

# STUDENT ORGANIZATION CONSTITUTION CHECKLIST

- \_\_\_\_\_ Official organization name
  - Include any acronyms organization will use
- \_\_\_\_\_ General Description
  - Include Mission Statement and Statement of Purpose and Practice
- \_\_\_\_\_ List of officer positions
  - Officer duties
  - Advisor
- \_\_\_\_\_ Definition/qualifications of membership
  - Who can be a member
  - Who has voting privileges and decision making power
  - Five members must be enrolled students
- \_\_\_\_\_ Committees
  - Process of appointment, responsibilities and reporting
- \_\_\_\_\_ Elections
  - Method: voting, selection, etc.
  - Frequency: by semester, annually, other
  - Procedure for removal and filling of vacancies
- \_\_\_\_\_ Discrimination clause
  - No organization shall deny consideration for membership to any student because of gender, race, religion, creed, national origin, handicap, marital status, or sexual orientation
- \_\_\_\_\_ Dues/fundraising decisions
  - Collection and purpose
- \_\_\_\_\_ Meetings
  - Regularly scheduled meetings
  - Procedure for calling special meetings
  - How meetings will be run, quorum, order of business, disposition of minutes
- \_\_\_\_\_ Method of Constitutional amendment
  - Procedures for amendments including advance notifications, number of readings, and required vote for adoption.