**Student Organization Constitution Review Guide**

Utilize this document as a reference for updating or creating a student organization constitution. Required components as well as recommended supplemental pieces are included below. The last portion of the document includes prompts and space for notes when completing the review.

Basic Requirements per the Student Org Guidelines:

* **Organization purpose**
	+ This is the “about us” section of the document.
		- Who are we? What do we do? Why do we do it?
	+ It can be helpful to break it into Purpose/Mission/Vision/Values.
* **Method of selecting/identifying members**
	+ Can include members external to Ohio State but must be a 90% majority Columbus campus student membership per the Student Org Guidelines.
	+ May have selection criteria/pre-requisites but may not exclude from membership based on any protected identity as consistent with the non-discrimination statement.
* **Method of removing members**
	+ Why remove a member? What behaviors would result in removal?
	+ What process will be followed?
		- Who is involved? What occurs? Is there an appeal process?
* **Method of selecting/identifying officers**
	+ It is recommended that elections occur before the start of the registration window.
	+ This section should include the leadership transition process and expectations.
* **Method of removing officers**
	+ Why remove an officer from their role? What behaviors would result in removal?
	+ What process will be followed? Is this different from removing general members?
		- Who is involved? What occurs? Is there an appeal process?
* **University-approved non-discrimination statement**
	+ *This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*

Additional Items

The required pieces are not always enough for an organization’s full constitution. Consider:

* Handling of organization assets and stakeholders
* Relevant procedures around safety, completion of forms, inclusion of important documents.
* Process of amending the constitution
* Process of dissolving the organization
* Leadership Team roles and responsibilities (individual titles and specific duties)

Considerations Related to Document Inconsistencies and Presentation

* Ensure grammar and syntax are good, and physical setup of document is logical and navigable
* Processes should align throughout the document
* Constitutions may be updated at any time; review/approval is done during registration
* Tip: Save document as a PDF before uploading to the Management System

**Constitution Review for:** [Insert Org Name]
**Completed on:** [Insert Date]

1. **Document has all minimum requirements: Yes/No**

[ ]  Purpose

[ ]  Method of selecting/identifying members

[ ]  Method of removing members

[ ]  Method of selecting/identifying officers

[ ]  Method of removing officers

[ ]  Non-discrimination statement approved by the university

1. **Notes on other document sections and items beyond the requirements:**

1. **Overall notes on document consistency and presentation:**
2. **Summary of proposed updates to the constitution:**
3. **Next steps and action items for completing the updates:**