

All registered clubs must have on a constitution on file with the Student Government Association and Student Activities Office. Please fill in the information included in the template as requested. Any changes to a club constitution must be filed with the Student Activities Office by completing a new version of this form.

ARTICLE-NAME	
i. Official Name of the Club:	
ARTICLE-#MISSION & PURPOSE	
i. Type of Club: (check all that apply)	
<input type="checkbox"/> Academic and Professional	<input type="checkbox"/> Political
<input type="checkbox"/> Arts	<input type="checkbox"/> Religious/Spiritual
<input type="checkbox"/> Cultural	<input type="checkbox"/> Service
<input type="checkbox"/> Honor and Recognition	<input type="checkbox"/> Special Interest
<input type="checkbox"/> Other: _____	

ii. Club's Mission Statement: (Insert your club's Mission Statement here)

A mission statement answers the basic question: WHY DOES OUR CLUB EXIST? An effective mission statement is concise, to the point, realistic, operational, inspirational, motivational, and informative. The mission clearly states the purpose of the organization. It is forward thinking, positive, and describes success. IT SHOULD NOT BE MORE THAN ONE OR TWO

i. Definition of Officer Roles

Describe your process for selecting Club Officers here:

Describe your process for removal of Club Officers here:

ii. Advisor Expectations, Selection, and Replacement

Describe your process for selecting and replacing advisor:

Brief description of the advisor's role in the organization:

iii. Committee Structure

Please list any standing committees of the club as well as a brief description of their purpose:

i. Meeting Time and Frequency

Our club meets on: _____ (day of the week) at _____ (time).

We meet _____ (describe frequency).

Our committees meet:

Our meeting minutes are compiled by: _____ (role responsible).

Our meeting minutes are distributed: _____
(Describe where and how minutes are distributed to club members)

ii. Voting Regulations

We require a quorum for all club votes: ~~YES~~ NO

We define 'quorum' as: _____
(Most groups define quorum as 2/3 of active membership)

iii. Standard Meeting Agenda

The following items are included on every club meeting agenda:

iv. Annual Programs

Use this section to list any annual events or programs that the club promotes, plans, and/or sponsors:

v. Civic Engagement Commitment

Use this section to describe annual civic engagement programs and participation:

If necessary, use this space to document any additional club practices: