

Here is a sample constitution:

Preamble

The preamble should introduce the rest of the document in no more than two or three sentences stating the reasons for, and intent of, the group and the constitution.

Article ONE – Name

Section 1. The name of this organization shall be (insert full name of organization), hereafter referred to as (shortened name as it will appear in the Constitution).

Section 2. The officers of (name) shall make up the Executive Board of (name), hereafter referred to as the 'Board.'

Article TWO – Purpose

Section 1. The purpose of this organization shall be (short definition of group's purpose).

Section 2. The Executive Board shall (purpose of the Executive Board).

Article THREE – Membership

Section 1. The general membership of the organization must be composed of no more than twenty-five percent staff, faculty, alumni or administration. The specific requirements of membership are (list requirements).

Section 2. The privileges and responsibilities of membership are (insert).

Section 3. Membership may be revoked (by whom and by what procedure) due to (criteria).

Membership is open to all full-time degree-seeking students from all schools of The New School

community. NOTE: University policy requires that there be no arbitrary exclusion from membership on the basis of sex, sexual orientation, race, religion, or disability.

Article FOUR – Meetings and Procedures

Section 1. Indicate how often regularly scheduled meetings are held and who has authority to call meetings.

Section 2. Indicate how policy decisions are made and how formal votes are carried out.

Article FIVE – Officers

Section 1. The organization shall have the following officers... (Indicate methods of nomination and election, and who is eligible to hold office).

Section 2. The duties of these officers shall be...

Section 3. Indicate lengths of terms of office and term limitations.

Section 4. Only members who are undergraduate or graduate students enrolled at The New School may hold the position of president or treasurer. No single member may be BOTH the president and treasurer simultaneously.

Article SIX – Electing, Appointing, and Removing Officers

Section 1. Organizational elections must take place at least once per year. (Insert other general election rules; specific election rules should be placed in the by-laws.)

Section 2. Insert general appointment procedures for appointing officers; specific appointment procedures should be placed in the by-laws.

Section 3. The members of the Board may be impeached and removed by the membership. (List grounds for impeachment and removal. Insert impeachment and removal procedures.)

Section 4. In the event of a mid-term vacancy of an elected officer...(Insert procedure for temporary and/or permanent replacement).

Article SEVEN – Committees

Section 1. The standing committees of this organization shall be...(List all standing committees).

Section 2. The duties of each of these standing committees shall be....

Section 3. Insert how committee members will be selected and removed.

Section 4. Additional committees may be formed and dissolved by the organization. (State the procedures for adding and removing committees.)

Article EIGHT – By-Laws

Section 1. By-Laws of the organization shall be established and altered by...(Insert procedures for adding and altering organization's bylaws).

Section 2. By-Laws of the Board shall be established and altered by...(Insert procedures for adding and altering by-laws of the Board).

Article NINE – Amendments to the Constitution

State how amendments are to be proposed and by whom, and what vote is required to adopt an amendment; two-thirds of the voting membership is standard.

Article TEN—Ratification

This constitution shall be established by a vote of a (insert fraction; three-fourths is recommended) majority of the membership of the organization.