

## Constitution Checklist

***An organization's constitution should be a detailed document that clearly explains how to run the organization. Any member should be able to pick up the document and use it to lead the organization. To achieve this level of clarity, the constitution's creator must ask "What if" questions.***

All portions in **underlined bold italics** must be included in the constitution **in verbatim**; however, including these phrases alone will not be sufficient. This is why it is important to read and understand each of the explanations within the list.

All other items should be addressed in the best interest of the organization. The more specific the rules are, the better they will guide the organization.

The **Organization Resource Group (ORG)** must approve the constitution before it goes into effect.

***Items with two red asterisks have been updated for the 2018-19 academic year.\*\****

### Constitution Requirements:

- ☐ A statement introducing the organization's official name
  - The organization's name in the constitution must match word-for-word with the organization's name on OrgSync. Please [click here](#) if your organization would like to request a name change.
- ☐ A clearly defined statement of purpose that differentiates the organization from similar groups on campus. Please be specific.
  - This is what students will see when they search for your organization on OrgSync and ORG's website.
  - Think of it as an advertisement for students who may be interested in joining the organization. Answer the question: "What will the organization do?"
- ☐ A statement of compliance\*\*
  - **We agree to abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state and local laws.**
- ☐ A notice of non-discrimination\*\*
  - **This organization shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.**
- ☐ A definition of membership eligibility and requirements
  - **Membership shall be open to any currently enrolled student or employee of the University.**
  - This statement indicates what group of people organizations must begin with when determining membership.
  - An organization may narrow its membership as it wishes as long as it does not discriminate on any of the areas in the non-discrimination clause.
    - For example, organization membership may be narrowed to only graduate students (academic standing distinction), but membership may not be narrowed to only Americans (national origin distinction).

- ☐ A clearly defined outline of the process for selecting officers
  - This must include a **GPA requirement for all officers.**
    - While organizations may make the requirement as strict as they would like, the minimum GPA required of all officers is 2.2 on a 4.0 scale.
    - Academic organizations from schools/colleges not using the 4.0 scale may set an equivalent GPA requirement. You may [contact ORG](#) with any questions.
  - \* The Coordinator of Student Organizations has the ability to let you know whether a student is academically eligible.
  - Recognized Student Organizations should be student-centered, student-driven and student-led. Please keep this in mind when creating election processes.
  
- ☐ A thorough definition of the responsibilities of each officer position
  - All organizations must have at least a president, vice-president & treasurer
    - The organization's president or vice-president may also serve as treasurer but the president & vice-president must be different people.
  
- ☐ A clearly defined outline of the process for removing officers, including this statement explaining the reasons why an officer may be removed:\*\*
  - **Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.**
  
- ☐ A provision for an advisor, who may be either faculty or staff and a thorough explanation of what is expected of the advisor
  - **The organization must select one faculty or staff member (at least 75% FTE) to serve as advisor.**
  
- ☐ A clearly defined outline of the process for removing an advisor, including this statement explaining the reasons why an advisor may be removed:\*\*
  - **Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.**
  
- ☐ A clearly defined outline of the process for making amendments to the constitution. The process should conclude with this statement:
  - **Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.**
  
- ☐ Any other articles that are deemed necessary by the organization's membership to make the document as thorough as possible
  - This may include a section about the risk the organization undertakes and how the risk will be mitigated.
  - Other possible topics to cover include detailing committees (and their responsibilities), defining who has access to the organization's bank account, creating social media guidelines and expectations, explaining membership dues, etc.

**Please do not hesitate to email [studentorgs@missouri.edu](mailto:studentorgs@missouri.edu) with any questions you may have regarding your organization's constitution.**