

Sample Format for Constitutions

NAME OF CLUB/ORGANIZATION
DATE SUBMITTED

PREAMBLE

(Scope, purpose, objectives, goals of club)

ARTICLE I

“The name of this organization shall be _____;
hereafter it may be referred to as _____.

ARTICLE II

Section A. Membership must be open to all currently enrolled students at the College, and any faculty, staff or administrative member at the College.

Section B. No discrimination on the basis of “race, gender, creed, color, national origin, sexual orientation, physical capability, or religious affiliation.”

Section C. “All student members must maintain a ____ GPA and good standing according to the Iona College Code of Conduct.” *(Please note a minimum GPA of 2.0 is required to remain involved in co-curricular life.)*

Section D. Qualifications unique to organization.

Section E. Voting members (define term).

ARTICLE III – Meetings

Section A. General frequency.

Section B. Quorum (define term and when it’s used).

ARTICLE IV – Executive Board

Section A. Position and duties

Section B. Qualifications

Section C. Vacancies

ARTICLE V – Elections

Section A. When they are held

Section B. Procedures

ARTICLE VI – Impeachment

Section A. Grounds for impeachment

Section B. Any member of the organization as the power to initiate impeachment proceedings. The member in question has the right to be notified of the charges against him/her and be presented with the opportunity to respond.

ARTICLE VII – Succession

Section A. If the presidency falls vacant, the vice-president fills the post.

Section B. All other vacancies are filled by the election process.

ARTICLE VIII – Amendments

Section A. Procedures

Section B. “The proposed amendment is then ratified after it is given approval by the Student Government Association.”

***Please include the date of when the constitution was approved. Any revised copies should also include the date of when they were approved.**

****These are only the minimum requirements for all club constitutions.**