

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.