

# **Club Constitution Sample Outline**

Constitution of the *name of your organization* at John Brown University ----- (year)

## **Article I:**

### *Name*

The name of this organization shall be known as the John Brown University *name of your organization*.

## **Article II**

### *Purpose*

The purpose of this organization shall be:  
*State your purpose for the Club's outreach to:*  
*It's members*  
*JBU*  
*The community*

## **Article III**

### *Membership*

#### Section I Active Members

State who is eligible for membership and what the qualification are.

#### Section II Faculty Members

This section is mainly for organizations that run in conjunction with major fields of study (i.e. Psychology Club, Art Club, etc.) These clubs may want to include faculty members in their respected areas to be honorary members.

#### Section III Alumni Members

This section again is for major field organizations who may want to open up their membership to graduates of the respective fields.

#### Section IV Honorary Members

This section has been provided to include any organization or person outside the club's specific range of JBU college students that has provided support to the club.

#### Section V Qualifications of New Members

Simply list the qualifications of membership and when membership is available.

#### Section VI Dues

Use this section, if it is pertinent to your club, otherwise eliminate from constitution.

#### Section VII Discontinued Membership

This section may be included in the constitution with a specified way of discontinuing a person's membership.

## **Article IV**

### *Officers and Their Duties*

#### Section I Officers

List the positions and the requirements for being an officer.

#### Section II Duties

List each position and what is expected of that position.

#### Section III Election

State when the elections will be held each year and when installation will occur.

#### Section IV Mode of Election

State how elections will take place and the procedures of voting and who will count the results.

#### Section V Vacancies

This section is important so that officers will know how to fill vacancies if they should happen. State who will decide on filling the position and what type of elections will be held.

## **Article V**

### *Sponsors and Advisors*

#### Section I

State who is eligible to be a sponsor and how many you will have. Note that JBU requires each club to have at least one full- time faculty or staff member serve as an advisor.

#### Section II

State the duties of the sponsor(s). Normal duties should include attending club functions, advising the officers as plans develop, signing for spending of funds (required), etc.

## **Article VI**

### *Meetings*

State when meetings will be held and how they will be governed.

## **Article VII**

### *Amendments*

State when this constitution may be amended and who can amend it.