CONSTITUTION TEMPLATE

[NAME of Student Council]

CONSTITUTION

[DATE ADOPTED]

ARTICLE I: NAME

State the organizations official name.

ARTICLE II: PURPOSE

State the purpose of the organizations creation and its objectives.

ARTICLE III: MEMBERSHIP

A. State who is eligible for membership in Student Council (assuring no discrimination).
B. State the rights and privileges of members.
C. State if there are any dues and when will they be collected by.

ARTICLE IV: MEETING

A. State how many and when meetings of the membership will be held during the year.
B. State procedures for calling regular and/or special meetings.

ARTICLE V: EXECUTIVE BOARD

A. State the officers and each of their duties.
B. State process for filling officer vacancies within the Executive Board.

ARTICLE VI: ELECTIONS

A. State how officer positions will be selected (internal membership vs school wide elections), length of term for each officer, and how many times a person may hold the same officer position.
B. State how members are elected/selected.
C. State the procedures for nominations and timeline for when they take place.
D. State how nominees will present their qualifications and how and when elections are held.
E. State procedures in case a run-off is necessary
ARTICLE VII: FUNDS

State procedures for the allocation of council funds.

ARTICLE VII: COMMITTEES

State what standing and/or ad-hoc committees will exist in the council and the function and composition of each.

ARTICLE IX: AFFILIATIONS

State any club affiliations with local, state, regional, or national associations/organizations.

ARTICLE X: RATIFICATION

State how the constitution will be approved by the membership

ARTICLE XI: AMENDMENTS

State how amendments to the constitution will be proposed and how it will be ratified.

ARTICLE XII: BYLAWS

State procedures for the inclusion of any rules or regulations specific to the club.