

What is a Constitution?

All campus clubs adopt an official constitution. The constitution must state the name and purpose of the organization and must present the framework within which the organization will operate. This document should clearly state all of the policies and rules for student governance of the student organization or club. A set of bylaws that identifies operational parameters is also an important component of a club or ASB structure, even though only the student council is required to have one. The bylaws are often part of the constitution.

At a minimum, the constitution should include the following:

- Background information on the organization.
- The name of the organization.
- The purpose of the organization.
- The type of activities that the organization will conduct.
- The membership requirements for the organization, including the eligibility requirements.

Additional items that could be included in the constitution include:

- The definition of quorum.
- How the constitution is amended.
- Information on the officers and meetings.
- The titles and terms of office of the officers.
- The duties of the officers.
- How officers are elected and eligibility requirements.
- Whether or not the club/organization will be represented on the student council.
- How representatives other than officers will be selected.
- The qualifications for eligibility on the student council.
- The term limits on the student council.
- How the club advisors will be appointed.
- The time, frequency, and place for meetings.
- How and when the budget is prepared.
- How expenses are approved.
- Who will monitor the budget.
- What types of financial statements and reports will be generated and distributed.
- How committees will be appointed.
- How clubs within the student body organization will be formed, including their purpose, method of organization and discontinuance; financial activities; and requirements for constitution and/or bylaws.