

INSTRUCTIONS:

Constitutions state the purpose, describe the structure, and establish the identity of an organization. It should be clear enough to provide a complete picture of an organization. Meanwhile, **By-Laws** serve as the supporting documents, practices, and policies that support the internal operations of an organization.

Here are a few tips before you begin to write your Constitution and By-Laws:

1. You may form a small group of five to ten members who may represent the diverse viewpoints of your members;
2. As much as possible, consult your members in setting the mission, vision, objectives and directions of your organization;
3. Strive for consensus to ensure that the CBL will represent the whole of the organization and not just individual members;
4. Use words which are easy to understand; and
5. Aim for efficiency and avoid too much bureaucracy.

How to use the template?

The CBL template is just a working draft. You may modify, add or even remove statements so that you will be able to describe the organization, its structure and processes that you collectively envision.

Texts in black are your cues. They serve as a skeleton for the template. You may choose to retain or restate them. While it is your decision to customize the CBL according to your organization's direction, remember not to make the CBL too lengthy nor too brief. Articles and sections in the template are provisions common to the CBL of any organization.

Texts in red are for your editing, or for you to supply the information described. While texts in blue are question which you should answer with declarative statements.

Should you still have questions on how to use the template, or need further assistance, please email us at yorp@nyc.gov.ph or call us at (+432) 4268760 loc. 103.

CONSTITUTION AND BY-LAWS OF
[FULL ORGANIZATIONAL NAME]

Established [Date] Adopted [Date]

Article I. Name

Section 1. This organization shall be known as [Formal Name of the Organization]

- a. Throughout this document, this organization shall be referred to as [Acronym, abbreviated name, etc.]

Article II. Vision, Mission and Objectives

Section 1. The organization shall envision to [vision statement]

Section 2. The organization shall pursue to [mission statement]

Section 3. The organization shall have the following objectives:

- a. [List organizational objectives]

Article III. Membership

Section 1. Who can become a member? Any individual who meets the following qualifications shall be eligible to become a member of the organization:

- a. [Age range]
- b. [Area of residence]
- c. [Other qualifications]

Section 2. How does someone become a member? In order to become a member, a qualified candidate shall: [Enumerate steps to attain membership]

- a.

Section 3. The Secretary shall maintain the roster of members of the organization.

Section 4. Are there attendance/dues requirements?

Section 5. How can a member voluntarily withdraw?

Section 6. Can a member be forcibly removed? What are the grounds for removal? What is the process? What is the timeframe of this process? Is there an option for appeal?

Section 7. Is there an Advisor? There shall be an advisor of the organization who shall be selected by the [Executive Committee/ Board of Officers] based on the following qualifications: [List down qualifications for adviser]

- a.

How is the advisor selected/placed? Can the advisor be replaced? On what grounds?

Article IV. Officers

Section 1. The organization shall be headed by a/n [Executive Committee/ Board of Officers] which will be composed of: [List positions and corresponding duties/functions]

- a. President. Serves as the highest authority in the organization, represents members of the organization in activities, programs, and transactions done with other legal persons and individuals, leads the meeting of the [Executive Committee/ Board of Officers], signs all documents of the made by the organization, and approves activities that are suggested and proposed by committees and members;
- b. Vice President. Assists the President in the performance of his duties, and takes over in times when the President is unable to perform his duties and function due to temporary or permanent absence;
- c. Secretary. Keeps the minutes of the [Executive Committee/ Board of Officers], as well as other pertinent documents and communications necessary for the operations of the organization;
- d. Treasurer. Keeps the financial resources of the organizations safe and secured and oversees its disbursement for projects and activities;
- e. Auditor. Ensures the honest use and proper disbursement of organization's resources by reviewing financial statements and other pertinent records;
- f. Information Officer. Disseminate relevant information about the organization and its activities.

Section 2. Any member who are able to meet the following qualifications shall be eligible to be elected into any position within the organization:

- a. [enumerate qualifications]

Section 3. The term of office of elected officers shall be [length of term]. Elections shall be conducted every [specify date] of every year [or specify preferred frequency].

Article V. Meetings

Section 1. The regular meeting of the [Executive Committee/ Board of Officers] shall be held every [specify preferred frequency]. In the evident of a lack of a quorum the regular meeting will be postponed until [preferred alternate schedule].

Section 2. The members of the [Executive Committee/ Board of Officers] must be notified about the upcoming meeting no less than two (2) days before the meeting including the place, time and the agenda of the meeting, if it was not decided on the previously. Notification of the special Meeting that is called to solve urgent issues can be sent by electronic messaging a day before the date of the Meeting. It is possible to make decisions on the urgent issues by means of surveying of the members of the [Executive Committee/ Board of Officers] through electronic messages. Decision which is made in such a manner must be recorded and affirmed on the next meeting of the [Executive Committee/ Board of Officers].

Section 3. [Executive Committee/ Board of Officers] makes its decision by open simple majority voting of the present members. [Is there a process of breaking ties?](#)

Article VI. Standing Committees

Section 1. The following standing committees shall be constituted: [\[list committee and their functions\]](#)

- a. Committee on ...
- b. Committee on ...

Section 2. Every committee shall be composed of a Chairperson and at least [\[minimum number\]](#) members. [Who are qualified to become committee chairperson and members? Who appoints the chairperson and members of committees?](#)

Article VII. Impeachment

Section 1. Any officer may be removed from office on any of the following grounds:

- a. Culpable violation of the rules and regulations of the organization;
- b. Dishonesty, oppression, misconduct while in position, gross negligence, or dereliction of duty;
- c. Abuse of authority;
- d. Three (3) consecutive absences in regular and special meetings;
- e. Involved in scandals and civil interdiction, that may destroy the image of the organization.

Section 2. During the investigation, the officer who is under such will be suspended until all due processes are undertaken by the [Executive Committee/ Board of Officers].

Section 3. If proven unworthy of his post, with due process and evidences, the officer involved will be impeached upon the approval of the [Executive Committee/ Board of Officers]. Their decision shall be final and irrevocable.

Article VIII. Amendments

Section 1. Amendments and additional provisions that will be made to this Constitution and By-Laws shall be affirmed by two-thirds of the general membership in a meeting called for this purpose.