

MSU, Mankato Constitution Checklist

A constitution is a written document that establishes the rules and guiding principles of an organization. This checklist was created to help you verify that your constitution meets requirements for recognition.

If you aren't sure where to begin, we have developed a constitution template including all the requirements that is available for all RSOs to use—it can be found on the Student Activities website! Otherwise, feel free to use this checklist to make sure your constitution is ready to roll. This is what we use when reviewing recognition requests.

CONSTITUTION ARTICLES AND REQUIREMENTS:

- NAME:** Check the name of the RSO vs. Engage – do they match EXACTLY?
 - National Organization affiliation is listed if applicable.
 - Note: We strongly do **NOT** recommend starting your organization name with “MSU, Mankato” “Mankato State” “Minnesota State Mankato” “MNSU” “MSU” or other names that reference the university; because RSOs are not officially a part of the university (only affiliated), it creates confusion and inconsistency with how people refer to the group on campus and can make it hard to find the group in searches online. If you must include the University name in your organization’s name, we recommend adding “at MSU, Mankato” to the end.
- MISSION STATEMENT:** Is complete and tells the purpose of the RSO.
- MEMBERSHIP:** Requirements to join are clear and included here.
- OFFICERS:** Each of the four required positions is listed with the 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.
 - The four required officers:
 - President
 - Vice-President
 - Treasurer
 - Secretary
- 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.

- Specifies whether funds will be stored in an on-campus account or an off-campus account
- NON-HAZING STATEMENT:** Properly reflects current University Policy and state/federal law.
- NON-DISCRIMINATION CLAUSE:** Properly reflects current University Policy and state/federal law.
 - Note: The MSU, Mankato Student Code of Conduct states: “ No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.” The recommended non-discrimination clause is based on this exact wording.
- ENABLING CLAUSE:** Dated within the last year and states when the constitution went into effect.
- SIGNATURES:** While these aren't required, we highly recommend reviewing and signing annually to ensure that information is up-to-date and that officers and advisors are familiar with the information outlined in the constitution.