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| Not Acceptable | Minimum | Excellent |
| * Organization has ETSU before its name (if you use ETSU in your constitution it must follow your name) * Name duplicates an already existing organization * Improper Article/Section/ Subsection Structure or inaccurate reference to another section or article * Confusing, incomprehensible, or contradictory * No member requirements and/or responsibilities listed  1. Number of meetings they must attend 2. Number of events they must work 3. Etc. 4. Missing a non-discrimination clause, i.e., This organization shall not discriminate on basis of age, race, color, religion, gender, national origin, disability, veteran’s status, sexual orientation, or political affiliation.  * Missing procedure for removing members  1. What constitutes removal? 2. Who notifies them? 3. How is the advisor involved? 4. Can they appeal or come before the membership?  * Dues, if applicable, for the Organization not clearly defined  1. How much are dues? How often but a member pay their dues? Once, Twice, each semester or year?  * Due dates not outlined * Dues article missing the dissolution section   a. (i.e. In the event this organization is dissolved all organization funds will be given to \_\_\_\_\_\_\_\_\_\_\_)   * Meeting times or frequency not outlined i.e. (once a week or month) * No process for special meetings (Who calls them? Who notifies the members?) * Quorum not defined. * Not all officer positions listed * Not all listed positions have defined job description  1. President: 2. Presides over meetings 3. Etc.  * Doesn’t state which officer is in charge of money * No process for officer removal  1. Who notifies? When? 2. How is the advisor involved? 3. Can the appeal?  * Missing (eligibility/nomination/election process)  1. Must have 2.5 gpa and in good standing with ETSU 2. Shadowing Hours? If so, how many? 3. How are nominations held? 4. What if a member isn’t present the day of nominations but wants to run?  * Unrealistic timeline established for elections or other procedures * Doesn’t state what % of votes needed to win elections or pass motions * No process to fill a vacant position  1. Special election? How long after the position becomes vacant?  * Committees not stated and described * No process for creating special committees (who can make them) * No process for making amendments (number of votes need to pass, voting procedure, appeal process) * Authority/Supremacy Clause missing | * Organization name follows TBR standards * The purpose is unique & representative of the organization’s intent * Article/Section/Subsection structure is present but lacks continuity * Purpose and Objectives are listed but are not well defined * Member requirements are present but are vague and lack detail * Non-discrimination clause present * Member removal established but leaves some questions * Dues, if applicable, are defined * Dues dates are outlined * Dissolution Clause regarding finance present (i.e. In the event this organization is dissolved all organization funds will be given to \_\_\_\_\_\_\_\_\_\_\_) * Meeting times or frequency are given * Quorum established * All officer positions are listed but their jobs are not specific enough or lack subcategories * Example: 1. President  1. Lead meetings 2. Represent organization 3. Etc.  * Clearly states who is in charge of money * Officer removal process outlined some questions * Election process present but vague, i.e., no dates or timeline for the election are present. Which semester, month, meeting of the semester? * Eligibility and election/appointment process outlined for officers and committee chairs with minimum TBR requirements * Percentage of votes needed to win is stated * A process for filling vacant positions is stated but leaves some questions * Committees are listed and vaguely described * Method for creating special committees is written * Process for Amendments stated with all the following clarified; votes need to pass, voting procedure, appeal process * The Authority/Supremacy Clause is included in the constitution | * Organization’s name follows TBR Standards * The purpose of the organization is clear & unique * Proper Article /Section /Subsection Structure, i.e. each section properly labeled and officer duties are listed in concise subsections * Purpose and Objectives well defined * Member requirements and responsibilities are clearly stated * TBR required non-discrimination clause included * Member removal process clearly defined * Dues are clearly defined (if organization has dues) * A organization dissolution section is included * Meeting times/frequency outlined * Quorum for meetings is defined * There is a meeting procedure, i.e. Roberts Rules * All officer positions are listed * All listed officers have clear and detailed job descriptions * Clearly states who is in charge of money * Includes a process for officer removal and process for filling vacancies * Election process is laid out in detail * Eligibility, nomination and election processes for officers & committee chairs are all defined * A timeline for the election & other procedures is realistic * States what % of votes are needed to win elections or pass motions * All committees are listed and described in detail (including procedure for creating special committees) * Process for making amendments for the constitution is clearly laid out * The Authority/Supremacy Clause is included in the constitution |