

# Format for Constitutions

NAME OF CLUB/ORGANIZATION  
DATE SUBMITTED

## **PREAMBLE**

(Scope, purpose, objectives, goals of club, mission of the organization, and how the group fulfills the mission of the college)

## **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.**