CONSTITUTION & BY-LAWS CHECKLIST

Your Constitution & By-Laws should include the following items:

- ☐ 1. Preamble to the Constitution
- ☐ 2. Name of the Organization- Full legal name and unit number
- ☐ 3. Purpose of the Organization
- ☐ 4. Membership
  - ☐ Use exact eligibility wording from Department Constitution
- ☐ 5. Officers
  - ☐ officers the unit needs to function
  - ☐ which officers are elected
  - ☐ which officers are appointed
- ☐ 6. Executive Committee
  - ☐ power
  - ☐ composition of committee
  - ☐ voting members
  - ☐ specific number of members for a quorum
  - ☐ meetings
  - ☐ who can request a meeting
  - ☐ procedures for filling vacancies
- ☐ 7. Election of Officers
  - ☐ nominating committee?
  - ☐ annually or biennially
  - ☐ month elections are to be held
- ☐ 8. Duties and powers of the Officers
  - ☐ procedures for filling vacancies
- ☐ 9. Dues
- ☐ 10. Meetings
  - ☐ specific number of members for a quorum
  - ☐ special meetings
  - ☐ annual meeting
- ☐ 11. Standing Committees
  - ☐ list committees
  - ☐ procedures for filling vacancies
- ☐ 12. Discipline
- ☐ 13. Parliamentary Authority
- ☐ 14. Electronic Communications
- ☐ 15. Amendment Process