

Constitution of (Name of Organization)
At Bryn Mawr College
(Month and Year drafted)

Preamble (optional)

An introductory statement, no longer than two or three sentences, stating the reason and intent for what follows.

Article I

Name:

The name of this organization shall be (Full Name of the Organization) here in after referred to as (Shortened Name of Organization as it will appear throughout constitution).

Article II

Purpose:

“The purpose of this organization shall be to...” etc.

Article III

Membership:

Section 1: Eligibility: State in complete sentences the qualifications for membership.

Section 2: Active Membership: State in complete sentences the qualifications for Active or Voting membership in the Organization.

Article IV

Officers:

NOTE: All organizations must have at least a President, Vice President and Treasurer.

Section 1: Number and Method of Elections: (The Name of Organization) shall elect from the active membership a President, Vice President, Treasurer, Etc. at this time (state when elections occur). Indicate further if any special form of ballot is to be used, if any special procedure is to be used, and who is eligible to hold office and when elections are held.

Section 2: Duties of Officers: (List all duties and obligations of each officer)

A. President:

1. Preside over all meetings of (Name of Organization).
2. Etc.

B. Vice President:

1. Preside over all meeting in the absence of President
 2. Take over the duties of President in their absence
 3. Etc.
- C. Treasurer:
1. Account for all financial matters of the organization.
 2. Take over the duties of Vice President in their absence.
 3. Any duties deemed necessary by the President.
 4. Etc.

Section 3: Term of Officers: Indicate in complete sentences how long each officer is to serve, if officers may be re-elected to the same office, etc.

Section 4: Impeachment of Officers: Indicate in complete sentences if officers may be impeached, grounds for impeachment, procedure for impeachment.

Article V **Meetings:**

Section 1: Regular Meetings: Indicate how often and approximately when regular meetings will be held.

Section 2: Special Meetings: Indicate when special or emergency meetings are to be called, by who and how members.

Section 3: Parliamentary Procedure (if used): All regular and special meetings or the name of the organization shall be run under the rules of parliamentary procedure with Robert's Rules of Order.

Section 4: Quorum: This is up to the organization. A quorum usually consists of one more than half of the total active membership.

Article VI (optional) **Committees:**

Section 1: Standing Committees: State in one sentence the standing committees of the organization.

Section 2: Duties of Standing Committees:

- A. The Constitution Committee Shall:
1. Review this Constitution each semester
 2. Etc.

Section 3: Creation: Standing committees may be created at any time during the existence of the organization.

Article VII (optional)

Amendments:

Section 1: Procedure for Amendment: Indicate the procedure for offering an amendment to the constitution: As a general rule, amendments are submitted in writing and are read at two meeting before a vote is taken.

Section 2: Ratification: Indicate the vote necessary to ratify an amendment, etc. Ratification is usually accomplished through either a two-thirds or a three-fourths vote of the active membership.