

## CLUB/ORGANIZATION PURPOSE/GOALS

Please write below your club/organization's mission statement, including the purpose and goals of your club/organization. If you are affiliated with a national organization, please include documentation of your membership and any requirements of your club with that organization. Include a copy of your constitution and any other supporting document that provide guidelines for your organization. Each club/organization is required to develop a set of its own constitution and bylaws, which govern how your club/organization makes decisions.

## SAMPLE CONSTITUTION

### **PREAMBLE**

State the purposes and goals of the group.

### **ARTICLE I – NAME**

State the official name of the organization.

### **ARTICLE II – MEMBERSHIP**

State the requirements for membership. There should also be a provision regarding advisors.

### **ARTICLE III – OFFICERS**

Contain the list of officers, their terms of office and the qualifications and duties for its officers. Each club must have a minimum of one officer.

Appropriate procedures should be outlined for the impeachment and removal of officers.

### **ARTICLE IV – MEETINGS**

Designate the regular meeting dates and times and provisions for calling special meetings.

Each club/organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order, usually stated in the bylaws. See page 13 of this handbook for an Introduction to Robert's Rule of Order. A copy of the booklet, The A-B-C's of Parliamentary Procedure may be obtain at the general SGA meetings or from the SGA Advisor.