

STUDENT CLUB CONSTITUTION CHECKLIST

Club Name: _____

For office use only:

Reviewed on: ___/___/___

Submitted to Club for Changes: ___/___/___

Changes made & approved on: ___/___/___

The following is a checklist of the necessary components of a club constitution for any EOU recognized club.

1. Club name

- Name of group is stated clearly and any acronym/abbreviation is noted.

2. Purpose/goals

- General purpose, types of activities, affiliation with other groups or national organizations is stated.

3. Membership

- Membership must be open to all students, and faculty/staff members when appropriate.

4. Statement of Non-Discrimination

- Statement is provided that indicates that practices and policies do not exclude, expel, or limit membership.
- Statement is provided that indicates that practices and policies do not exclude from being hired, elected, appointed, or otherwise discriminate.

5. Officer

- Indicates types of officers
- Eligibility of officers
- Selection/appointment process
- Removal process
- Vacancy, if occurred
- Term of office
- Includes statement, which outlines that officers must be EOU students, and be in good academic and behavioral standing at the institution.

6. Duties of Officers

- Specifies clear duties related to each officer.

7. Voting

- Indicates voting - Only EOU students can be voting members.
- Discusses what majority vote is in order to pass any business.

8. Meetings

- Discusses frequency of meetings. Example: Club meetings shall be held every two weeks.
- Discusses number of members that must be present to pass business.

9. Financial

- Membership Dues: includes exact amount and frequency
- Incorporates statement regarding how club manages finances and financial records and that it follows financial policies described in the Student Club Manual.

10. Advisor Expectations

- Incorporates that an EOU staff/faculty member will serve in an advisory role.
- Indicates expectations and/or responsibilities of advisor.

11. Amendments

- Indicates what majority vote is in order for constitution to be amended.
- Includes provision for notice.

12. Enaction Clause

- Includes statement of enaction based upon approval by Student Involvement.

