Constitution Checklist

1. ☐ ARTICLE I
   ☐ Name
   ☐ Purpose
   ☐ Non-discrimination Policy
   ☐ Parliamentary Authority

2. ☐ ARTICLE II – MEMBERSHIP
   ☐ Qualifications
   ☐ Rights and Responsibilities of Members
   ☐ Membership Year
   ☐ Membership Dues

3. ☐ ARTICLE III – ORGANIZATION LEADERSHIP
   ☐ Titles
   ☐ Terms of Office
   ☐ Election Procedures
   ☐ Impeachment Procedures

4. ☐ ARTICLE IV – EXECUTIVE COMMITTEE
   ☐ Definition of Committee Membership
   ☐ Officer Duties

5. ☐ ARTICLE V – STANDING COMMITTEES (IF NEEDED)
   ☐ Names
   ☐ Purposes
   ☐ Composition

6. ☐ ARTICLE VI – ADVISOR, ADVISORS, OR ADVISORY BOARD
   ☐ Qualification Criteria
   ☐ Advisor Duties

7. ☐ ARTICLE VII – MEETINGS OF ORGANIZATION
   ☐ Required meetings
   ☐ Notification of meetings
   ☐ Specially-called Meetings

8. ☐ ARTICLE VIII – AMENDING CONSTITUTION
   ☐ Proposing Amendments
   ☐ Notification Requirements
   ☐ Quorum Requirements
   ☐ Effective Dates of Revised Constitution

9. ☐ ARTICLE IX – DISSOLUTION
   ☐ Method of Dissolution

10. ☐ ARTICLE X - AFFILIATION

Print Completed Form for Your Records