

Your Constitution

Following is a model constitution, which may be of assistance to you in writing the constitution for your organization. Be aware that this is only a basic format that can give you some guidance. It is NOT a form that you simply fill out to become registered. The information that will be included in YOUR constitution will most likely be unique to YOUR organization.

Any of the items which are underlined are items which should be decided upon by your entire membership.

ARTICLE I: NAME

1.1 The name of the club/organization shall be _____

ARTICLE II: PURPOSE

2.1 _____

2.2 _____

2.3 _____

ARTICLE III: SEPARATION OF POWERS

The club/organization shall consist of the general membership, the Executive Council/Board, and all committees and commissions of the club/organization.

ARTICLE IV: MEMBERSHIP

4.1 Eligibility

4.11 The club/organization shall consist of any and all members of the University of Kentucky who are interested in _____.

4.2 Voting Rights

4.21 Voting shall be open to all members who have met and maintained membership requirements.

4.3 Active Participation

4.31 (Define Active Participation)

ARTICLE V: MEETINGS

5.1 Regular meetings shall be held (state a time and/or when deemed necessary by the Executive Council/Board or the majority of the membership).

5.2 Meetings shall be called by President, Executive Council, or by _____ % of the membership.

5.3 Meetings must be announced _____ week(s)/day(s) prior to the meeting to the general membership.

5.4 Special meetings shall be held upon _____ majority vote of the total membership or by the Executive Council/Board.

ARTICLE VI: EXECUTIVE COUNCIL/BOARD

6.1 Membership- the Council/Board shall consist of _____.

6.2 Duties and Responsibilities

6.21 Conduct the general management of the affairs and purposes of the club/organization.

6.22 Prepare the agenda for meetings.

6.23 (Etc.)

ARTICLE VII: OFFICERS

The officers of (club/organization) shall be elected by majority of the membership.

7.1 President/Chairperson

- 7.1.1 Is the chief executive officer of the club/organization
- 7.1.2 Has the responsibility of the good and efficient management of the club/organization.
- 7.1.3 Serves as the official representative of the club/organization.
- 7.1.4 Presides over all meetings.
- 7.1.5 Appoints all committees and commissions of the club/organization with the advice and consent of the membership.
- 7.1.6 Is a non-voting, ex-officio member of all committees.

7.2 Vice President/Vice Chairperson

- 7.2.1 Performs the duties of President/Chairperson in his/her absence.
- 7.2.2 (Etc.)
- 7.2.3 Assumes all other duties assigned by the President/Chairperson.

7.3 Secretary

- 7.3.1 Records all minutes of the club/organization meetings.
- 7.3.2 Carries on correspondence of club/organization.
- 7.3.3 Preserves letters, papers and documents of the club/organization.
- 7.3.4 (Etc.)
- 7.3.5 assumes all other related duties assigned by the President/Chairperson.

7.4 Treasurer/Business manager

- 7.4.1 Oversees the receipts and disbursements of the club/organization's funds and keeps an accurate itemized account thereof.
- 7.4.2 Prepares the annual budget for the organization and presents it to the general membership.
- 7.4.3 (Etc.)
- 7.4.4 Assumes all other related duties as delegated by the President/Chairperson.

7.5 Term of Office

- 7.5.1 Officers elected by the membership shall serve (one year) or (one semester) beginning_____.

ARTICLE VIII: COMMITTEES AND COMMISSIONS

8.1 Name_____

- 8.1.1 Membership_____
- 8.1.2 Duties and responsibilities_____

8.2 Name_____

- 8.2.1 Membership_____
- 8.2.2 Duties and responsibilities_____

ARTICLE IX: ELECTIONS

9.1 Eligibility

- 9.1.1 Any full or part-time student member of the club/organization may run for office. The person must be in good academic standing.
- 9.1.2 (Etc.)

9.2 Nominations

9.3 Election Meeting