

## SAMPLE CLUB/ORGANIZATION CONSTITUTION

### Constitution of "CLUB NAME"

#### **Article I ---- Name**

The name of this organization shall be "Club Name".

#### **Article II ---- Purpose**

The purpose of this organization shall be ... "Clubs Purpose and Objectives"

- In this section, put some thought into what the overarching purpose of your club is. In the end, if there is ever any question of what to do, you can always look back here.
- Be explicit with your objectives and broad with your purpose.
- All goals / objectives should fall within the mandate of your purpose.
- This article can be broken down into subsections or can be split into two articles

#### **Article III ---- Membership**

Membership in this organization shall be open to the Juilliard community.

- Elaborate on what types of members you are looking for and what you expect from the people who do join the club.
- The important thing to remember is that membership must be open to the entirety of the campus
  - o At the same time, do not be afraid to require a certain level of commitment from your members.

#### **Article IV ---- Officers**

Clubs at Juilliard are required to have 3 Officers. Positions beyond these may be added at the club's discretion. Furthermore, the election procedure and time frame thereof for the officers must be outlined in this Article.

Section A – President (Feel free to change these titles)

- Outline the duties required of the President here

Section B – Vice President (Feel free to change these titles)

- Outline the duties required of the Vice President here

Section C – Communications Coordinator (Feel free to change these titles)

- Outline the duties required of the Communications here

Be sure to explicitly state the requirements of each position, when they are up for reelection, and how the election process works

#### **Article V ---- Meetings**

This organization shall meet [At least twice a month]. There should be at least [number of meetings] meetings per year.

- In this section, provide a broad outline of when the club should meet. It typically works best to require a specific number of meetings than to set specific dates or days of the week.
- Also include in this section a requirement for an officers only meeting (if applicable), in order to evaluate club direction.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_