

SAMPLE CONSTITUTION

Any organization must have some procedures by which to conduct its business. A constitution is an effective way of establishing those procedures. If your constitution is long and very detailed, you may want to split it up into a constitution (general principles creating the organization's membership and officers' responsibilities) and by-laws (detailed procedures to be followed for meetings, decision-making, officer selection, etc.)

ARTICLE I: NAME AND PURPOSE

- Section 1.** This organization shall be known as the...
Section 2. The purpose(s) of this organization shall (will) be...

ARTICLE II: MEMBERSHIP

- Section 1.** Membership shall be open to...
Section 2. (Means of selection of members, qualifications, eligibility, etc.)

ARTICLE III: OFFICERS

- Section 1.** The officers of this organization shall be(list them)
Section 2. (Selection of officers, length of term, etc.)
Section 3. (Duties of officers)

ARTICLE IV: DUES (if any)

- Section 1.** (Include amount, when assessed, etc.)

ARTICLE V: MEETINGS

- Section 1.** (Time for regularly scheduled meetings)
Section 2. (Procedures for calling special meetings)
Section 3. (Quorum, order of business & disposition of minutes)

ARTICLE VI: COMMITTEES

- Section 1.** (Any standing committees of the organization, including process of appointment, responsibilities, etc.)
Section 2. (Provisions for forming any special committees, as needed)

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION (& BY-LAWS)

- Section 1.** (The procedure for amendments, including advance notifications, number of readings and required vote for adoption. In most organizations the by-laws may be changed by a majority vote, while a constitutional revision would require a two-thirds majority vote to change.)