

This page serves as a guide to help your Forum craft a personalized constitution that aligns with your shared mission, values, and expectations.

# **Constitution Guidelines:**

- Each Forum writes its own constitution.
- The constitution should be reviewed and updated each year.

## **Constitution Purpose:**

- Establish alignment of group mission.
- Define expectations of member participation.

- Enable maximum benefit and value of the Forum to all members.

## Sample Constitution Terms

Below are general constitution sections and terms—customize them by editing, adding, or revising to best suit your Forum.

# **Mission & Vision:**

To share, learn, and grow personally and professionally as individuals and as a Forum.

## **Confidentiality:**

Any breach of confidentiality will result in immediate expulsion from the Forum. After a Forum discussion (impact, apology, etc.), the offending member may be readmitted only by unanimous vote.

## **Fiscal Year:**

1 July to 30 June

## Number of Meetings and Retreats:

Eleven (10) meetings and two retreats are held each year. One of the meetings may be social and is counted for attendance purposes.

# Attendance:

A member who misses two meetings or a retreat within a fiscal year is automatically removed from the Forum unless unanimously voted back in.

## **Tardiness:**

A member who is late for one meeting is docked for one-half an absence and fined US\$\_\_\_\_ per minute, up to US\$\_\_\_\_.

## Forum Mindset:

Forum members will follow the Forum Mindset and speak only from personal experience at our Forum meetings.

#### The Member Experience:

Each member of the Forum is responsible for his or her own Forum experience.

### **Cell Phones and Electronics:**

No cell phones are allowed during Forum meetings or retreats, except during designated times or as pre-approved by the Forum. Violation results in a US\$\_\_\_\_ fine.

### Group Size:

The Forum will aim to have 5–9 members.

### Members Joining the Forum:

Members joining the Forum must meet unanimous consent of the existing members.

### Members Resigning from the Group:

Members resigning from the Forum are expected to make an exit deep dive. A member who chooses not to make an exit deep dive forfeits his or her unspent balance of Forum dues.

#### **Emergency Meetings:**

Emergency meetings are available to a member in need. Attendance is not mandatory.

## Term:

Moderator, secretary, and financial officer each have one-year terms coinciding with the fiscal year.

# Food/Alcohol:

No consumption of alcoholic beverages is permitted during meetings or prior to meetings. Drinking during retreats is only permitted during designated times. While food may be available, it should not distract from our Forum experience. Respect for the speaker is expected at all times.

## **Business Dealings:**

All business transactions of more than US\$\_\_\_\_ are strongly discouraged among Forum members and must be disclosed to the Forum.

## **Romantic Relationships:**

No romantic relationships are permitted among Forum members.