

ORGANIZATION NAME: _____

Yes	No	Checklist for Constitutions: Articles & Clauses
<input type="checkbox"/>	<input type="checkbox"/>	Check Org Name vs SOLID Database - do they match exactly ?
<input type="checkbox"/>	<input type="checkbox"/>	1. Formal name of RSO *does not say "University of Connecticut", can say "UConn"
<input type="checkbox"/>	<input type="checkbox"/>	2. Organization's purpose/ mission statement
<input type="checkbox"/>	<input type="checkbox"/>	3. Membership composition
<input type="checkbox"/>	<input type="checkbox"/>	4. Organization Officer Positions *check other positions can not book event space
<input type="checkbox"/>	<input type="checkbox"/>	5. Organization decision making model
<input type="checkbox"/>	<input type="checkbox"/>	6. Meetings
<input type="checkbox"/>	<input type="checkbox"/>	7. Organization Advisor *cannot have voting rights or have someone's name
<input type="checkbox"/>	<input type="checkbox"/>	8. Funding
<input type="checkbox"/>	<input type="checkbox"/>	9. Amending the Constitution
<input type="checkbox"/>	<input type="checkbox"/>	10. Beneficiary Addendum *Cannot be an individual person; must be charity, org, etc - Must Include Address Information if off campus organization *remind group to review and update Beneficiary Card w/ business office
<input type="checkbox"/>	<input type="checkbox"/>	11. Enabling Clause *is this date recent?
<input type="checkbox"/>	<input type="checkbox"/>	12. Signature line/block *signed by President, Vice President, Treasurer, and Secretary *Make sure each of these 12 is their own section/article*
<input type="checkbox"/>	<input type="checkbox"/>	Do attached Meeting Minutes indicate an Approval Vote & Are <u>signed</u> by the President, Vice President, Treasurer, and Secretary *minutes not required of New Orgs *Must also be signed individually, cannot have one set of signatures for Minutes and Constitution*
Is This Org Changing Its Name?		
<input type="checkbox"/>	<input type="checkbox"/>	Is there an additional Signed & Dated Name Change Form?

Checklist filled out by: _____ Date: _____