

The following outline and questions are designed to help you write or update a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the bylaws.

PREAMBLE

This section should be a statement of the group's establishment and purpose of the constitution. The preamble should contain the name of the organization and date on which the constitution was ratified or amended.

ARTICLE I . Name

Section 1 What is the exact title of this organization?

ARTICLE II . Purpose

Section 1 What is the purpose? Is it fostering a broad educational goal? Does it have a social, cultural, or political aim? Why was the group founded? Be precise enough so that a nonmember would understand the group.

Section 2 This section should be a statement of the group's willingness to abide by all university policies.

ARTICLE III . Membership

Section 1 How does one become a member? How are voting members identified? Who keeps the official membership list?

Section 2 Voluntary withdrawal of membership is provided here. Can a member remain in a organization if she/he fails to pay dues?

Section 3 Membership must be open to all University of Dayton full-time undergraduate students.

ARTICLE IV . Officers

Section 1 How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Officers must be full-time undergraduate students.

ARTICLE V . Operations

Section 1 How are officers elected? What type of ballot? Who may vote? When are the officers elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? How will midyear vacancies be filled? Describe the officer transition process. You may wish to clarify the role of your advisor.

ARTICLE VI . Finances

Section 1 Will there be membership dues?

Section 2 The organization will seek funding by application to the appropriate board.

Section 3 The group must express willingness to comply with all financial policies, including all funds in its University account.

ARTICLE VII . Amendments

Section 1 How are amendments to be proposed and by whom? Do you want to provide for a delay before voting on amendments? How will your amendments be voted upon?

Bylaws

(Optional)

Constitution may also include a "Provision for Bylaws" Article or a clause pertaining to the establishment of bylaws.

The bylaws might include some of the following items:

- 1) Standing committees of the organization.
- 2) Ad Hoc Committees of the organization which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the bylaws once abolished or defunct.
- 3) Policies pertaining to the time and location of organizational meetings.
- 4) Structure/purpose of committees.