



- ___ Official organization name, include any acronyms organization will use (e.g. SIFE—Students in Free Enterprise).
- ___ General description which would include a mission statement and statement of purpose and practice.
- ___ List of officer positions; include officer duties and expectations of advisor.
- ___ Definition/qualifications of membership
 - Who can be a member? *(All members or any organization must be current Sandburg students enrolled in credit courses, as outlined in the SGA Bylaws)*
 - Who has voting privileges and decision making power?
- ___ Committees within the organization
 - Process of appointment, responsibilities and reporting.
- ___ Elections
 - Method: voting and selection.
 - Frequency: by semester, annually, other.
- ___ **Non-Discrimination clause (Required)**
 - No organization shall deny consideration for membership to any student because of gender, race, religion, creed, national origin, handicap, marital status, or sexual orientation.*
- ___ **Removal & Expulsion Clause (Required)**
 - “Just cause for removal of office or expulsion from this organization may occur when a member is not in good academic or disciplinary standing, fails to fulfill the duties and responsibilities of his/her membership, or undermines the goals and purposes of this organization in accordance with procedures outlined in the bylaws.”*
 - With the members of your organization, create the following for this clause:
 - Procedure for finding just cause, calling an expulsion meeting, and conducting an expulsion vote.
 - Procedure for removal from office and filling of vacancies.
 - Eligibility and procedure for later readmission to the student organization.
- ___ Member dues/fundraising decisions
 - Collection process and purpose.
- ___ Meetings
 - How often are meetings held?
 - Procedure for calling special meetings.
 - How will meetings be run, quorum, orders of business, distribution of minutes.
- ___ Method of Constitutional Amendment
 - Procedures for amendments: advance notifications, number of readings, required vote for adoption.