



Creating a Constitution

In accordance with University policy, each new organization applying for registration as a BGSU student organization must submit a ratified constitution to the Office of Campus Activities. Once an organization is registered, it is the responsibility of that organization to forward copies of any constitutional revisions to the Office of Campus Activities as they are made.

What is a constitution?

The constitution of an organization contains the fundamental principles that govern the organization's operation. The by-laws establish specific rules of guidance by which the group is to function. All registered student organization must have their basic structure and methods of operation in writing.

Why have a constitution?

By definition, an organization is a "body of persons organized for some specific purpose, as a club, union, or society." The process of writing a constitution will serve to clarify your purpose, delineate basic structure, and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. The constitution will also serve as a written document to offer consistency throughout the life of your organization.

What should be covered by a constitution?

The following is an outline of the standard information to include in a constitution. The objective is to draft a document that covers these topics in a simple, clear and concise manner. Due to the unique nature of each organization, the following is a basic framework that may be adapted to meet the needs of your organization. The Office of Campus Activities keeps each constitution on file. If you would like to reference another organization's constitution to help develop your own, please come to the office.

- Article I. The name of the organization
- Article II. Affiliation with other groups (local, state, national, etc.)
- Article II. Purpose, aims, functions of the organization
- Article IV. Membership requirements (how determined, who's eligible, etc.)
- Article V. Officers (titles, term of office, how and when elected, responsibilities)
- Article VI. Advisor (term of service, how selected)
- Article VII. Meetings (frequency, special meetings and who calls them)
- Article VIII. Quorum (number of members required to transact business)
- Article IX. Referendum and Recall (procedures and handling)
- Article X. Amendments (means of proposal, notice required, voting requirements)