



CONSTITUTION & BY-LAWS CHECKLIST

Does your Constitution & By-Laws address these topics? Check off the items covered by your document. Add the topics that are missing.

- _____ 1. Preamble to the Constitution
- _____ 2. Name of the Organization
- _____ 3. Nature of the Organization
- _____ 4. Who is eligible?
 - _____ include proper eligibility dates
 - _____ include proper relatives
 - _____ specify junior and senior classes of membership
- _____ 5. Officers
 - _____ who are the officers
 - _____ which officers are elected
 - _____ which officers are appointed
 - _____ when/how often are elections
 - _____ what kind of vote
- _____ 6. Describe the Executive Committee
 - _____ power, quorum, meeting requirements
 - _____ procedures for filling vacancies
- _____ 7. Duties and powers of the Officers
- _____ 8. Dues
- _____ 9. Meetings (quorum, special meetings, annual elections)
- _____ 10. Elections
- _____ 11. Committees
- _____ 12. Transfers
- _____ 13. Discipline
- _____ 14. Parliamentary Authority
- _____ 15. How can the document be amended?