Constitution Check List

This document serves as a checklist for you to follow when writing the constitution for your organization. Student organizations can modify and add amendments as long as the group abides by all state and federal laws, rules and regulations of American University, The Office of Campus Life, and the Student Code of Conduct. Keep in mind that an organization’s constitution outlines the basic rules governing an organization, allows for continuity, and addresses situations that may arise within an organization. Use this checklist in conjunction with the AU Sample Constitution.

\_\_\_ Preamble

# Article One- NAME

\_\_\_ Organization name and any variations listed

\_\_\_ Affiliations with any national, regional, groups listed, if necessary

\_\_\_ Relationship with groups listed, if necessary

# Article Two- PURPOSE

\_\_\_ Club’s purpose is clear and unique

\_\_\_ Goals are understandable

# Article Three- MEMBERSHIP

\_\_\_\_ Required clauses are included

\_\_\_ States who is qualified for membership

\_\_\_ States expectations for active membership

\_\_\_ Dues are listed, if applicable

\_\_\_ States the rights/privileges of active membership

\_\_\_ States how/why membership could be revoked

# Article Four- OFFICERS

\_\_\_ Club officer titles and duties of each officer are listed

\_\_\_ Office lengths and term limits listed

# Article Five – ELECTIONS

\_\_\_ Minimum qualifications for officers listed *(All officers must have at least a 2.5 GPA and be in good disciplinary standing with the University)*

\_\_\_ Election procedure is clear and listed

\_\_\_ Frequency of elections is listed

\_\_\_ Voting procedures are clear and listed

\_\_\_ Procedure for filling officer vacancies are clear and listed

\_\_\_ Procedure for the removal of officers is listed

# Article Six-MEETINGS

\_\_\_ Frequency of group meetings is listed (weekly, monthly…)

\_\_\_ Meeting type is specified

\_\_\_ Process for determining meeting times is clear

\_\_\_ Attendance policy is listed, if applicable

\_\_\_ Quorum is listed, if applicable

\_\_\_ Procedure for calling special meetings is listed, if applicable

# Article Seven- ADVISOR

\_\_\_ Advisor statement is included

\_\_\_ Advisor selection process is included

\_\_\_ Advisor removal process is included

# Article Eight- AMENDMENTS

\_\_\_ Procedure for proposing and approving amendments to the constitution is listed

\_\_\_ Ratification process is included