

Student Organization Constitution Checklist

Name of the Organization

- ☐ Includes the name of the organization and any preferred acronym
- ☐ The University of Southern Indiana or "USI" CANNOT precede any organization name
- ☐ The name cannot be identical to or closely similar to the name of a currently registered organization

Affiliation with other groups

- ☐ Includes a list of any group(s) the organization is currently affiliated with

Mission, Goals, Purpose

- ☐ Includes a mission statement
- ☐ Mission statement is clear, precise, and definitive (generally 30 words or less)
- ☐ Includes the organization's philosophy and/or goals

Membership Requirements

- ☐ This section includes a statement about membership requirements
- ☐ Membership in student organizations shall be open to students of USI without regard any federally protected class.
- ☐ Statement on voting rights of members
- ☐ Membership in student organizations shall be open to students of BGSU without regard any federally protected class.
- ☐ Outlines the process for removing a member
- ☐ Outlines the appeal process for a member who has been removed
- ☐ Outlines the process of reinstating a member (if applicable)

Officers

- ☐ Lists officer positions and titles
- ☐ Comprehensive list of officer responsibilities
- ☐ Specifies the length of time officers serve (include the number of terms an officer can serve)
- ☐ Outlines the process of removing an officer
- ☐ Outlines the appeal process for an officer who has been removed
- ☐ Outlines the process of reinstating an officer (if applicable)
- ☐ Describes the procedure if an officer chooses to resign
- ☐ Describes the procedure for handling officer vacancies
- ☐ Statement of whether an officer can hold more than one position at the same time. If allowed, explain circumstances
- ☐ Statement of officer voting rights

Organization: _____

Selection of Officers / Elections

- ☐ Describes how and when the officers are elected
- ☐ Describes the nomination/election process
- ☐ Statement on absentee ballots and proxy ballots
- ☐ States whether officers can be re-elected to the same position
- ☐ Statement that addresses the possibility of a tie vote

Faculty Staff/Advisor

- ☐ Comprehensive list of advisor responsibilities
- ☐ Specifies the length of time the advisor serves (terms of service)
- ☐ Describes how new advisors are selected
- ☐ Outlines the process of changing advisors

Meetings

- ☐ States how and by whom meetings can be called
- ☐ Defines how much advanced notice is required for meetings to be called
- ☐ Describes the quorum (minimum attendance) to conduct official business or vote on motions
- ☐ States how often meetings will be held

Finances

- ☐ Membership dues, including amount and frequency of payment.
- ☐ Describes exemption from paying dues, if applicable (e.g. non-voting members, non-student members)
- ☐ Which members have authority to spend organization monies
- ☐ Statement on where money is held (on or off campus)

Committees (if applicable)

- ☐ Provisions for the formation of committees
- ☐ Describes how the committees operate, who they report to
- ☐ Acknowledge and describe any standing committees

Amendments and Ratification

- ☐ Describe the process of changing or amending the constitution
- ☐ When will the changes take effect