

## STUDENT ORGANIZATION CONSTITUTION CHECKLIST

All RSO's must draft, ratify, and adopt a constitution and bylaws, which articulate the purpose of and explain the procedures to be followed by all members of the organization. These documents will help guide the day-to-day dealings of the group and ensure orderly functioning. A constitution is the cornerstone of any organization, delineating the group's purpose, membership, and structure.

Constitutions typically require a two-thirds vote of the membership for adoption. The bylaws expound upon articles in the constitution in more detail (i.e. procedures) and are more easily amended with a simple majority needed for passage.

The needs of the group may change over time so both the constitution and bylaws should be reviewed annually. To ensure all members are accurately informed of the purpose and procedures of the group, these documents should be provided to all and utilized in training new officers and members.

**Constitutions** *contain the basic, fundamental principles and procedures regarding the organization's structure. By-laws* **outline, in more detail, the rules of procedure by which a group's membership govern their organization.**

### CONSTITUTION CHECKLIST

- Name of Organization
- Objectives and Purpose
- Membership
  - Classification of membership
  - Qualifications/eligibility
  - Fees/dues (optional)
  - Attendance/participation requirements
- Officers/Executive Board
  - Specify offices
  - Election/appointment process
  - Duties of officers
  - Length of term
  - Method of filling vacancies
  - Powers of the board
- Meetings
  - Minimum number required for meetings
  - Quorum for meetings
  - Special meetings
- Committees
  - Name
  - Manner of responsibilities
- Voting
- Required Statements
  - Non-discrimination
  - Non-hazing
  - Compliance with campus regulations
- Advisor
- Ratification
- Amendments