An Organizational Constitution is...

A constitution is the basic framework of an organization. It states the purpose, indicates the number of officers, the method of their selection, requirements for membership, and other general operating procedures.

If your club or organization chooses to go more in depth such as detailed methods of doing business and specific rules, this would belong in a document called the By-Laws. For example, a Constitution would establish that dues are required for membership, and a method of determining the amount of dues By-Laws state the dues structure.

The constitution written for each new organization should follow this format and contain these components.

**Article I. Name**  
The name of the organization should reflect the nature of the group.

**Article II. Purpose**  
This section states the purpose, aims and functions of the organization.

**Article III. Membership and Dues**  
This section states the requirements and size limitations of the membership and dues, if applicable.

**Article IV. Officers**  
This section lists the officer positions and the duties involved for each.

**Article V. Electing, Appointing, and Removing Officers**  
There are provisions made for vacancies, elections, appointments, or recall of officers. List the guidelines, qualification, eligibility, timeline, etc. for each step. Names never appear in the constitution.

**Article VI. Meetings**  
This article states the provisions for setting up a regular meeting time and any provisions for calling special meetings. List the frequency of your meetings; officer and member meetings and the officer position which has the authority to call meetings.

**Article VII. Quorum**  
This section establishes the rules pertaining to the number of members, or the percentage of the membership required to be present to transact business.

**Article VIII. Amendments**  
Procedures for amending the constitution should not be too simplified for the sake of the organization’s stability. All amendments are subject to final approval by the appropriate office or election of officer.

**Article IX. Ratification**  
This section states the requirements for ratification of the constitution of the newly formed organization.
Article X. **Non-Discrimination Statement**
Every Triton College student organization is encouraged to have a non-discrimination statement in their constitution.

Once your constitution has been completed, keep in mind for future reference your that you can always add, change or update articles in your constitution according to Article VII. Amendments. Some examples to consider are, standards of behavior, voting, attendance, advisor selection/term, committees, etc. anything that can pertain to or help the club or organization in resolving matters or minor concerns in following a specified outline in rules.