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