SAMPLE CLUB CONSTITUTION FORMAT

(Club Name) Constitution

**ARTICLE I**  Organization Name and Acronym (if any)

**ARTICLE II**  Purpose
(Organizations may have multiple purposes)

**ARTICLE III**  Membership
(This section must include a sentence stating that the club does not discriminate on the grounds of race, color, sex, marital status, national origin, age or handicap)

**ARTICLE IV**  Dues
(Omit if none.)

**ARTICLE V**  Officers
(Organizations need to have at least one contact person identifiable as an officer. Position responsibilities should also be outlined in this section or in associated bylaws.)

**ARTICLE VI**  Executive Committees
(Executive Committees, composed typically of major officers within the organization, are empowered frequently to make decisions for the organization. Omit this article if an Executive Committee is not desired.)

**ARTICLE VII**  Meetings
(Explain when regular and/or special meetings may be held.)

**ARTICLE VIII**  Elections/Selection Process for Leadership

**ARTICLE IX**  By-Laws
(Bylaws define the articles of a constitution. This section should describe the process required to establish new bylaws or to revise established ones.)

**ARTICLE X**  Amendments
(Procedures for changing the constitution.)

**ARTICLE XI**  Disbursement of Funds
(If a club becomes inactive for two or more years, funds deposited in club accounts revert to ASNIC, unless otherwise designated in this section.)