

## Constitution Checklist

The name of the organization must not contain the words Georgia Institute of Technology or variations thereof (e.g. GA Tech, GT, etc...).

The name should be suffixed by "(A Georgia Tech Student Organization) or "at Georgia Tech" or prefixed by "The Georgia Tech Chapter of"

The purpose of the Organization is stated.

Membership selection is in compliance with Georgia Tech rules, regulations, and policies and does not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status

Membership is limited to only students, faculty, staff, alumni and their spouses

It is stated that "In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Handbook and SGA policies".

It is defined that only student members may vote in organizational business.

If the organization has dues it should be stated as to when they will be collected.

A method of Parliamentary Procedure to govern business meetings is defined.

### **Selection and Duties of Officers**

It is defined who shall hold office and that ONLY Georgia Tech Students may run for or hold office.

The duties of the officers (there must be at least one) are explicitly stated and defined.

The method and timeframe for the selection and election of candidates is explicitly stated

Procedures to remove an officer are stated and are fair and rational.

The method and timeframe for selection of the advisor and length of appointment is stated.

The method of removing the advisor is explicitly stated.

### **Changes to Constitution**

A method for proposing AND ratifying constitutional amendments within the organization is stated.

It is stated that "Written notification of all members must be made by mail or email, at least 2 weeks in advance of any proposed changes in the constitution."

It is stated that "Amendments are subject to the approval by the Student Government Association (SGA) and the Student Activities Committee (SAC)."

### **Additional documents:**

1. Organizations wishing to be chartered as a governing board must also submit a copy of their bylaws, in both written and electronic form
2. Organizations wishing to be chartered as a publication must also include a letter of recognition by the Publications Board
3. Organizations wishing to be chartered as a Sports Club, must also include a letter of recognition by the Sports Club Council.
4. Panhellenic, National Pan-hellenic, or Interfraternity Council must approve organizations wishing to be chartered as a Sorority or Fraternity.