This sample constitution is provided as a general guide for recognized organizations at American Public University System. Officers of new organizations are encouraged to adapt this sample to the unique needs of their organization. New organizations and organizations submitting a three year review, should submit an updated constitution.

SAMPLE FORMAT:
Name of University
Name of Organization
Date Instituted
Constitution

Article I  NAME
State what the organization will be called.

Article II  PURPOSE
State what the organization will do to fulfill the needs of the membership. Example: The purpose of this organization is to broaden the horizons of the intellectual reasoning through readings and discussions.

Article III  MEMBERSHIP
State who is eligible for membership. Make sure to mention GPA information. All members must be students at American Public University System (APUS).

Article IV  OFFICERS
State what positions will comprise an executive board and what some of the responsibilities for each are. Officers must maintain a specific GPA during their term. Officers of organizations must be students at APUS.

Article V  ELECTIONS
Indicate what time of the year elections will be held, and who is eligible. Indicate what will happen if there is a tie and indicate the process for removal from office.

Article VI  MEETINGS
State when this organization will have its regularly scheduled meetings, what constitutes a quorum, and under what circumstances a special meeting may be called.

Article VII  FINANCES
Student fee's should be mentioned.

Article VIII  RECALL
State whether a member can be expelled for not attending meetings and/or events.

Article IX  AMENDMENTS
Any other information should be included in the form of amendments.

Article X  RATIFICATION
State the manner in which the constitution can be changed, quorum vote.

By-laws are usually listed here; however, they are not essential to all constitutions. These by-laws can be issues related to forming committees, creating honorary member status, a commitment to programming certain events each year, and so on.