Constitution Checklist

Required:
☐ Full title of organization (and chapter if applicable)
☐ Define purpose of organization
☐ Define membership eligibility criteria
☐ List and describe officer positions
☐ Nondiscrimination and Anti-Harassment Statement
☐ Removal process for members
☐ Removal process for officers
☐ Cleanly arranged Constitution document
☐ Compliance Statement

“The Student Organization manual is a contract between this organization and the Office of Leadership and Engagement. We agree to abide by the policies, procedures, and sanctions stated in the manual.”

☐ Contingency Provision

“Note: Depending on the behavior of concern executed by an organizational member(s) and/or officer(s), it may be warranted for the organization to move straight to removal, forgoing the previously described removal process.”

Optional:
☐ List names of current officers
☐ List names of founders
☐ Describe membership expectations/club code of conduct
☐ Include expectations for off-campus trips & assigned trip leaders
☐ Create a process for amending the constitution
☐ Include the dates amended
☐ Describe changes made for each amendment
☐ Mention that your organization agrees to abide by all state laws relevant to your organization
☐ An additional bylaws document