**Sample USUSA Club & Organization Constitution**

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning aspects of the organization and the way the club is maintained. Items that are subject to frequent revision should be included in your by-laws. In order to be officially registered with USUSA Clubs and Organizations, you must include this information in your constitution. You may want to delete certain sections and add others to your constitution.

# **Clubs Constitution Sample**

Constitution of (Club Name)

Article I- Name, Purpose and General Statements

Section 1: What is exact title of organization?

Section 2: Nonprofit status of organization (must operate as nonprofit)

Section 3: How does one maintain Clubs & Organizations membership in good standing? (Clubs are subject to all policies and procedures as outlined by USUSA and the Utah State University Student Code).

Section 4: What is (are) the purpose (s)?

Article II- Membership

Section 1: Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, creed, color, sex, national origin, or disability).

Section 2: Are there categories of membership? If so, what are they? (Policy requires two-thirds or voting membership must be registered students of Utah State University).

Section 3: How does one become a member?

Section 4: How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause, and by what process?

Article III- Officers

Section 1: How many officers are there? What are requirements to be an officer? (Policy requires that only students matriculated with Utah State University may be officers. Upon request of the USUSA Executive Council this requirement may be waived for honorary and/or professional societies).

Section 2: What are the duties and general responsibilities of the officers?

Section 3: How are officers elected/appointed? When are they selected; take office? How long do they serve? Can they be removed from office? Under what circumstances and by what procedure?

Article IV- Committees

Section 1: What standing committees shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

Section 2: Special committees?

Article V- Meetings

Section 1: How many regular meetings are to be held? When? How are they called and who is responsible?

Section 2: How many for a quorum?

Section 3: How are decisions made? By simple majority?

Section 4: Special meetings? For special purposes only? Who may call them?

Article VI- Financial Matters

Section 1: The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.

Section 2: Should the organization dissolve leaving residual assets, how shall these be distributed? If not stated, who shall decide?

Article VII- By-Laws

Section 1: If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

Article VIII- Committees

Section 1: Who can propose? To whom are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?

Section 2: Quorum? Vote needed to pass?

Date of Ratification:

Signatures of Officers/Witnesses:

# **Sample Mission Statement**

The mission of the USUSA Four Square Club is to offer all USU students the opportunity to learn, experience, and engage in the game of four square in a fun and safe environment.