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| Not Acceptable | Minimum | Excellent |
| * Organization has ETSU before its name (if you use ETSU in your constitution it must follow your name)
* Name duplicates an already existing organization
* Improper Article/Section/ Subsection Structure or inaccurate reference to another section or article
* Confusing, incomprehensible, or contradictory
* No member requirements and/or responsibilities listed
1. Number of meetings they must attend
2. Number of events they must work
3. Etc.
4. Missing a non-discrimination clause, i.e., This organization shall not discriminate on basis of age, race, color, religion, gender, national origin, disability, veteran’s status, sexual orientation, or political affiliation.
* Missing procedure for removing members
1. What constitutes removal?
2. Who notifies them?
3. How is the advisor involved?
4. Can they appeal or come before the membership?
* Dues, if applicable, for the Organization not clearly defined
1. How much are dues? How often but a member pay their dues? Once, Twice, each semester or year?
* Due dates not outlined
* Dues article missing the dissolution section

a. (i.e. In the event this organization is dissolved all organization funds will be given to \_\_\_\_\_\_\_\_\_\_\_)* Meeting times or frequency not outlined i.e. (once a week or month)
* No process for special meetings (Who calls them? Who notifies the members?)
* Quorum not defined.
* Not all officer positions listed
* Not all listed positions have defined job description
1. President:
2. Presides over meetings
3. Etc.
* Doesn’t state which officer is in charge of money
* No process for officer removal
1. Who notifies? When?
2. How is the advisor involved?
3. Can the appeal?
* Missing (eligibility/nomination/election process)
1. Must have 2.5 gpa and in good standing with ETSU
2. Shadowing Hours? If so, how many?
3. How are nominations held?
4. What if a member isn’t present the day of nominations but wants to run?
* Unrealistic timeline established for elections or other procedures
* Doesn’t state what % of votes needed to win elections or pass motions
* No process to fill a vacant position
1. Special election? How long after the position becomes vacant?
* Committees not stated and described
* No process for creating special committees (who can make them)
* No process for making amendments (number of votes need to pass, voting procedure, appeal process)
* Authority/Supremacy Clause missing
 | * Organization name follows TBR standards
* The purpose is unique & representative of the organization’s intent
* Article/Section/Subsection structure is present but lacks continuity
* Purpose and Objectives are listed but are not well defined
* Member requirements are present but are vague and lack detail
* Non-discrimination clause present
* Member removal established but leaves some questions
* Dues, if applicable, are defined
* Dues dates are outlined
* Dissolution Clause regarding finance present (i.e. In the event this organization is dissolved all organization funds will be given to \_\_\_\_\_\_\_\_\_\_\_)
* Meeting times or frequency are given
* Quorum established
* All officer positions are listed but their jobs are not specific enough or lack subcategories
* Example: 1. President
1. Lead meetings
2. Represent organization
3. Etc.
* Clearly states who is in charge of money
* Officer removal process outlined some questions
* Election process present but vague, i.e., no dates or timeline for the election are present. Which semester, month, meeting of the semester?
* Eligibility and election/appointment process outlined for officers and committee chairs with minimum TBR requirements
* Percentage of votes needed to win is stated
* A process for filling vacant positions is stated but leaves some questions
* Committees are listed and vaguely described
* Method for creating special committees is written
* Process for Amendments stated with all the following clarified; votes need to pass, voting procedure, appeal process
* The Authority/Supremacy Clause is included in the constitution
 | * Organization’s name follows TBR Standards
* The purpose of the organization is clear & unique
* Proper Article /Section /Subsection Structure, i.e. each section properly labeled and officer duties are listed in concise subsections
* Purpose and Objectives well defined
* Member requirements and responsibilities are clearly stated
* TBR required non-discrimination clause included
* Member removal process clearly defined
* Dues are clearly defined (if organization has dues)
* A organization dissolution section is included
* Meeting times/frequency outlined
* Quorum for meetings is defined
* There is a meeting procedure, i.e. Roberts Rules
* All officer positions are listed
* All listed officers have clear and detailed job descriptions
* Clearly states who is in charge of money
* Includes a process for officer removal and process for filling vacancies
* Election process is laid out in detail
* Eligibility, nomination and election processes for officers & committee chairs are all defined
* A timeline for the election & other procedures is realistic
* States what % of votes are needed to win elections or pass motions
* All committees are listed and described in detail (including procedure for creating special committees)
* Process for making amendments for the constitution is clearly laid out
* The Authority/Supremacy Clause is included in the constitution
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