

STUDENT ORGANIZATION CONSTITUTION CHECKLIST

The following checklist is designed to aid student organizations in creating a document that will be of benefit to the organization's management and functioning on The University North Alabama campus. The RSO Handbook requires organizations to include the following information in each constitution.

_____ * **ARTICLE ONE (Name)**

State the name of the organization. (*Organizations should not use "The University of North Alabama" in the title of the organization or any other trademarked UNA phrase or saying.*)

_____ * **ARTICLE TWO (Purpose)**

State the purpose, objectives, and aims of the organization.

_____ * **ARTICLE THREE (Members)**

Within Article III you **MUST** state the requirements for membership and **MUST** include the following aspects of organizational membership:

- (1) Organizations must allow for self-nomination for membership.
- (2) Membership selection and expulsion procedures should be outlined.
- (3) Must include the following language: "Membership in registered student organizations shall be open to all students of The University of North Alabama, without regard to race, religion, sex, disability, national origin, color, age disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex."

***NOTE: Religious student groups will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.**

_____ * **ARTICLE FOUR (Offices)** Include a (1) list of offices, (2) the terms of office, (3) descriptions of office responsibilities, (4) officer election/selection procedures, and (5) provisions for filling vacancies.

_____ * **ARTICLE FIVE (Meetings)** State when regular meetings are to be held as well as provisions for calling special meetings. *State what number constitutes a quorum at any organizational meeting.*

_____ * **ARTICLE SIX (Relationships)** State any present or intended relationship the organization may have to any other local, state, or national organization. Include one copy of the constitution and by-laws of any such related organization or a letter of recognition by the related organization on official letterhead.

_____ * **ARTICLE SEVEN (Finances)** State provisions for allocation of any bank account funds held in the name of the organization in the event that the organization goes defunct or is terminated by the University.

_____ * **ARTICLE EIGHT (Committees)** Include the structure of the executive committees, a description of standing committees, and the responsibilities of each committee/committee chairperson, and the method of membership and chairperson selection.

_____ * **ARTICLE NINE (Advisors)**

State the selection procedures for the advisor(s), the advisor's responsibilities, and the length of the advisor's term. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of North Alabama.

_____ * **ARTICLE TEN (Parliamentary Authority)**

Provide for some form of parliamentary authority (*Robert's Rules of Order recommended*).

_____ * **ARTICLE ELEVEN (Amendments)** State provisions for adopting amendments.

_____ * **ARTICLE TWELVE (By-Laws)** State provisions for adopting by-laws.