



STUDENT ORGANIZATION CONSTITUTION CHECK LIST

ORGANIZATION NAME

- What will your organization be called? Will there be a formal name and a shorted name or abbreviation?

PREAMBLE

- Mission: What does your organization wish to provide to students and members?
- Purpose: Why did you create the organization?

MEMBERSHIP COMPOSITION

- You must have 5 students interested in joining and promoting the organization for approval. it is good to include these names in your submission.
- What makes students eligible to participate/join the organization?
- It is good practice to include a discrimination statement.

ORGANIZATION STRUCTURE

- What is the structure of the organization? What will the title of the officers be? Have your provided an explanation of each officers responsibilities?
- How will each officer be elected? When will appointments for each officer occur?
- How long will the terms of office be for elected officers? How will officers be removed from office if needed?
- What are the governing rules and powers of the officers?

COMMITTEES

- Does your organization need a structure of committees for special projects?
- What will be the formation of these committees? Meeting frequencies? Duties and/or powers?

MEETINGS

- How often will the organization meet? What will the structure of the meetings be like (i.e. executive board meetings, general assembly meetings, etc.)

FUNDS

- How do you plan to acquire funds? Will you use an on-campus agency fund or will you have an off-campus account?
- Will your members have a membership fee? How with this fee be used? What will the members gain in paying this fee (i.e. t-shirt, pin, etc.)
- How will you collect membership fees and when? Will there be any special fees?

ADAPTION AND RATIFICATION

- When will the constitution become effective? How many votes will be required to have the constitution become effective?

AMENDEMENT PROCEDURE

- How many votes will be required to adapt any changes to the current constitution? How will changes be implemented or removed into the constitution?