## Constitution Checklist

Writing a constitution is not as complicated as it seems. The following checklist will hopefully guide you through the process. A constitution is an organization's framework, its foundation. It will provide operating guidelines for you and your predecessors in years to come, and will assure your organization remains strong and thriving. Your constitution should be general in nature, so as to allow some flexibility to future officers, but should be specific enough to lay important groundwork that should be followed year after year. For example, you may want to state in a constitution that meetings will occur once a week, but you would not want to say that the meetings will occur on Wednesday at 4:00. Consult with your corresponding Student Association Vice President if you have any questions with this.

The following items should be considered for all constitutions. More complex organizations may wish to make additions as needed. Please feel free to make additions as you feel appropriate.

- 1) Organization Title
- 2) Purpose-state what the group's general focus will be.
- 3) Membership
  - a. The organization must be open to all students, but you may specifically target people who are interested in your special focus.
  - b. What are the criteria for membership? For example, how does a student become a member of the club or organization?
- 4) Officer Structure
  - a. What are the titles of each officer?
  - b. What are the officers' basic responsibilities and duties?
    - i. At least one officer should have the job of maintaining communication with the corresponding Student Association Vice President.
  - c. How are the officers chosen, by election, or appointment?
  - d. What is the officer's term of office?
  - e. Vacancies—if an officer leaves the position, how is the vacancy filled?
- 5) Committees—are there any important standing committees which should be formed every year?
- 6) Meetings
  - a. How often will meetings occur?
  - b. How are decisions made? (consensus, vote, simple majority vs. 2/3)
  - c. Is a quorum needed to make decisions, and what is quorum?
- 7) Hazing Clause- the following clause MUST be written into all Saint Rose Student Association sponsored clubs:

Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with the organization with this organization is prohibited.

- 8) It must be stated that "all rules and regulations printed in The College of Saint Rose Student Handbook will be followed."
- 9) Amendments
  - a. How can the constitution be amended?
  - b. What is the necessary vote?
  - c. It should be written into the constitution that all amendments are subject to approval by Student Association.
- 10) Advisor—all Saint Rose organizations must have an advisor who is either a Faculty member, Administrator or a Staff member.