Constitution/By-Laws Outline

PREAMBLE (Purpose of Organization)

ARTICLE I ........................................................................................................... Name of Organization
ARTICLE II ........................................................................................................ Requirements for Membership and
Means of Selection of Members
ARTICLE III ......................................................................................................... Officers (Name, Type, Term of
Office, Elected or Appointed,
Duties)
ARTICLE IV ....................................................................................................... Dues (Amount and when paid)
ARTICLE V .......................................................................................................... Rules for Amending the Constitution
ARTICLE VI ....................................................................................................... Frequency of Meetings
ARTICLE VII ..................................................................................................... Committees
ARTICLE VIII ..................................................................................................... Advisors

HOW TO COMPLETE THE ABOVE

Membership Provisions:
- Who can be a member
- Types of membership
- Methods of admitting new members
- Methods of dropping members
- What constitutes “good standing”

Officers:
- Duties and powers
- Provisions for filling unexpired terms
- Rules for election
- Procedure for recall

Dues:
- Amount and frequency
- When payable

Amendments to Constitution and By-Laws
- Notice to membership of proposed amendments
- Type of notice required
- Vote required to effect amendment
- Procedure for proposing an amendment (petition, motion)
Meetings:
- Types (regular, call)
- Procedures for calling special meetings
- Quorum (designate a percentage of the membership)
- Provision for notification of membership if no regular dates are established

Committees:
- Names (Finance, Membership, Constitution and By-Laws, Program, etc.)
- Who appoints
- Term of office
- Quorum
- Meetings

Advisors
- Two (2) must be selected
- One (1) of the two advisors must be member of the Jackson State University faculty or staff

The by-laws of the organization should contain:
- Detailed material concerning members, rights, duties, expulsion and resignation procedures
- Provisions for honorary membership, if the group desires
- Provisions for membership fees, dues and assessments, if there are to be any
- Name of the standing committees, if any, and the method of choosing the chairpersons and committee members. The duties of the committees should be stated here
- A provision for some accepted rules of order or parliamentary procedure, such as

Robert’s Rule of Order
- A method to amend the bylaws, usually by majority vote