

Student Organization Constitution Checklist

Name of the Organization

- Includes the name of the organization and any preferred acronym
- "Bowling Green State University," "BGSU" or any form thereof should not be a part of the official name of the organization.
- Includes the organization's logo (if applicable)

Affiliation with other groups

- Includes a list of any group(s) the organization is currently affiliated with

Mission, Goals, Purpose

- Includes a mission statement
- Mission statement is clear, precise, and definitive (generally 30 words or less)
- Includes the organization's philosophy and/or goals

Membership Requirements

- This section includes a statement about membership requirements
- Specifies whether non-students can be members
- Statement on voting rights of members
- Membership in student organizations shall be open to students of BGSU without regard to sex, gender identity, genetic information, gender expression, sexual orientation, race, color, religion, ancestry, national origin, marital status, disability, pregnancy, military status, age, or status as a Special Disabled or Vietnam-era veteran.
- Outlines the process for removing a member
- Outlines the appeal process for a member who has been removed
- Outlines the process of reinstating a member (if applicable)

Officers

- Lists officer positions and titles
- Comprehensive list of officer responsibilities
- Specifies the length of time officers serve (include the number of terms an officer can serve)
- Outlines the process of removing an officer
- Outlines the appeal process for an officer who has been removed
- Outlines the process of reinstating an officer (if applicable)
- Describes the procedure if an officer chooses to resign
- Describes the procedure for handling officer vacancies
- Statement of whether an officer can hold more than one position at the same time. If allowed, explain circumstances
- Statement of officer voting rights

Organization: _____

Selection of Officers / Elections

- Describes how and when the officers are elected
- Describes the nomination/election process
- Statement on absentee ballots and proxy ballots
- States whether officers can be re-elected to the same position
- Statement that addresses the possibility of a tie vote

Faculty Staff/Advisor

- Comprehensive list of advisor responsibilities
- Specifies the length of time the advisor serves (terms of service)
- Describes how new advisors are selected
- Outlines the process of changing advisors

Meetings

- States how and by whom meetings can be called
- Defines how much advanced notice is required for meetings to be called
- Describes the quorum (minimum attendance) to conduct official business or vote on motions
- States how often meetings will be held

Finances

- Membership dues, including amount and frequency of payment.
- Describes exemption from paying dues, if applicable (e.g. non-voting members, non-student members)
- Which members have authority to spend organization monies
- Outline a clear process for disposing of assets and debts belonging to the student organization should its registration with the University lapse for six (6) or more consecutive months

Committees (if applicable)

- Provisions for the formation of committees
- Describes how the committees operate, who they report to
- Acknowledge and describe any standing committees

Amendments and Ratification

- Describe the process of changing or amending the constitution
- When will the changes take effect