

Elements of a Constitution

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Elements of a
Constitution

“Always design a thing by considering it in its next larger context – a chair in a room, a room in a house, a house in an environment, an environment in a city plan.”

-Eliel Saarinen

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Constitution: fundamental framework for an organization information.

Bylaws: contain all other rules that are too important to change without prior notice.



The Constitution Should Contain

Article 1: The name of the organization

Article 2: The purpose of the organization

- * Furthermore, this organization shall abide by all policies set forth in the UW-Parkside Student Eligibility criteria.

Student organizations must be open to all UW-Parkside students. Clubs may not discriminate on the basis of sexual orientation, ethnicity, gender, age, disability, or any other such factors.

Article 3: Membership Qualifications

- * This organization shall not discriminate on the basis of race, creed, color, sex, age, or sexual orientation.

Article 4: The officers and their election procedures

- There must be at least 4 officer positions held by UW-Parkside students
- * Officers must have a minimum cumulative GPA of 2.0 and not on probation, and are required to take a minimum of 6 non-audit credits at UW-Parkside.

Article 5: Provision for an executive board, committees, and advisor(s)

Article 6: Meetings and special meetings

Article 7: What establishes quorum

Article 8: Election of officers

Article 9: The method of amending the constitution

Date: note the date of organization or when amended

** These statements NEED to be included in the constitution.*

The Bylaws Should Contain

Article 1: Classification, qualification, rights and duties of the membership.

Article 2: Duties of the officers and executive committee.

Article 3: Provisions for standing committees.

Article 4: The frequency of regular meetings.

Article 5: Number of members in attendance required for a quorum.

Article 6: Provision for notification of regular and special meetings.

Article 7: Election provisions, including time of year, methods of nominations, and installations.

Article 8: The designation of the organization's fiscal year.

Article 9: Standing rules and special rules.

Article 10: Parliamentary procedure authority.

Article 11: Method of amending the bylaws.

Length of Documents

These documents may both vary in length based upon the amount of information the organization wished to clarify for all of its membership. Generally for UW-Parkside student organizations the length of these documents are 2-4 pages long.

Date: note the date of organization or when amended



See the University Activities Office for more assistance.