

***The Office of Student Activities***  
**STUDENT ORGANIZATION CONSTITUTION CHECKLIST**  
***Name of Organization***

ADOPTED: List date approved by organization

REVISED: date must be listed if/when changes are made to original, approved document

\_\_\_\_\_ \* **ARTICLE ONE (Name)**

State the name of the organization. (*Organizations should not use "The University of Alabama in Huntsville", "UAHuntsville", or "UAH" in the title of the organization.*)

\_\_\_\_\_ \* **ARTICLE TWO (Purpose)**

State the purpose, objectives, and aims of the organization.

\_\_\_\_\_ \* **ARTICLE THREE (Members)**

State the requirements for membership, including the following aspects of organizational membership:

- (1) Organizations must allow for self-nomination for membership.
- (2) All members must be currently enrolled students at UAHuntsville.
- (3) Membership selection and expulsion procedures should be outlined.
- (4) Membership in registered student organizations shall be open to all students of The University of Alabama in Huntsville, without regard to race, religion, sex, disability, or national origin, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

\_\_\_\_\_ \* **ARTICLE FOUR (Offices)**

Include a (1) list of offices, (2) the terms of office, (3) descriptions of office responsibilities, (4) officer election/selection procedures, and (5) provisions for filling vacancies.

\_\_\_\_\_ \* **ARTICLE FIVE (Meetings)**

State when regular meetings are to be held as well as provisions for calling special meetings. *State what number constitutes a quorum at any organizational meeting.*

\_\_\_\_\_ \* **ARTICLE SIX (Relationships)**

State any present or intended relationship the organization may have to any other local, state, or national organization. Include one copy of the constitution and by-laws of any such related organization.

\_\_\_\_\_ \* **ARTICLE SEVEN (Committees)**

Include the structure of the executive committees, a description of standing committees, and the responsibilities of each committee/committee chairperson, and the method of membership and chairperson selection.

\_\_\_\_\_ \* **ARTICLE EIGHT (Advisors)**

State the selection procedures for the advisor(s), the advisor's responsibilities, and the length of the advisor's term. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama in Huntsville.

\_\_\_\_\_ \* **ARTICLE NINE (Parliamentary Authority)**

Provide for some form of parliamentary authority (*Robert's Rules of Order recommended*).

\_\_\_\_\_ \* **ARTICLE TEN (Amendments)**

State provisions for adopting amendments.

\_\_\_\_\_ \* **ARTICLE ELEVEN (By-Laws)**

State provisions for adopting by-laws.