**A SAMPLE CONSTITUTION**

**CONSTITUTION: Defines the structure, purpose, and organization of the group.**

**A suggested form for a Student Council Constitution:**

**ARTICLE I- Statement of the name of the organization for which the constitution works.**

**ARTICLE II- The general purpose of the organization.**

**ARTICLE III- Powers vested in the organization; voting and veto rights.**

**ARTICLE IV- Definition of the membership of the organization and the structure of the organization.**

**ARTICLE V- Establishment of the time, methods, and procedures for nomination and election of the members and officers.**

**ARTICLE VI- Frequency of meetings and provisions for special sessions. (This may be omitted in the body of the constitution if included in the by-laws.)**

**ARTICLE VII- The duties and responsibilities of the organization as delegated by the principal; the officers’ and members’ responsibilities; committees, if not in the by-laws.**

**ARTICLE VIII- Method and procedure for ratification of the constitution.**

**ARTICLE IX- Provisions by which the constitution may be amended.**

**BY-LAWS: A series of laws or regulations made by an organization for the purpose of**

**managing its internal affairs and standardizing its meeting procedures.**

**A suggested form for extra-curricular club by-law:**

**ARTICLE I- The number of members to constitute a quorum.**

**ARTICLE II- Establishment of standing committees and provisions for the formation of special committees as the needs arise.**

**ARTICLE III- Regulations for conducting officer and committee elections if not included in the constitution itself.**

**ARTICLE IV- Procedure for removing a person from office or filling an office that has been varied during the year.**

**ARTICLE V- Procedure for amending the by-laws.**

**ARTICLE VI- Definition of the rules of order for conducting club business.**

**Ratification Date:\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**