitution shall be amended by a vote of (INSERT MAJORITY NEEDED) and existing members will be informed of proposed amendment through (EMAIL, POSINT, MEETING, ANNOUNCEMENT, ETC.)

Date Ratified: INSERT DATE CONSTITUTION INITIALLY RATIFIED

SAMPLE CONSTITUTION:

Date Revised: INSERT DATE CONSTITUTION IS REVISED

Date Revised: INSERT DATE CONSTITUTION IS REVISED

Date Revised: INSERT DATE CONSTITUTION IS REVISED