__ 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 posititions; include officer duties and expectations of advisor.

__ Definition/qualifications of membership
- Who can be a member? *(All members or any organziation 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.

As of November 2016