

## CONSTITUTION CHECKLIST

Items that should be included in any club constitution:

-The Club's Official name and any abbreviation if needed  
(For example: Student Action League (SAL))

-The purpose or mission of the club

-Requirements for membership (Any club funded by the Student Senate must be open to all OCCC credit students. However, alumni, community members and students who are not currently registered in credit classes can NOT participate in a club). You may list other requirements such as attendance and participation in club events.

-Active versus inactive membership- how is a person's status determined -  
Duties and responsibilities of club officers including GPA requirements (All club officers are required by the College to maintain a 2.0 semester and cumulative grade point average)

-Voting procedures for officer elections

-When are officer elections held (fall, spring, etc)? Is there a nomination process before elections? Is the membership allowed to ask questions of the candidates before the vote is held? Is the vote secret ballot?

-How are officer positions filled if a vacancy occurs between elections?

-Process for removing members-occasionally, a member may become a detriment to the club due to disruptive behavior or other harmful actions. There should be a fair process defined in the Constitution for how to remove these members. Efforts should always be made to resolve any issues through discussions before seeking to remove a member. The club advisor can be helpful in this process.

-Process for removing an officer if they are not performing their job as outlined in the Constitution.

-Process for changing the constitution

-How are amendments made?

-When/how does the club meet-Do not be so specific as to include days, times or rooms or you will have to change your constitution every semester. You should indicate whether the club will meet weekly, bi-weekly, etc.

-How will the meetings be run? Most groups site Robert's Rules of Order as the authority for how meetings will be conducted. If you have questions about Parliamentary Procedure or Robert's, consult that section in the Club Resource Manual or contact SGA.

-Quorum: What is it and How It Works - Quorum is the number of active members that must be present for a meeting to be considered official and for any voting to take place. It is usually set at 50% plus one of all active members. Clubs may set a higher standard, but it should never be lower than the standard outlined above. Whatever the standard for Quorum is to be, it should be reflected in the Constitution.

-Minutes/records of meetings (archiving minutes)-The Constitution should indicate who will take minutes of the meetings (usually the Secretary) and how they will be archived. Good meeting minutes are extremely important for passing on important information to future years of the club.

-Role of advisor- the basic responsibilities of the advisor are outlined in the Club Advisor Agreement that every club completes each semester. The Constitution should outline specifics for the club including how the advisor is selected and other specific responsibilities

-Committees (ad hoc/standing)-Some clubs, especially larger groups that sponsor many events, may use committees to work more efficiently. Committees can be either Standing (committees that exist semester to semester for an ongoing reason) or Ad Hoc (temporary committees appointed to serve a one-time function and then disbanded). If committees are to be used, the Constitution should outline how they are formed.

-Spelling and grammar count - this is the most important document your club has...please take the time to proofread it!

-Format for constitution - How should the final version of your constitution look? You can refer to the Club Resource Manual for a sample Constitution or come to the SGA for advice.