

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.