

# Writing a Constitution

---

## Three Elements ALL Constitutions MUST Contain:

- 1.) **A non-discrimination clause:** [Insert student club/organization name] does not unlawfully discriminate against any person on any basis prohibited by federal, state, local or other applicable law, including without limitation race, color, ethnicity, national origin, religion or religious practice, gender, gender identity or gender expression, or sexual orientation, age, disability, marital status and military status.
- 2.) **A statement that the club/organization will abide by College policies.** [Insert student club/organization name] will abide by all College policies.
- 3.) **Membership statement:** Only currently registered undergraduate Fisher students are considered members of the club/organization.

## Writing Each Section of a Constitution

The main body of the constitution should contain statements concerning enduring aspects of the club/organization. Items that are subject to frequent revision should be included in the by-laws. College policies that apply to clubs/organizations are included in the outline below.

**Preamble:** State the name of the club/organization and the purpose of its establishment.

### Article I: Name

- Section 1 – What is the exact title to be used in addressing the club/organization?

### Article II: Purpose

- Section 1 – What is the purpose of your club/organization?
- Section 2 – This section should be a statement of the group's willingness to abide by and support established College policies.

### Article III: Membership

- Section 1 – Who is eligible for membership (membership must be limited to registered undergraduate Fisher students). How does one become a member? How are members identified?
- Section 2 – Voluntary withdrawal of membership may be provided for. Can a member remain in the club/organization without paying dues?
- Section 3 – Non-discrimination clause.

### Article IV: Officers/Executive Committee

- Section 1 – How many officers are there? What are their titles/duties? Will the officers constitute an executive board? Description of any standing committees should be included. Process for removal of officers.

### **Article V: Operations**

- Section 1 – How are officers elected? What type of ballot? When are they elected and for what period? Who is eligible for office? What are the procedures for an election tie? How may officers be removed? You may also wish to clarify the role of the advisor.

### **Article VI: Amendments**

- Section 1 – How are amendments to be proposed and by whom? How are amendments to be voted upon?

*Note: You must include an effective date and contact person's name on your organization's constitution.*