Constitution Submission Form
Matador Involvement Center (MIC)
818-677-5111

[ ] New Club/Org  [ ] Previously Recognized Club/Org  [ ] First Submission  [ ] Revision  [ ] Final Copy

Club Constitution Information

Club/Organization’s Name ____________________________________________

Contact Name: ____________________________________________________ Title: ________________________________

Contact Email: ____________________________________________________

Contact Phone: ____________________________________________________

Day & Date Submitted: ___________ Time Submitted: ___________ Staff Initials: ___________

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 depends on your prompt participation in submitting constitutional revisions if needed.

Constitution Submission Timeline (Condensed Process)

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
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</thead>
<tbody>
<tr>
<td>● Submit constitution to MIC by noon (12 pm) Monday</td>
<td>● Attend Constitution Review Meeting</td>
<td>● Submit revised constitution to MIC by noon (12 pm) Monday for it to be reviewed at the following Friday’s AS Judicial Court meeting (Go to step 4)</td>
<td>● Attend designated AS Judicial Court meeting Friday’s at 2pm in the AS Central Office in the USU</td>
<td>● Chief Justice from the AS Judicial Court will submit club/ org’s constitution to be placed on AS Senate Agenda one week after the Judicial Court hearing (8 days later) (Go to step 6)</td>
<td>● Club/Org Representatives should attend A.S. Senate meeting (Tuesdays at 2 pm in the Grand Salon)</td>
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<td>● Sign up for Constitution Review Meeting at the MIC</td>
<td>● Make necessary changes to your Constitution (Go to step 3)</td>
<td></td>
<td>● Club representative(s) are required to make a presentation (3-5 min max) about their club/organization’s purpose</td>
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<td>● AS Senate will vote on constitution</td>
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<td>● Activities Assistant will review constitution; if errors are found, you will be contacted (Go to step 2)</td>
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<td>● Club representative(s) will make any final necessary changes to the constitution prior to final Judicial Court approval (Go to step 5)</td>
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<td>● If no changes are needed, constitution will be submitted to AS Judicial Court (Go to step 4)</td>
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* If you have any further questions about this process, please review the Constitution Submission Process or contact the MIC

Revised: 12/15/2009