

SECTION: APPENDIX

TITLE: CONSTITUTION WRITING GUIDE

Constitution of Club

Article I. Name

The name of this club shall be _____.

Article II. Purpose / Mission Statement

In this section, describe the purpose/purposes of your club.

Article III. Membership

In this section, describe the requirements to be a member of your club. Please include that 75% of membership must be UVU students and that up to 25% of club membership does not have to be UVU students. Furthermore, describe the club dues requirement and how much it is to be a member of the club. Explain that each member is required to pay a club due amount to be considered an official member. Lastly, describe the requirements for voting privileges ("who may vote") in regard to being a member of a club.

Article IV. Organization

In this section, please describe the following:

1. The Club Officers title, responsibilities and duties.
2. The regularity of meetings and what happens during meetings.
3. Method for obtaining and spending club's funds. Ask yourselves who will regulate it and oversee it.

Article V. Elections

In this section, an appropriate procedure for elections should be described. This should include a specific date in which elections will be held, for example: "The second week of spring semester." It is also possible to grant a club officer, most likely the president, the right to call for elections at any time. However, in such a case, a deadline must be set for the election to be called. Furthermore, determine if a term of office shall exceed one calendar year or if elections shall be held every year.

Article VI. Qualification for Office

In this section, please include that the Club President must be a full-time student (12 credits or more) with a 2.5 GPA. In addition, include all other qualifications for each club officer. Ask yourselves how many officers will there be and what are the requirements to be a club officer?

Article VII. Removal from Office

In this section, describe why an officer would be removed and what the procedure is to remove that specific officer.

Article VIII. By-Laws

In this section, describe the by-laws, which are rules and procedures used by an organization to run its own meetings and affairs, that will be used by the club. By-laws do not need to be

approved by the organization, however the procedure by which they are adopted (i.e. a 2/3 quorum vote) must be specified in the group's constitution. By-laws themselves are not a part of the constitution.

Article IX. Amendments

In this section, describe how this constitution may be amended. Describe if amendments will happen by vote, in person, during a meeting, etc. This should require the approval of the club president, officers, club members, etc.

Article X. Ratification

In this section, describe how this constitution shall become effective. Will it be upon a quorum vote of the group? (Usually about 2/3)

The following statement must be included at the end of every constitution:

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.