

The Inter-Organizational Council  
**SAMPLE CONSTITUTION FORMAT**

---

**Article I. Name** **Name of Club/College-Wide Organization**

The name is placed in the body of the constitution, as well as in the title so that it may not be changed, except by formal amendment. State the official name of the organization.

**Article II. Purpose**

State the purpose or goals of the organization. It may be, by definition, academic, cultural, service-oriented, political, etc. The group should not duplicate the ideals of an existing student organization. If there are similarities, state the unique aspects which characterize the organization. State how the organization's purpose is consistent with the College mission.

**Article III. Membership**

State that the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. State guidelines for membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time. State any requirements for membership such as paying dues, academic progress, etc.

**Article IV. Officers, Duties and Requirements**

State the duties of the officers (call meetings, determine agendas, approve expenditures, etc.). State any requirements for officers—all club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.00. All college-wide organization officers must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.00.

**Article V. Meetings**

State approximately how often club/organization meetings will be held. State who has the authority to call meetings. State what quorum is required at meetings. State that meetings will be run according to Robert's Rules of Order (latest edition).

**Article VI. Elections & Officer Replacement/Removal**

State how officers will be elected, appointed, removed or replaced (elections must be supervised by the Faculty Advisor). State what justifies removal from office and be clear about the formal process for removal.

**Article VII. Amendments/Revisions**

State the procedures for amending/revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment on the floor for two weeks, etc.) Also, state who may propose an amendment.

**This must appear at the end of the Constitution:**

The (name of the organization) agrees to abide by the policies of Bronx Community College, and Inter-Organizational Council as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all BCC and IOC policies and all federal, state and local laws.