

Constitution Outline

Constructing a constitution will help you in defining your organization and providing a foundation for it for years to come. It can be a time-consuming process. Still, it is critical in charting your organization's course.

Therefore, we would like to provide you with the major components of a constitution. It is intended to provide you with guidelines that will help you tailor a constitution that will meet the specific requirements of your organization.

- Name
- Purpose
- Membership
 - Selection process
 - Requirements
 - Rights and privileges
- Governance Structure
 - Officers
 - Selection process
 - Requirements
 - Duties
 - Terms of office
 - Sponsors
 - Executive committee (if desired)
- Elections
 - Nominations
 - Procedures (e.g., percentage needed to elect, method, etc.)
- Meetings
 - Frequency
 - Minutes
 - Special/Emergency
 - Quorum (minimum number of members required for a meeting to be official)
- Committees
- Finances
 - Budget preparation and adoption
 - Dues (if desired)
- Discipline of members
- Parliamentary authority (Roberts Rules of Order)
- Policies
- Amendments and ratification

