



## CHARTER/CONSTITUTION EXAMPLE

The constitution of an organization provides efficiency, clarification, and continuity. Every organization has basic principles and procedural rules, which are stated in writing within the constitution.

**Preamble:** Purpose

**Article I:** Name

**Article II:** Membership

Membership is open with no discrimination regarding race, sex, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.

Membership requirements, types and size limitation, if any.

**Article III:** Officers

- Officer positions and responsibilities
- Qualifications for office
- Method and time of election

**Article IV:** Executive Committee

- Makeup of any executive committee, board or council
- Method of selection
- Term of office
- Provision for vacancies of offices or other executive positions may be included in a section under this article.

**Article V:** Meetings

Regular meetings and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

**Article VI:** Finances

Provisions for membership dues, if any. Two statements must be included in this article:

1. What should happen to remaining funds that been raised by the organization if the organization is dissolved (Student Life dollars will be returned to Student Life Budget).
2. States that all funds will be kept in an account maintained in the Business Office at Anoka Technical College.

**Article VII:** Amendment

Can require previous notification, usually a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption.

**Article VIII:** Ratification

May or may not be necessary. If more than a majority of those present is desired, a special article should be included.