

How To Write A Constitution

Below is an outline to help with the drafting a constitution.

Article I. Name of your group.

Article I. Purpose: What are the intentions of your group? How will your group serve the students of your school? Use broad terms so as not to hinder or limit the scope of your group and its activities.

Article III. Membership: Are all students automatically eligible for membership or is there a selective membership process. If selective, how does one become a member of your group? What are the requirements?

Article IV. Group Officers:
a. Duties and powers
b. Requirements of office.
c. Selection and removal.
d. Term of office.

Some examples:

- President, VP, Secretary, Treasurer
- Plus Social, Activities, Fundraising, Elections, Spirit, Community, Historian, Public Relations
- Follow athletic, grade requirements, attendance, referrals, drug and alcohol, or arrest / community action policies
- January to January, March to March, June to June

Article V. Dues: Do you collect dues from the members of the group? If yes, how much and how often? What does the money collected pay for? If the group has a treasury, it is important to establish an account with the bookkeeper.

Article VI. Meetings: How often will your group meet? Where do the meetings take place? How are the meetings announced? How can meeting time and location be changed?

Article VII. Amending the constitution: What process does your group have for amending its constitution?

Article VIII. Dissolution: If the group dissolves how will any debts of the group be resolved? What will happen to any funds the group currently holds?

Follow school procedures for approval of group and the constitution.
Approval may require:

- a. Activity Director approval
- b. Student Council approval
- c. Principal approval
- d. Student body approval
- e. School Board approval