

Student Organization Constitution Rubric

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 - Number of meetings they must attend - Number of events they must work - Etc. - 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 - What constitutes removal? - Who notifies them? - How is the advisor involved? - Can they appeal or come before the membership? - Dues, if applicable, for the Organization not clearly defined - 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 (i.e. In the event this organization is dissolved all organization funds will be given to _____) - Meeting times or frequency not outlined i.e.	- 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 - Lead meetings - Represent organization - 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?	- 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

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(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 a. President: 1. Presides over meetings 2. Etc. • Doesn't state which officer is in charge of money • No process for officer removal a. Who notifies? When? b. How is the advisor involved? c. Can the appeal? • Missing (eligibility/nomination/election process) a. Must have 2.5 gpa and in good standing with ETSU b. Shadowing Hours? If so, how many? c. How are nominations held? d. 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 a. 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	• 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	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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