Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format should be as outlined. All topics in the following suggested form should appear in either the constitution or the by-laws of every organization.

ARTICLE I - Name

ARTICLE II - Purpose

ARTICLE III - Membership
   Section 1. Eligibility for Membership
   Section 2. Special Requirements (if any)

ARTICLE IV - Officers
   Section 1. Title and Duties of Officers
   Section 2. Term of Office
   Section 3. Eligibility for Office

ARTICLE V - Elections

ARTICLE VI - Meetings
   Section 1. Frequency of Regular Meetings
   Section 2. Special Requirements (if any)
   Section 3. Quorum Requirements
   Section 4. Special Meetings

ARTICLE VII - Amendments
   (Statement of the way in which the constitution may be amended.)

If membership dues are to be charged, there should be an article titled “Dues” stating the amount, period of time covered, penalty for non-payment, purpose for dues, etc. This article logically follows the one on “Membership”.