

How to Write a Constitution and bylaws

Each organization must have procedures, which clearly define their methods of conducting business. A constitution and bylaws are an effective means of establishing those procedures. The constitution states the principles creating the organization. The bylaws contain a more detailed explanation of how the organization is governed. The following is an outline for information to be included in a constitution and bylaws.

Preamble – Introductory statement which specifies why the club or organization is formed.

Article I – Purpose

Section 1 – Name of organization

Section 2 – Purpose of organization

Article II – Organization

Section 1 – Composition – listing all officers, committees, advisors and their duties.

Section 2 – Election of officers – procedures for election, filling of vacancies, and length of term.

Section 3 – Meetings of the organization – including frequency of regular meetings, procedures for special meetings and quorum.

Section 4 – Administrative or Advisory Council –, which may be entrusted, with any administrative authority, list of positions, nomination procedures and length of term.

Section 5 – Committees of the organization – including process of appointment, responsibilities, reporting and length of term.

Article III – Duties and Power

Section 1 – Parliamentary authority of the organization with the name of the manual of parliamentary procedure to which questions can be referred.

Section 2 – Powers of each officer, committee, administrative or Advisory Council.

Section 3 – Procedures for amendments including length of notice and required vote for adoption.