

STUDENT ORGANIZATION CONSTITUTION CHECKLIST

ORGANIZATION NAME: _____

ACTION TAKEN: _____ DATE: _____ SIGNATURE: _____

The following is a checklist of the necessary components of the constitution of any UT registered organization.

A. NAME OF THE ORGANIZATION

- ___ 1. "The University of Tennessee" cannot precede the name of a campus organization.
- ___ 2. "The University of Tennessee at Knoxville" may follow the name. Example: Chess Club at UT.

B. PURPOSE

- ___ 1. The purpose must include aims and activities, which are legal under local, state, and federal law.

C. MEMBERSHIP

- ___ 1. Membership must be open to all students, and faculty/staff members where appropriate, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. This statement must be presented verbatim in the constitution.

D. OFFICERS

- ___ 1. Officers must be full-time students, except in organizations where membership is composed of both University employees and student members.
- ___ 2. A student officer must be in good academic standing at the time of election or appointment and during his/her term of office.
- ___ 3. A student may be considered ineligible for office if the student is on disciplinary probation for violating any Student Standards of Conduct.
- ___ 4. The names of officers should not be included in the constitution.

E. TERM OF OFFICE

____ 1. A statement of term of officers as well as the time and method of election should be included in the constitution. Example: Officers shall serve for a one-year term and election shall be at the beginning of fall semester each year. A majority vote of the membership is required for election.

F. FREQUENCY OF MEETINGS

____ 1. A statement regarding the organization's frequency of meetings should be included in the constitution. Example: Meetings of the organization shall be held every two weeks.

G. FINANCIAL STATEMENT

____ 1. Any membership dues, including the exact amount and frequency of payments, must be stated.

____ 2. A statement of how funds will be handled must be stated, including the following: process for receipting, timeframe for depositing money, and procedures to approve expenditures.

____ 3. A yearly financial statement must be provided to the student organization advisor for review.

____ 4. A provision for the disposition of funds remaining in the event of the dissolution of the group must be stated. Organizations must select a specific group if donating any remaining funds. Example: Any remaining funds will be donated to the University of Tennessee.

H. ADVISOR

____ 1. A provision for the selection of an advisor must be included.

____ 2. The advisor must be a full-time faculty or staff member at UT.

____ 3. The name of the advisor should not be listed in the constitution.

____ 4. It is the advisor's responsibility to review the budget and financial statements with the officers.