

- _____ Official organization name
 - Include any acronyms organization will use
- _____ General Description
 - Include Mission Statement and Statement of Purpose and Practice
- _____ List of officer positions
 - Officer duties
 - Advisor
- _____ Definition/qualifications of membership
 - Who can be a member
 - Who has voting privileges and decision making power
 - Five members must be enrolled students
- _____ Committees
 - Process of appointment, responsibilities and reporting
- _____ Elections
 - Method: voting, selection, etc.
 - Frequency: by semester, annually, other
 - Procedure for removal and filling of vacancies
- _____ Discrimination clause
 - No organization shall deny consideration for membership to any student because of gender, race, religion, creed, national origin, handicap, marital status, or sexual orientation
- _____ Dues/fundraising decisions
 - Collection and purpose
- _____ Meetings
 - Regularly scheduled meetings
 - Procedure for calling special meetings
 - How meetings will be run, quorum, order of business, disposition of minutes
- _____ Method of Constitutional amendment
 - Procedures for amendments including advance notifications, number of readings, and required vote for adoption.