Suggested outline for information
to be included in a Constitution and By-laws

Article I. The name of the organization

Article II. The purpose of the organization

Article III. The membership of the organization, including:
   a. qualifications and eligibility including
      provisions for application, acceptance
      and termination

Article IV. The officers of the organization. Specify each
            office, its responsibilities and authority, term and
            procedures for election, removal and filling of
            vacancies.

Article V. The organization’s advisor. A full-time faculty or
          staff member is required by the Student Code.
          Specify advisor’s responsibilities, etc.

Article VI. The meetings of the organization, including:
            a. the time for regularly scheduled meetings
            b. procedures for calling special meetings
            c. required notice of meeting
            d. quorum, order of business and disposition
               of minutes

Article VII. The administrative board, cabinet or executive council
            of the organization which may be entrusted with any
            administrative authority and responsibilities

Article VIII. The committees of the organization including the process
             of appointment, responsibilities of reporting

Article IX. The parliamentary authority of the organization with the
           name of the manual of parliamentary practice to which
           questions will be referred

Article X. The procedure for amendments including advance
          notifications, number of readings and required vote
           for adoption

Article XI. Process of Elections
           a. election dates
           b. candidate eligibility
           c. nomination procedures