SAMPLE – FORMAT for CONSTITUTION & BY-LAWS

ARTICLE I
Name

ARTICLE II
Purpose and Aim

ARTICLE III
Membership

ARTICLE IV
Officers (Eligibility/Tenure)

ARTICLE V
Officers Duties and Responsibilities (President, Vice, Secretary, Treasurer, Historian, Parliamentarian)

ARTICLE VI
Executive Council

ARTICLE VII
Committees (Fund-Raising, Public Relations, Social, Community Service, Health Issues, Constitution and By-Laws, etc.)

ARTICLE VIII
Meetings (Executive, General Body, Standing Committees, Special, etc.)

ARTICLE IX
Finances (Dues, Reports, etc.)

ARTICLE X
Order of Business (Call to Order, Agenda, Roll Call, Minutes, Reports, Old/New and Unfinished Business, Announcements, Adjournment)

ARTICLE XI
Elections (Nominations, Vacancies, Resignations)

ARTICLE XII
Anti-Hazing Rule

ARTICLE XIII
Amendments (Process)

ARTICLE XIV
Parliamentary Authority (Robert’s Rules of Order/or Exceptions to Rules)