

Club Constitution Template

Office of Student Engagement, Loyola University Maryland

Article I: Introduction

Section I: Name of Organization

Section II: Mission Statement/Goals of the Organization (A statement of purpose that is consistent and compatible with the mission and goals of Loyola and its Jesuit values)

Article II: Membership

Section I: Who is eligible to be a member of your organization?

Section II: How are the members selected (open to all, application, audition, etc.)?

Section III: Qualifications and responsibilities of the Members

Section IV: Please list all social media handles (if applicable)

Article III: Executive Board/Officers

Section I: What are the different officer positions?

Section II: Who is eligible for each position?

Section III: Qualifications and responsibilities for each position

Section IV: What is the process and timeline for selecting officers (election, application, appointment, etc.)?

Section V: How are the officers removed from their position, if necessary?

Section VI: How are vacant positions filled, if necessary?

Article IV: Moderator

Section I: What is the role of the club moderator?

Section II: Qualifications and responsibilities of the moderator

Article V: Meetings

Section I: How often does the organization meet?

Section II: Who presides over the meetings? What is the structure of the meetings?

Section III: Who must attend?

Article VI: Amendments to the Constitution

Section I: What is the process for offering an amendment, addition, or alteration to the Constitution?

Section II: How is the amendment ratified (unanimous vote, 2/3 majority, etc.)?