

Constitution Submission Form

<input type="checkbox"/> New Club/Org <input type="checkbox"/> Previously Recognized Club/Org	<input type="checkbox"/> First Submission <input type="checkbox"/> Revision <input type="checkbox"/> Final Copy
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Club Constitution Information

Club Name _____

Contact Name _____

Contact Email _____

Contact Phone _____

Date Submitted _____ Staff Initials _____

-----Cut here-----

Thank you for submitting your club/Orgs constitution! Please review and follow the steps below to properly execute your constitution. ***How quickly you are chartered greatly depends on how quickly you submit revisions to the Matador Involvement Center.***

Constitution Submission Timeline (Condensed Process)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<ul style="list-style-type: none"> • Submit constitution to MIC by 12 noon Monday. • Sign up for Constitution review Meeting at the MIC (proceed to step 2) • Activities Assistant will review constitution. • Only If constitution has no suggested changes constitution will be forwarded to AS Judicial Court (Proceed to step 4) 	<ul style="list-style-type: none"> • Attend Constitution Review Meeting • Make suggested changes to your Constitution. 	<ul style="list-style-type: none"> • Submit revised constitution to MIC by 12 noon Monday for it to be reviewed at the following Friday's AS Judicial Court meeting. 	<ul style="list-style-type: none"> • Attend designated Judicial Court meeting Friday's at 2pm in the AS Central Office in the USU • Club representative(s) will make a presentation (3-5 min max) about their club/organizations purpose, mission, ect. • Club representative(s) will make final changes to the constitution prior to final Judicial Court approval. 	<ul style="list-style-type: none"> • Chief Justice from the AS Judicial Court submits club/orgs constitution to be placed on AS Senate Agenda one week from the Judicial Court hearing (8 days later) 	<ul style="list-style-type: none"> • Attend A.S. Senate meeting • AS Senate votes on constitution • Meetings are Tuesdays at 2 pm in the Grand Salon.

* If you have any questions about this process, please review the [Constitution Submission Process](#) or contact Activities Assistant at rachel.murphy@csun.edu at (818) 677-5111.