

## Template Constitution for Clubs and Organizations

This template is provided as a guide for developing and updating constitutions for student clubs and organizations. If you like this format, you may use it to fit the unique needs of your organization. It is recommended that rough drafts are reviewed to make sure the document meets all requirements of an effective and high functioning constitution.

### (SAMPLE) CONSTITUTION

#### **ARTICLE I: Name of the Organization**

**Section 1:** The name of this organization will be known as (state the name of the organization) (hereinafter referred to as the “club”, the “organization”. etc.)

#### **ARTICLE II: Mission and Purpose**

**Section 1:** The purpose of (the club or organization) shall be to (list what you intend to do and accomplish as a recognized entity) and (insert specific mission statement).

**Section 2:** (Name of club or organization) shall abide by (include SUNY and University at Buffalo policies and procedures)

#### **ARTICLE III: Affiliations** - *This section may be removed if there is no affiliation other than the University at Buffalo.*

**Section 1:** (Identify any local, regional, national, or international groups to which the club or organization is affiliated).

#### **ARTICLE IV: Qualifications of Membership** - *You may add additional requirements for your membership in this section*

**Section 1:** Membership in (club or organization) shall be open to any (insert intended population) at the University at Buffalo.

**Section 2:** Active membership shall be determined by (insert eligibility requirements; i.e GPA, academic majors/minors, interests, and any other special qualifications).

**Section 3:** Membership in (insert club or organization) shall be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members at all times are treated with dignity and respect.

#### **ARTICLE V: Officers** - *Indicate appropriate powers of each position*

**Section 1:** The officers shall consist a (examples include President, Vice President, Treasurer, and Secretary). All officers must be (indicate eligibility requirements).

**Section 2:** The (for example, President) shall be the chief executive of the club/organization, maintain operating procedures, serve as the liaison for the club/organization with University at Buffalo administration, call and preside over meetings, take care that this constitution and the policies and procedures at the University at Buffalo are faithfully executed. (list other additional responsibilities).

**Section 3:** The (for example, Vice President) shall assist the (example, President) with all administrative duties and assume those duties in the (example, President's) absence. (list other additional responsibilities).

**Section 4:** The (for example, Treasurer) shall receive and distribute (club or organization) funds upon the authorization of the (example, President), in accordance with the SUNY Mandatory Student Activity Fee and the

financial rules and regulations of the University at Buffalo, prepare the annual budget, sign requisitions for club and organization funds. (list other additional responsibilities).

**Section 5:** The (example, Secretary) shall keep accurate and detailed records of all meetings and affairs are responsible for all correspondence with (club or organization) members, coordinate preparation and distribution of handouts, flyers, and publications. (list other additional responsibilities).

**Section 6:** The elected officers will form the Executive Committee.

**Section 7:** All elected officers must be in good academic standing at the University at Buffalo. (list GPA requirement).

**Section 8:** Any officer may be removed from office for failure to perform his/her duties. This can include failure to carry out the responsibilities of that office, or for any action that violates the mission of (club/organization).

#### **ARTICLE VI: Elections**

**Section 1:** The (list officers) shall be elected by the members of the (club/organization) to serve (term length). Annual elections shall be held (state the time frame of election). The officers shall be elected by means of a ballot (or whatever is the preferred voting procedure). The term of office for all officers shall begin (indicate beginning of term) and end on (indicate end date).

**Section 2:** Nominations of candidates for officer positions shall be (identify how the nomination process will work). Nominees for officer positions must be (club/organization) members.

**Section 3:** Vacancies occurring in any elected offices shall (indicate how open spots will be filled).

#### **Article VII: Meetings**

**Section 1:** Regular meetings shall be held (indicate frequency of meetings). Meetings will be called by (insert who can call meetings. Example, the President).

**Section 2:** Quorum shall consist of (insert number of percentage of members needed. For example, fifty percent plus one of club membership). Quorum is needed for official votes to take place.

#### **Article VIII: Amendments**

**Section 1:** Amendments to this constitution shall be adopted by (Insert protocol. For example, a two-thirds vote of the members present at two consecutive meetings at which the amendment is read.)

Date of Constitution Creation:

Latest Revision Date: