

The constitution of an organization contains the fundamental principles which govern its operation. The bylaws establish the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

WHY HAVE A CONSTITUTION?

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WHAT SHOULD BE COVERED BY A CONSTITUTION?

The following is an outline of the standard information to be included in a constitution. The objective is to draft a document that covers these basic topics in a clear and concise manner.

WHY HAVE BYLAWS?

The constitution covers the fundamental principles but does not prescribe specific procedures for operating your organization. Bylaws set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change.

WHAT SHOULD BE INCLUDED IN THE BYLAWS?

Bylaws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

A. Membership (selection requirement, resignations, expulsion, rights and duties)

B. Dues (amount and collection procedures, any special tr -2()-2()-2(B)-7y)18(la)-24(w)11(io)-4Mh-7n)-5(s)3(tit)-8(u)66vc-

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SAMPLE CONSTITUTIONAL OUTLINE

Title of Document:

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Preamble: A one paragraph statement of the mission of the organizations, telling why it was created.

Article I. NAME
The name of this organization shall be.....

Article II. PURPOSE

Article III: MEMBERSHIP
Non-Discrimination Statement: This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a veteran. (As exempted by Federal law, social Greek organization may omit ögenderö).

Article IV: ORGANIZATION
Section I: Structure (Branches Executive, etc.)
Section II: Officers
Section III: Elections and Appointments
Section IV: Terms of Office
Section V: Powers
Section VI: Governing Rules

Article V: MEETINGS

Article VI: QUORUM

Article VII:
Section I: Adoption and Ratification (What is the procedure)
Section II: Amending the constitution
(What is the procedure?)

Article VIII: GENERAL PROVISIONS

SAMPLE BYLAWS OUTLINE

Keep accurate account of organization and executive committee proceedings and produce minutes for each meeting.

Provide officers and committees with all necessary papers and materials.

Keep a systematic method of filing letters received, copies of letters sent, committee reports, treasurers reports, membership rosters, lists committees, etc.

Attend to official correspondence

Mail and post notices of organization and executive committee meetings

Prepare with the president, in advance, the order of business for each meeting

Cooperate with the treasurer in keeping an accurate listing of membership status.

Read minutes of meetings and call the president's attention to unfinished business

Have on hand at each meeting an agenda, minutes of the previous meeting, lists of committees and committee reports, a copy of the constitution and bylaws.

4. The following shall be duties of the Treasurer:

Some organizations assign the treasurer as chair of the finance committee. *The treasurer is expected to:*

Obtain records of all financial documents from the previous treasurer and go over these records with him/her if possible

Maintain a simple set of books and record all items of income and expenses as they occur

Meet with the advisor to prepare the annual budget for the upcoming year

Prepare requisitions for prompt payments of all invoices, deposit all money collected, and use the proper account number on all paperwork

Collect dues and bank all organization funds

Pay out funds on orders signed by the treasurer, the president, and the secretary unless otherwise provided

Make reports at meetings as necessary

Cooperate with the secretary in keeping accurate membership records including names,

- 3.2 QUORUM
 - *What constitutes quorum?
- 3.4 VOTING
 - *Who gets to vote?
 - *What percentage of votes need to be cast in favor, to pass a motion?
- 3.6 SPECIAL MEETINGS
 - *Who can call them?
 - *How much notice must be given?
 - *How will the meeting be conducted?
- 3.8 MINUTES
 - A. Includes: kind of meeting (regular, special, emergency)
 - B. Distribution (to whom)

D. Impeachment - a charge which results in removal of office if found guilty

CHAPTER VII: ADVISORS

*Who qualifies?

*What are their duties/expectations for the role of advisor?

CHAPTER VIII: AMENDING THE BYLAWS

*What is the process that the organization will go through to amend the bylaws? Bylaws can be