

**RSO NAME:** \_\_\_\_\_

**CONSTITUTION ARTICLES AND REQUIREMENTS**

- NAME:** Check the name of the RSO vs. the SOLID database – do they match **exactly**?
  - RSO name may not include “University of Connecticut,” can say “UConn.”
  - National Organization affiliation is listed if applicable.
- MISSION STATEMENT:** Is complete and tells about the purpose of the RSO.
- MEMBERSHIP:** Requirements to join are clear and included here.
- OFFICERS:** Each of the four positions is listed with duties they will perform.
  - Terms of Office are outlined for each officer as well as a removal procedure.
  - Election procedures and rules are outlined in this section.
- OPERATING PROCEDURE:** Frequency and procedure for meetings is listed here.
  - Decision-Making-Model is outlined in this section (different from elections).
  - Amendment process for Constitution/Bylaws is included.
- ADVISORS:** Listed as required to be a faculty/staff member, etc.
  - The duties of the advisor relevant to the specific RSO are outlined.
- FINANCIAL STATEMENT:** Dues and funding practices are outlined.
  - A Beneficiary with an address (if off campus) is listed.
- NON-HAZING STATEMENT:** Properly reflects current University Policy and state/federal law.
- ENABLING CLAUSE:** Dated recently and states the Constitution went into effect.

**SIGNATURE BLOCKS AND MEETING MINUTES**

- SIGNATURES:** All FOUR officers have signed and dated the Constitution recent to the enabling clause – copied signatures will NOT be accepted!
- MINUTES:** Meeting Minutes for current RSOs (not new orgs) are attached which state that the Constitution was ratified.
  - All FOUR officers have signed and dated the Meeting Minutes – copied signatures will NOT be accepted

**Checked By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Added To Database and Renewal Date Changed