

## Student Club/Organization Constitution Checklist

**CLUB/ORGANIZATION NAME:** \_\_\_\_\_

Yes	No	<b>Checklist for Constitutions: Articles &amp; Clauses</b>
		1. Formal name of club/organization
		2. Club/organization purpose/mission statement
		3. Membership composition
		4. Officer positions
		5. Decision-making model
		6. Meetings
		7. Advisor
		8. Funding
		9. Amending the Constitution
		10. Enabling clause
		11. Signature block (signed by all officers)

**\*Each of these 11 pieces should be their own section/article\***

		Are there Meeting Minutes attached that indicate an approval vote?
		Are the Meeting Minutes signed by all Officers?