The template below may be utilized to build your organization/club’s Constitution. The portions you must fill in are in red but you may also change any areas that do not pertain to your group. *ARTICLE III may be added to but the wording in black must remain.*

Constitution

[Date of Adoption or Revision]

ARTICLE I: [NAME OF ORGANIZATION/CLUB]

The name of this organization shall be [Name]. This organization’s purpose shall be to [purpose].

ARTICLE II: The objectives of this organization/club shall be:

1. [List your objective here]

ARTICLE III: Membership

1. Members and officers must be enrolled students at Concord University.
2. Faculty/Staff may act as associate members, but may not vote or hold office.
3. Organizations desiring to enroll non-student members must have prior approval from the Office of Student Activities and non-student members may not vote or hold office.

ARTICLE IV: Officers

1. Election of Officers
   1. Officers of an organization are president, vice president, secretary, and treasurer. (President and treasurer are required.)
2. [Terms of service]
3. [How and when elected]

ARTICLE V: Advisor

1. [Term of service]
2. [How selected]

ARTICLE VI: Meetings

1. [Frequency]
2. [Special Meeting Rules—who calls them, procedures, etc.]

ARTICLE VII: Quorum

1. [Number of members required to conduct business]

ARTICLE VIII: Vacancies & Dismissals

1. [Procedures when there are officer vacancies due graduation, dismissal, and/or resignations]
2. [What actions would result in officer dismissal]

ARTICLE IX: Amendments & Ratification

1. [Rules for proposing amendments]
2. [Voting Requirements for ratifying amendments and the Constitution]