McNeese State University
Constitution Checklist

This checklist is designed to facilitate your constitution preparation as a component needed to be considered a recognized student organization.

Please use this list as follows:

1. Follow the sequence of headings as shown in preparing your constitution.
2. Include all required information. Articles are listed as **Required (R)** or **Optional (O).**
3. Place a check in the blank space preceding the articles and items included in your Constitution and Bylaws. Be prepared to show a University representative where these items are included in your document.
4. Write your constitution as briefly as possible.

<u>Check List</u>

✔ ***Article 1:*** **(R)** ***Name and purpose of the student organization***

✔ ***Article 2:*** **(R)** ***Membership***

- ✔ A. **(R)** Only students enrolled in the University can be a member of student organizations.
- ✔ B. **(O)** Types of memberships.
- ✔ C. **(R)** Civil Rights Clause: "No person will be denied membership on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subject to discrimination as defined by the Civil Rights Act of 1964." Be sure that nothing in your constitution violates this clause.
- _____D. **(R)** Method of admitting new members.
- _____E. **(R)** Method of dropping members.

_____ ***Article 3:*** **(R)** ***Officers: Title of office, terms of office, elected or appointed***

- _____A. **(R)** Duties and powers of officers.
- _____B. **(R)** Rules for elections or appointments.
- _____C. **(R)** Provisions for filling unexpired terms.
- _____D. **(O)** Recall procedures.

_____ ***Article 4:*** **(R)** ***Faculty/Staff Advisor: The faculty/staff advisor must be employed by McNeese State University.***

- _____A. **(R)** Length of service.
- _____B. **(R)** Method of selection.

_____***Article 5:*** **(O)** ***Dues and Initiation Fees. If dues or initiation fees are collected:***

_____A. **(R)** Amount and length of membership covered by dues.
_____B. **(R)** When, how payable (cash or check).
_____C. **(R)** Initiation fees.
_____D. **(R)** Who collects the dues/fees.
_____E. **(R)** Provisions of bank accounts and audits.

_____***Article 6:*** **(R)** ***Rules for amending the document***

_____A. **(R)** Notices to members of the required amendments
_____B. **(R)** Vote required for amending.
_____C. **(R)** Procedure for proposing amendment, petitions, motions, etc.

_____***Article 7:*** **(O)** ***Meetings***

_____A. **(O)** Frequency of meetings
_____B. **(O)** Types of meetings (regular, special)
_____C. **(R)** Procedure for calling meetings
_____D. **(R)** Quorum requirements
_____E. **(O)** Parliamentary authority

_____***Article 8:*** **(O)** ***Committees (Standing)***

_____A. **(R)** Names of committees
_____B. **(R)** How members are selected to committees
_____C. **(R)** Terms of office
_____D. **(O)** Meeting frequency
_____E. **(R)** Quorum requirements