

Your club's by-laws and constitution must be up to date for the present school year. If there are changes of any kind before or during the year, the new by-laws and constitution must be submitted shortly there after.

**CONSTITUTION AND BY-LAWS OF THE**  
[Name of organization]

**ARTICLE I – NAME**

The Name of this [club / organization / honor society] shall be the [Name of the organization].

**ARTICLE II – PURPOSE**

The purpose(s) of the [Name of organization] shall be:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**ARTICLE III – MEMBERSHIP**

The requirements for membership in this organization shall be:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**ARTICLE IV – OFFICERS**

The officers shall consist of a (name positions) [President, Vice President, Treasurer, Secretary, etc]

Officers for the ensuing year will be elected at a regular meeting on [Date].

The [Club Name] shall be composed of a(an) [Board of Directors, Executive Committee, etc.].

**ARTICLE V – POWERS AND DUTIES**

Officers:

*Section 1* – The President shall preside at all meetings and shall appoint standing and special committees. Standing committees shall serve from 1 July to 30 June.

*Section 2* – The Vice President shall perform duties of the President in the latter's absence or disability, etc. (include a complete description of all intended offices)

*Section 3* – The Board of Directors is charged with the management and operation of the [Name of organization] in accordance with the Constitution and By-Laws.

**ARTICLE VI – MEETINGS**

There shall be [# of meetings] regular meetings of the [Name of organization] to be held on [date]. The presence of [percentage/fraction] of the organization's members shall constitute a quorum.

**ARTICLE VII – ADVISOR**

The advisor of the [name of organization] shall be a member of The Citadel faculty or staff unless otherwise approved by the Director of Cadet Activities. His or her successor will be nominated by the incumbent officer and his/her appointment shall be effective upon approval of the Director of Cadet Activities.

**ARTICLE VIII – DUES**

The annual dues of the [Name of organization] shall be \$ [amount] per [year/semester/month].

**ARTICLES IX – AMENDMENTS**

This constitution may be amended at any regular or special meeting of the [Name of organization] by [percentage/fraction] vote, provided at a prior, regular or special meeting. A copy of any amendments will be forwarded to the Director of Cadet Activities.

(NOTE: This is a sample. You are required to type your own constitution using this format. Please date all documents to coincide with the present academic year.)