

## **Section II            Constitutions**

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## ***Tips For Writing Your Constitution***

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Here are some tips to help you avoid some of the most frequent problems clubs have when writing their constitutions.

- Your purpose is *the most important* part of your constitution. Spend some time really thinking through the wording and phrasing of your Purpose article. This can really help the University decide if your club deserves a place on campus, but it also is the singularly most important article from your constitution. Therefore, it is time well spent to establish a well-stated and accurate purpose for your club.
  - Your purpose does not need to be in the numbered format shown in the constitution template form. It can also be written up as a short paragraph. However, do not submit long-winded purposes because they are unmanageable to read.
  - Many creators of campus clubs feel a sense of posterity when submitting a constitution, and therefore are inspired to submit lengthy descriptions of the club's long-term intentions and the motivations behind its creation. This is entirely inappropriate for your written constitution, which serves as a formal document for the Department of Student Activities and SGA. However, you may feel free to submit an addendum to your formal constitution that chronicles anything you wish future leaderships of your club to know.
- Please DO NOT include the name of your faculty or staff advisor (if you have one) in your constitution. This is so that in future years, when faculty or staff move on or are no longer advisors to your club, your constitution does not need to be changed. Please also note that advisors are NOT required by any means, yet the mandatory form listed on the outline allows your club flexibility through the years with the adoption or assigning of advisers.

### **Questions?**

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## **Example #1**

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- Article I      Name: The name of the organization should be stated.  
Example: The name of this organization shall be the Middlebury College Activities Board.
- Article II     Purpose: State the group's purpose.  
Example: The purpose of the organization is as follows:  
1. ----  
2. ----  
3. ----
- Article III    Membership: Membership must be open to all Philadelphia University students.
- Article IV    Officers: List officers and duties, which correspond to them. State that officers must be PhilaU students. Designate a treasurer and specify their role as the formal liaison between your student organization and the SGA.
- Article V     Elections: Describe methods of election. A quorum (the necessary percentage of members to be present at the election) and a majority (i.e. simple, 2/3, etc. ) must be defined in this article.
- Article VI    Meetings: Describe frequency and nature of meetings.
- Article VII   Committees: Describe committees, if any, and enumerate their duties. If no standing committees exist, it may be desirable to grant power to the president of the organization to appoint temporary committees as the need arises.
- Article VIII   Faculty Advisor:  
*The membership agrees to maintain an advisor from the faculty or staff, as required.*
- Article IX    Affiliations: List any affiliations with local, state, national or international organizations and describe your organization's relationship with these affiliates. Please also include the discrimination policies of your affiliate organizations. If no affiliates exist, note accordingly.

***Example #2***

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**CONSTITUTION OF:**

\_\_\_\_\_  
(Club name)

**ARTICLE I**

***NAME***

Section 1. The name of this organization shall be \_\_\_\_\_

**ARTICLE II**

***PURPOSE***

Section 1. The purpose(s) of this organization shall be \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE III**

***MEMBERSHIP***

Section 1. Membership is restricted to all currently enrolled student of Philadelphia University.

Section 2. A person is a member in good standing when he or she \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Section 3. The rights of voting and holding an office are reserved for club members only.

**ARTICLE IV**

***OFFICERS***

Section 1. The officers shall be – (name & title of officers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2. The club shall be organized with the following structure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 3. The Club shall select a member to represent the club on the SGA President's Council.

Section 4. To be eligible for office, candidate shall \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 5. Officers shall be elected/appointed (select one)  
(example: upon election, when, on May 15, in spring semester, etc)  
and shall take office \_\_\_\_\_  
Elected officers must receive \_\_\_\_\_ of votes to be elected  
(example: majority, plurality, 2/3 etc.)

Section 6. Vacancies in office shall be filled by (example: by appointment, by election, etc.)

**ARTICLE V**

**MEETINGS**

Section 1. Regular meetings shall be held \_\_\_\_\_

Section 2. Special meetings may be called by \_\_\_\_\_

Section 3. A quorum of \_\_\_\_\_ (example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (NOTE: A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select number, which allows you to do business regularly, but which prevents a small number of members or officers from controlling the club.)

**ARTICLE VI**

**SOURCE OF POWER**

The source of power of this club is the President of Philadelphia University, the legal representative of the Board of Trustees, who delegates PhilaU powers as are appropriate to the Department of Student Activities, which recognizes each club to conduct its power business. In accepting this constitution,

\_\_\_\_\_  
(Club name)

agrees to abide by the Philadelphia University policies and regulations, which apply to students and student clubs.

**ARTICLE VII**

**AMENDMENTS AND RATIFICATION**

Section 1. The constitution shall be ratified by a \_\_\_\_\_  
(Majority, 2/3, etc.) Vote of the members attending a meeting with a quorum.

**CLUB BY-LAWS**

**ARTICLE I**

**RULES OF PROCEDURE**

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

## **ARTICLE II**

### ***DUTIES OF OFFICERS***

The duties of the officers shall be:

President's Council Representative:

- a) Attends SGA'S PC meetings
- b) Coordinate club events with campus calendar
- c) Participate in SGA PC activities

The President shall: