New Student Organizations | Constitution Check List
Updated: Spring 2016

Use the following tips to ensure that your organization’s constitution has all the required information:

- The constitution we provide is a sample. Be sure to read through the entire document when inserting your organization’s specific information.
  - There are certain things that you will want to remove that will not apply to your organization or that are there as tips and notes for organizations to use while creating their constitution, but do not need to be listed in your actual constitution.
- You MUST have a non-discrimination clause in your constitution to be chartered as an organization on campus (Religious exemptions can apply, ask for clarification.)
- Keep specific names out of the constitution and other permanent listing; i.e. do not list the advisor or officers by name. Instead list their position title.
- When identifying the number of members needed to be present for voting, we recommend using a **quorum**.
  - A quorum is the minimum number of members of an organization that must be present to make the proceedings of that meeting valid.
  - We recommend making your quorum 50% of member attendance.
- We recommend holding elections for leadership positions during the end of the spring semester or start of the fall semester, and thus stating that specification in your constitution.
- Keep exact dollar amount for dues out of your constitution, instead state in the constitution that your organization will vote on the dues amount each year.
- When thinking about the longevity of your organization, and the governing documents, e.g. the constitution and bylaws, we recommend keeping the constitution the same year-to-year and allow for change and growth within your organization through bylaws to be used as a secondary document with the constitution. The reason, constitutions require approval from the Committee for New Student Organizations whereas bylaws only need approval from a quorum of your organization thus allowing your group to make changes more efficiently.