

Clubs & Organizations Constitution Submission Process

STEP	WHAT TO DO	HOW TO DO IT
1	Submit constitution to MIC by noon (12pm) any Monday	<ul style="list-style-type: none"> Visit the Matador Involvement Center (MIC) in the University Student Union (USU). Request a Constitution Submission Form and fill it out. Submit one (1) paper copy (preferably double-sided) & one (1) electronic copy of your constitution along with the <i>Constitution Submission Form</i>.
2a	Sign up for a <i>Constitution Review Meeting</i>	<ul style="list-style-type: none"> Sign up for <i>Constitution Review Meeting</i> in the MIC at the Front Desk. The Activities Assistant will review the constitution and note any changes that need to be made to the constitution within one week of submitting your club/organization's constitution. <p>(If there ARE CORRECTIONS to be made, proceed to Step 3) (If there are NO CORRECTIONS to be made, proceed to Step 2b)</p>
2b	Wait for the Activities Assistant to Communicate to you when constitution has been approved	<ul style="list-style-type: none"> Once the Activities Assistant approves your constitution, s/he will submit your constitution to the Associated Students (AS) Judicial Court and then inform you when that has been done.
3a	Attend the <i>Constitution Review Meeting</i>	<ul style="list-style-type: none"> Attend the <i>Constitution Review Meeting</i> on designated date to meet with the Activities Assistant to review suggested changes to the constitution. Make changes to your club/organization's constitution.
3b	Submit revised constitution to the MIC by noon (12pm) any Monday	<ul style="list-style-type: none"> Visit the MIC in the USU. Submit revised constitution and the <i>Constitution Submission Form</i> for it to be reviewed at the following Friday's AS Judicial Court meeting. The Activities Assistant will review and forward constitution to AS Judicial Court.
4	Attend the AS Judicial Court <i>(At least ONE (1) Representative)</i>	<ul style="list-style-type: none"> Attend the AS Judicial Court (every Friday at 2pm) in the AS Central Office in the USU (Contact AS Chief Justice on specific date of your club/org's AS Judicial Court meeting). Club representative(s) will make a presentation (3-5 min max) about their club/organization's purpose, mission, etc. Club representative(s) will make final changes to the constitution before court approval.
5	AS Judicial Court will submit your constitution to be placed on the AS Senate Meeting Agenda	<ul style="list-style-type: none"> No action required by club/orgs! The AS Chief Justice from the AS Judicial Court submits club/orgs constitution to be placed on AS Senate Agenda one week after the AS Judicial Court hearing.
6	Attend AS Senate Meeting (OPTIONAL)	<ul style="list-style-type: none"> Optional: Attend the AS Senate Meeting at the Grand Salon in the USU Tuesdays at 2pm. Speak at Open Forum (3 min max) about your club/ organization. Await the Attorney General's report where the senate will take action on the approval of your club/organization's constitution.

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Clubs & Organization Constitution Process also available at:
<http://www.csun.edu/getinvolved/permits/>