

Constitution Guidelines Checklist

- Updated Date**

- Article I. Name of Organization**
 - If FAU is in the name, it is listed after the main portion of the name.
 - If applicable, affiliate organization is listed

- Article II. Purpose of Organization**
 - Clearly stated

- Article III. Membership**
 - Section A: Verbatim statement: Membership in [Name of Registered Student Organization] is open to all enrolled students at Florida Atlantic University. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
 - Section B: Verbatim statement: [Name of Registered Student Organization] shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. [Name of Registered Student Organization] shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. [Name of Registered Student Organization] shall be open to all currently enrolled FAU Students, except if specifically exempted by law.
 - Nothing else is listed in Article III.

- Article IV. University Regulations**
 - Section A: Verbatim statement: [Name of Registered Student Organization] will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Registered Student Organization Manual.
 - Section B: Verbatim statement: [Name of Registered Student Organization] agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Registered Student Organization Manual.

- Article V. Officers**

- Section A: Verbatim statement: In order to be eligible for an officer position, candidates must meet requirements as specified by FAU Regulation 4.006.
- Titles of elected officers
- Titles of appointed officers (if applicable)
- Term of office
- General duties of officers
- Procedures for handling vacancies

Article VI. Elections

- Month of elections
- Nomination process
- Balloting procedures
- Election rules and procedures including required margin of victory
- Run-off procedures in the event of a tie

Article VII. Student Organization Advisor

- Section A: Verbatim statement: All Registered Student Organizations must have least one advisor who is a full-time faculty, AMP or SP staff member at FAU.
- Selection method
- Term of office
- Duties and responsibilities
- Process of replacement

Article VIII. Finance

- Information about how organization will be funded
- Dues amount
- When dues are collected (if applicable)

Article IX. Dissolution of Organization

- Specific organization or charity listed as recipient of remaining assets

Article __. Amendments to the Constitution

- Process for amending constitution
- Necessary vote to approve changes
- Statement that amended constitutions must be submitted to the Office of Student Involvement for review and approval.