

An Expedited Guide to Building a Constitution

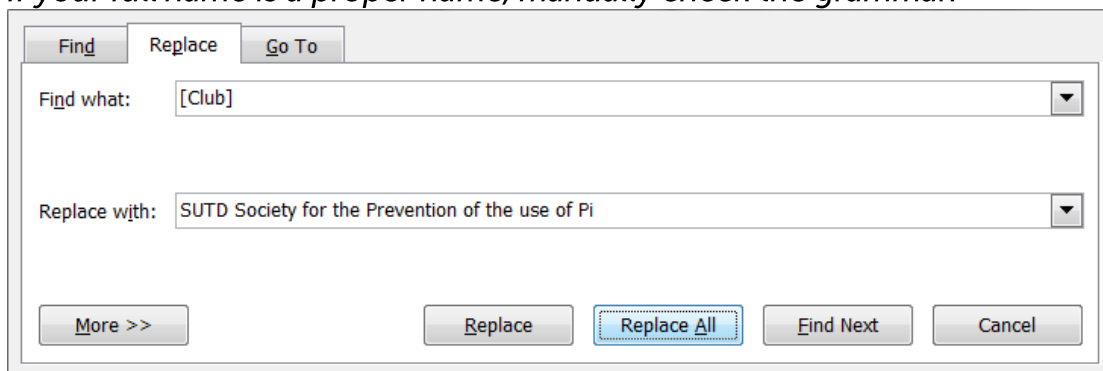
Welcome to the Constitution Template and Guide!

Let's start from the beginning. In Microsoft Word, you can bring up a 'Find and Replace' interface by pressing <Ctrl + H> on the keyboard. It will prove to be really useful very soon—go ahead and try it!

The following procedure is the fastest way to get your constitution ready for submission, and takes as few as 3 steps. You will be making use of 'Find and Replace' now, so open it in the template document and switch back here to read the instructions. Let's get started!

If you have not yet done so, go download the constitution template and open it.

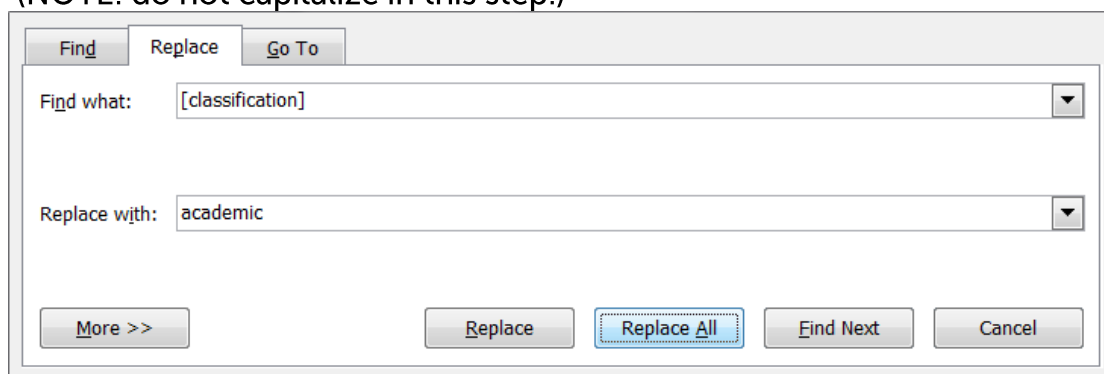
1. Replace [Club] with your full club name. (Click 'Replace All'.)
If your full name is a proper name, manually check the grammar.



The screenshot shows the 'Find and Replace' dialog box in Microsoft Word. The 'Find what:' field is set to '[Club]' and the 'Replace with:' field is set to 'SUTD Society for the Prevention of the use of Pi'. The 'Replace All' button is highlighted with a blue border, indicating it is the recommended action.

2. Replace [classification] with your club type (choose one):
 - sports and physical activities
 - entrepreneurship
 - games and social activities
 - academic
 - aesthetics
 - special groups

(NOTE: do not capitalize in this step.)



The screenshot shows the 'Find and Replace' dialog box in Microsoft Word. The 'Find what:' field is set to '[classification]' and the 'Replace with:' field is set to 'academic'. The 'Replace All' button is highlighted with a blue border, indicating it is the recommended action.

3. Navigate to Article 2 (originally on page 1) and add your own content.
 - Add your mission statement and objectives.

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One more thing. If you are a religious club, you must attach a statement of faith as an annex. Describe what you believe in strictly **more** than 140 characters.

Do watch your English syntax, format it nicely, and use a legible and readable font.

You may submit it now, or at your discretion, continue editing it further. The only caveat is the following list of guidelines:

- If you add enough stuff, you must correct any available page numbering, to avoid something ridiculous like "Page 10 of 9".
- Do not modify the document in any way that changes the meaning of, or remove paragraphs or text from:
 - Article 1
 - Section 6.1
 - Paragraph 6.4 (a, c, e, g)
 - Section 6.7
 - Section 7.4 *(Don't forget you can still add content)*
 - Section 9.2
 - Section 9.6
 - Article 10
 - Article 13
 - Article 14
 - Section 15.1
 - Section 15.2
 - Paragraph 15.3 (a, d)

Please note that if you make modifications that change the paragraph structure of the document, the reference pointers of these paragraphs will also change. For avoidance of doubt, please refer to an unmodified copy of the template.

If you just want to add in a few rules of your own, do so at the end of the 'Regulations' section. Go to the end of paragraph 13.3 (f) and hit enter. This will bring you to a new empty line. Now use the stylesheet and select Heading 2, and type in 'Club Rules' or something like that.

Hit enter again and select Heading 3; then start typing in your stuff.

Repeat this step using Heading 3, 4, and 5 as appropriate.

An alternative to using this template is to write your own constitution. It will take quite a bit longer for us to review, but it allows you to start from scratch, and custom-build it to fit your club. You have to include the stuff above, preferably exactly as written in the template. If they are not copied word-for-word, the meanings must be included in your constitution, which could take a while to verify. The above-listed stuff must not be left out, and the original meanings cannot be altered by text preceding or following it.