



ASSMU Club Constitution Template

- **Preamble** - This part of your Constitution should include the name and purpose of your club.
- **Articles** - The following should be included as separate articles in your constitution:
- **Officers** - This article of your constitution should include the titles of club officers. It may also include voting privileges of officers (if that is something the club decided to do) and may also include the rank of officers (again, if applicable).
- **Membership** - This article of your constitution should include the requirements for membership. To be a member of an ASSMU recognized club, you must be an activity-fee-paying student.
- **Amendments** - This article of your constitution is necessary if you wish to ever make any amendments to the club constitution. Allowing for constitutional amendments enables a club to evolve year after year.
- **Update Label** - It is a good idea to indicate when your club bylaws were last updated, so that your club members in the future can easily identify its age.

ASSMU Club Bylaws Template

- **Articles** - The following should be included as separate articles in your Bylaws:
- **Requirements for Holding Office** - This article should discuss the requirements for holding an officer position in your club. Though ASSMU does not allow recognized clubs to discriminate in regard to membership, it does allow clubs to set guidelines for holding office within the club. For example, the Education Club may not turn away non-Education majors from their club, but they may stipulate that one must be an Education major in order to run for a club officer position.
- **Duties of Officers** - This article should include the responsibilities of each office.
- **Officer Elections** - This article should relate the procedure for electing new officers.
- **Vacancies or Impeachment of Office** - It is a good idea to include something about impeachment of an office in your bylaws if you hope to have some sort of established process to follow in the removal of an officer from his or her position. If such a situation ever arises, having this process available may save your club time, help maintain a certain level of professionalism during such a circumstance, provide validity to the officer's removal, and help to keep the officers accountable to their duties. Vacancies should also be addressed in your bylaws, as vacancies are a common dilemma that most clubs regularly face.

- **Meeting Management** - It may also be a good idea to include an article on meeting management, even if the only stipulation is that (for example) the Club President is to maintain order in the meeting.
- **Amendments** - This article in your bylaws is necessary if you ever wish to amend the club bylaws. Since the bylaws are separate from the constitution, there should be a separate article regarding amendments to the bylaws.
- **Committees** - If your club decides to create committees, or thinks it will in the future, it would be a good idea to include an article on committees. This article should address the function of standing committees that have already been established (for instance, your club may have an activities committee, or a recruiting committee), and also may include how to form a club committee in the future.
- **Update Label** - It is a good idea to indicate when your club bylaws were last updated, so that your club members in the future can easily identify its age.