

JMU Student Leadership and Involvement

Constitution Guide Checklist

Article One – Name of Organization

___ Organization name listed

Article Two – Purpose of Organization

___ Reason for formation is clear

___ Objectives are understandable

Article Three – Organization Structure

___ States the requirements for officers

___ Minimum qualifications for officers listed (GPA, time in org, etc.)

___ Office lengths and term limits listed

___ Titles and duties of each officer are listed

___ Vacant seat procedures listed

___ Nominating procedure is clear and nomination times are listed

___ It is clear how the nominees will present qualifications for office

___ Election procedures and timeframe are listed

___ Officer transition timeframe and requirements listed

___ Procedure for the removal of officers is listed

Article Four – Membership

___ **Required** non-discrimination statement is included

___ States what one must do in order to qualify for full membership

- ___ States the rights/privileges of full membership
- ___ States how/why membership could be revoked

Article Five – Adviser

- ___ **Required** advisor duties statement is included
- ___ Advisor selection process is included
- ___ Advisor removal process is included
- ___ Advisor expectations listed (meetings with exec, knowledge base, etc.)

Article Six – Meetings

- ___ Frequency of general body meetings is listed (weekly, monthly...)
- ___ Frequency of executive officer board meetings is listed
- ___ 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 – Finance

- ___ Dues are listed if applicable
- ___ Process for collecting dues is listed if applicable

Article Eight – Hazing and Other Misconduct

- ___ **Required** Hazing and Misconduct Clause is included

Article Nine – Risk Management

- ___ How do you plan to mitigate safety, conflict, liability concerns?

Article Ten – Amendments

- ___ Procedure for proposing and approving amendments to the constitution is listed
- ___ Frequency of constitution review (semester, yearly, as necessary, etc.)

Article Eleven – Ratification

- ___ ***Required*** ratification process is included

Article Twelve – Dissolution of Organization

- ___ What is procedure for your organization if your group dissolves?
- ___ Where does your money/resources go?