Writing a Constitution

The constitution of an organization contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. Although Independent Student Organizations at Clemson University are not required to have a constitution, it is recommended that each organization creates one. Once created, organizations can upload a current copy of their constitution/by-laws to TigerQuest. Additionally, documents already uploaded should be reviewed and updated yearly as needed. Each new member should be given a copy of the constitution upon joining the organization. Please request a consultation with a Clemson Involvement Ambassador for additional help writing and reviewing a constitution.

- Article I: Name of the Organization
- Article II: Affiliation with other groups (Local, State, National, etc.)
  o May not be included for every organization.
- Article III: Purpose, Aims, Functions of the Organization
- Article IV: Membership Requirements and Limitations
  o How will membership be maintained?
- Article V: Officers (Titles, Term of Office, How and When Elected)
  o Make sure to include duties and powers of each officer position.
  o New organizations are required to have a President and Treasurer!
- Article VI: Advisor (Term of Service, How Selected)
  o Who will select the advisor?
  o Remember advisors must be full-time Clemson University employee.
- Article VII: Meetings (Frequency, Special Meetings, and Who Calls Them)
- Article VIII: Quorum (Number of Members Required to Transact Business)
  o Example: “Two-thirds of the membership of this organization shall constitute a quorum to transact business.”
- Article IX: Referendum and Recall (Procedures and Handling)
  o Include the steps to remove officers from a position.
  o What will the criteria be for removal?
- Article X: Amendments (Means of Proposal, Notice Required, Voting Requirements)
  o Who can propose amendments?
  o How/when can someone present amendments?
- Article XI: Ratification (Requirements for Adopting This Constitution)
  o Typically based on the quorum.