

# Preparing a Constitution for KTCC

---

This is a guideline to write a Constitution for a Kids That Care Club (KTCC). It is used as a framework and can be altered as needed. All KTCC Clubs must have a Constitution and should be kept on file with your advisor.

**Constitution of:** \_\_\_\_\_ (Name of Club)

## Article I

**Name of organization:** The name is placed in the body of the constitution as well as in the title.

## Article II

**Purpose and Objectives:** State them as clearly and specifically as possible. This article should answer the questions. "What is the primary objective of this KTCC Club being formed?"

## Article III

**Qualifications of Members:** Cover eligibility of membership. Include a clause, which states the open membership policy of the college, which is: "Membership will not be denied to any student on the basis of race, creed, color, gender, religion or sexual orientation".

## Article IV

**Officers and Committees:** Include titles of officers and committees, their duties and function, method of election or appointment. A suggested list of officers includes a president, vice president, secretary, and treasurer.

## Article V

**Meetings:** Include how often meetings will be held, definitions of a quorum, and a procedure for holding special meetings. You may want to include a section which reads:

"The rules contained in Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the constitution.

## Article VI

**Finances:** State if there will be dues. If there are to be dues indicate amount and means of collection. You should include a section as follows: "All monies collected must be deposited within two business days to the bursar in the organization's account. There will be no outside bank accounts permitted."

## Article VII

**Termination of membership, resignation and non-active members:** Indicate specifically the rules governing these.

## Article VIII

**Amendments:** State clearly what notices prior to the voting on the amendment are required. Also state the number of affirmative votes necessary for passage of an amendment.