

# How to Write a Constitution

This guide is provided to offer suggestions on how to best develop and create your organization's constitution. Feel free to consult with Student Life for assistance.

## [Sample Form]

### UWB Student Organization Constitution

#### ARTICLE I - Name

The name of this organization shall be: \_\_\_\_\_

#### ARTICLE II - Mission Statement/Objectives

The mission of this organization shall be:

- a. To promote interest in...
- b. To provide fellowship between students...
- c. To represent student needs and wants in regards to...

#### ARTICLE III - Affiliations

What is the affiliation, if any, with local, state, national or international organizations? What is the relationship between the registered student organization and the affiliate organization?

#### ARTICLE IV - Membership

Who is eligible for membership? Will there be various categories of membership? What are the rights of the member? How may a member be removed? The active (voting) membership must be limited to regularly enrolled University of Washington, Bothell students.

Membership must comply with the University's Non-discrimination Statement.

*A regularly enrolled student for these purposes shall be defined as any student who has or will be enrolled at UWB for a minimum of one (1) credit for the academic quarter, directly, previous, or subsequent to the quarter in which membership originally occurs.*

#### ARTICLE V - Officers

What are the officer's title and duties? Who may qualify for office? What procedures will be followed in case of vacancies? How may an officer be removed from office?

#### ARTICLE VI - Elections

How often are elections held? What is the nomination process? Who is eligible to seek office? What constitutes a valid election? What advance notification and type of notification is required for nominations and/or elections?

#### **ARTICLE VII - Meetings**

How often are meetings held? How are members notified of meetings, in particularly specially called meetings? How are organizations decisions made? How is a quorum determined?

#### **ARTICLE VIII – Amendments and Ratification**

How are constitutional amendments proposed and discussed? How are amendments incorporated in the ratified document? If by vote, by what majority? What is the procedure for putting the proposed constitution in effect?

#### **ARTICLE IX - Finances**

Will dues be required? (If not, this section may be deleted from the constitution) If so, how much, how often and to who are they are paid? What are the consequences of non-payment? Who is responsible for the collection and disbursement of funds? Who may authorize expenditures?

#### **ARTICLE X – Meetings and Advisor Role**

What form, if any, of parliamentary procedures will be used to conduct meetings of the members, e.g. *Robert's Rules of Order*? What is his or her role in the organization? How will the advisor be selected?

Date of Adoption: \_\_\_\_\_