



Constitution Writing Guide

Article I. Name

The Name of this organization shall be_____.

Article II. Purpose / Mission Statement

In this section you describe the purpose/purposes of your organization.

Article III. Membership - shall be open to any person in the Utah Valley State College community. Up to 25% of club membership does not have to be UVSC students. It is possible to collect dues as a requirement for membership. Requirements for voting privileges ("who may vote") must be stated in the constitution.

Article IV. Organization

1. The responsibilities and duties of Club Officers.
2. Regularity of meetings
3. Role of the Advisor
4. Method for obtaining and spending funds. Check UVSC Policy.

Article V. Elections

An appropriate procedure for elections should be described as part of the constitution. This should include a specific date on which elections will be held, for example "The second week of spring semester". It is also possible to grant an officer most likely the president the right to call for elections. However, in such case a deadline must be set for election to be called. In no circumstances shall a term of office exceed one calendar year.

Article VI. Qualification for Office - Check ICC Constitution for office requirements, and then add any specific to your organization.

Article VII. Removal from Office – Procedure to remove an officer.

Article VIII. By-Laws

By-laws are rules and procedures used by an organization to run its own meetings and affairs. By -laws need not be approved by the organization, however the procedure by which they are adopted (i.e. a 2/3 quorum vote) must be specified in the group's constitution. By-laws themselves are not a part of the constitution.

Article IX. Amendments

This constitution may be amended by the procedures you set up in this section. This requires the approval of the organization, advisor, etc.

Article X. Ratification

This constitution shall become effective upon ratification upon a quorum vote of the group. (usually 2/3)