

Constitution Construction Guide

The fundamental requirements of all constitutions are as follows:

CONSTITUTION

Article I - Name

States the name of the organization.

Article II - Purpose

States the purpose and aims of the group.

Article III - Membership

States the requirements and size limitation, if any. Regular membership must be limited to students, faculty, and staff of the University. Must include statement of nondiscrimination ("We agree to abide by Northern Arizona University policy prohibiting discrimination in organizational membership on the basis of race, color, culture, creed, religion, national origin, gender, sexual orientation, marital status, disability, age, or veteran status.")

Article V - Officers/Executive Committee

Contains the list of officers and their terms of office in the group. Must meet standards (minimum 2.25 GPA) of the University. States the make-up of the executive committee (board or council, the method of their selection, and their term of office. Provision for vacancies of officers or other executive members may be included in a section under this article.

Article VI - Meetings

States the regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

Article VII - Amendments

Process usually requires previous notification; also, a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption.

Article VII - Ratification

May or may not be necessary. If more than a majority of those present is desired, a special article should be included.

BY-LAWS

If the organization has by-laws, sections deal with following:

1. Detailed material concerning members, that is, rights, duties, resignation and expulsion procedures. Provision for honorary or associate members or honorary officers if the group so desires.
 2. Provision for initiation fee, if any, and dues and assessments should be covered here. Also details regarding delinquencies.
 3. Time and method of electing officers and duties of the officers.
 4. Duties, authority and responsibilities of an executive committee.
 5. The names of the standing committees and the method of choosing chairmen and committee members. The duties of the committee should also be stated.
 6. A provision for some accepted rules of order or parliamentary manual as Robert's "Rules of Order, Revised."
 7. The number or proportion of the group constituting a quorum.
 8. A method to amend the by-laws, usually a majority vote.
- Amending the constitution should not be too simple a process, for the sake of stability of the group; it should be possible to amend the by-laws with greater ease. The constitution should always carry the date it was last revised. It is a good idea to insert in parentheses after an amendment the date it was passed.