**CONSTITUTION AND BY-LAWS**

TEMPLATE FORMAT  
Note: all articles must be accomplished. An organization may add additional article as deemed

[Organization Name]

**Article I: Name and Domicile**

**Section 1.** The official name of this organization shall be "[Organization Name]" (hereinafter referred to as the "Organization").

**Section 2.** The principal office of the Organization shall be located at [Full Address], or at such other places as may be determined by the Executive Committee.

**Article II: Seal**

**Section 1.** The Organization shall have an official seal, which shall be circular in form and shall bear the name of the Organization, the year of its founding, and such other design elements as may be approved by the Executive Committee.

**Section 2.** The official seal shall be used on all official documents, certificates, and communications issued by the Organization.

**Section 3.** The custody of the seal shall be entrusted to the Secretary, who shall ensure its proper use and safekeeping.

**Article III: Declaration of Purpose and Objectives**

**Section 1.** The purpose of the Organization is to [insert purpose].

**Section 2.** The objectives of the Organization are:

a. To [Objective 1]

b. To [Objective 2]

c. To [Objective 3]

(Expand as necessary)

**Article IV: Membership**

**Section 1.** Membership in the Organization shall be open to [criteria for membership].

**Section 2. Application for Membership**  
Applicants shall submit a completed application form and any required documents to the Membership Committee.

**Section 3. Approval of Membership**  
Membership shall be granted upon the approval of the Membership Committee and payment of any required fees.

**Section 4. Membership Fees**  
The Board of Directors shall determine any fees or dues required for membership.

**Article V: Privileges and Responsibilities of Membership**

**Section 1.** Members shall have the following privileges:

a. Right to vote in the General Assembly

b. Right to participate in all activities

c. Access to resources and support provided by the Organization

**Section 2.** Members shall have the following responsibilities:

a. To abide by the Constitution and By-Laws of the Organization

b. To participate actively in Organization activities

c. To pay membership dues promptly

**Article VI: Membership Annual Meeting**

**Section 1.** The Organization shall hold an Annual Meeting of the membership every [month] at [location], with the exact date to be determined by the Executive Committee.

**Section 2.** Notice of the annual meeting shall be given to all members at least [Number of days] days in advance.

**Article VII: Officers**

**Section 1.** The officers of the Organization shall consist of:

a. President

b. Vice President

c. Secretary

d. Treasurer

e. [Other officers as needed]

**Section 2. Term of Office**  
Officers shall serve for a term of [Number of years] years and may be re-elected.

**Section 3. Election of Officers**  
Officers shall be elected by the membership at the College Elections headed by the COMELEC.

**Article VIII: Duties and Powers of the Officers**

**Section 1. President**The President shall preside at all meetings of the Organization and of the Executive Board, and shall have general supervision of the affairs of the Organization.

**Section 2. Vice-President**The Vice-President shall perform the duties of the President in the absence or disability of the President and shall perform such other duties as may be assigned by the Executive Board.

**Section 3. Secretary**The Secretary shall keep the minutes of all meetings of the Organization and of the Executive Board and shall be responsible for the custody of the Organization's records.

**Section 4. Treasurer**The Treasurer shall be responsible for the financial affairs of the Organization, including the collection of dues and fees, and the disbursement of funds as authorized by the Executive Board.

**Article IX: Committees**

**Section 1. Standing Committees**The Organization shall have the following standing committees:

1. Membership Committee
2. Finance Committee
3. Program Committee

**Section 2. Special Committees**  
The President may appoint special committees as needed to carry out specific tasks.

**Section 3.** The duties of each committee shall be defined by the Executive Board.

**Article X: Advisers and Co-Adviser**

**Section 1.** The Organization shall have one or more advisers, who shall be [criteria for advisers].

**Section 2.** The duties of the advisers shall include:

a. Providing guidance to the officers and members

b. Ensuring that the Organization adheres to its mission and objectives

**Article XI: Election**

**Section 1**. Elections shall be conducted by secret ballot, and the candidate receiving the majority of votes shall be declared elected. Following the Omnibus Code of Elections from the Student Electoral Board.

**Article XII: Quorum and Rules of Order**

**Section 1.** A quorum for any official meeting of the Organization shall be [number or percentage] of the total membership.

**Section 2.** All meetings shall be conducted in accordance with Robert's Rules of Order.

**Article XIII: Impeachment and Recall Proceedings**

**Section 1.** Any officer may be removed from office for [grounds for impeachment, e.g., misconduct, neglect of duty] by a two-thirds vote of the membership.

**Section 2.** A petition for recall must be signed by at least [percentage] of the membership.

**Article XIV: Amendments**

**Section 1.** Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by a petition signed by [Percentage or Number] of the members.Amendments shall be adopted by a two-thirds vote of the members present at a meeting called for that purpose.

**Section 2.** Notice of any proposed amendment must be given to the membership at least [number of days] days before the meeting at which the amendment will be considered.

**Article XV: Effectivity**

**Section 1.** This Constitution and By-Laws shall take effect immediately upon approval by the membership.

**ANNEX A**

**XXXXX**

President

**XXXXX**

Vice President – Internal

**XXXXX**

Secretary

**XXXXX**

Vice President – External

**XXXXX**

Treasurer

**XXXXX**

Auditor

**XXXXX**

Business Manager

**XXXXX**

P.R.O

**XXXXX**

**Adviser**

**XXXXX**

**Co-adviser**

**CERTIFIED CORRECT:**

**XXXX**

Head, Student Activities and Development

**XXXXX**

Dean, Institute of Student Affairs, Character Education, and Citizenship