insert name of volunteer organization

**CONSTITUTION**

*[User Guidelines: Read and Delete. A constitution/charter and bylaws are written to guide an organization in its operations and activities. The constitution/charter establishes the broad structure and fundamental principles of the organization, should be straightforward and difficult to amend. The bylaws outline the governing rules and procedures for the organization and should be consistent with the constitution/charter. The by-laws should be easier to amend than the constitution/charter.]*

**Article I: Name**

The name of this organization shall be insert actual name used for all official business, hereafter referred to as insert commonly used name.

**Article II: Purpose**

The purpose of this organization shall be state purpose, aims and function of the organization . The activities of the organization shall be conducted in a manner consistent with the policies and goals of Cornell University.

**Article III: Membership**

The members of this organization shall consist of list who is a member and the guidelines for membership, including length of a term .

**Article IV: Officers**

Section 1: The officers of the organization shall consist of: *[List below all officer titles and duties, and how nominated/appointed/elected.]*

A. insert name of lead officer, i.e. Chairman. The name of lead officer shall....

B. insert name of president, if relevant. or delete. The President shall...

C. insert name of vice president, if relevant, or delete. The Vice President shall...

D. insert name of secretary, if relevant, or delete. The Secretary shall...

E. insert name of treasurer, if relevant, or delete. The Treasurer shall...

F. *[Continue as appropriate.]*

Section 2: The qualifications for each office list the qualifications, if any, for each office.

Section 3: The term of each office shall be state length of each term of office and whether an officer can be reelected.

Section 4: Should an officer's position become vacant during his/her term for any reason, the following general procedures shall be used to find a replacement list the procedures.

**Article V: Committees**

Section 1: The organization insert "shall" or "may," whichever is appropriate appoint members insert "and others," if appropriate to serve on such standing and ad hoc committees as may be established by insert individual(s) or entity that would establish such committees and appropriate to the performance of its purpose.

List committees here and the composition of each committee.

**Article VI: Meetings**

Section 1: Regular meetings of the organization shall be held state how often the organization should meet, who calls the meetings, etc.

Section 2: Special meetings of the organization shall be held insert name(s) of who has authority to call these meetings, how much notice is required, etc.

**Article VII: Establishment of Bylaws and Procedures**

The organization may establish bylaws and other procedural rules that are necessary for the normal and efficient operation of the organization.

**Article VIII: Amendments**

Section 1: This constitution shall be amended by a vote of insert amount here, e.g. 2/3, 3/4, a majorityof the membership at any regular or special meeting, provided that notice thereof shall have been given in the notice of the meeting.

Section 2: Provision for advance notice of amendment shall be explain here how eligible voting members will be informed of the proposed amendment, such as notification by mail and/or email, announcement at two consecutive meetings, etc.

**Date Ratified:** insert date constitution is initially ratified

**Date Revised:** insert date constitution is revised