

As an ASA-recognized student organization, your group is required to have a publicly viewable constitution which must clearly state:

- The mission or purpose of your organization
- A definition of membership in the organization, including:
  - Any member of the MIT student community must be eligible for membership
  - The organization's membership will at all times consist of at least 5 MIT students and be more than half MIT students.
  - The organization shall not discriminate based on any characteristic listed in the [MIT Nondiscrimination Policy](#) for membership, officer position, or in any other aspect
  - **(NEW) RECOMMENDED - Membership Removal Clause** [The ASA and SOLE Office recommend that all student organizations add this clause to their constitutions. While it is not required at this time, it will likely be required for student organizations to add this clause to their constitutions next academic year. For now, all student organizations who choose not to add this clause to their constitution during re-registration must provide the ASA and SOLE Office with reasoning as to why they are choosing not to add this clause to their constitution.]: A member can be removed for non-participation reasons only.\* All behavior-related matters should be referred to the appropriate channel(s) for resolution, including, without limitation, [Institute Discrimination & Harassment Response Office](#), [Committee on Discipline](#) and [Student Organizations, Leadership, and Engagement](#).
    - \*Suggested Process for Non-Participation Removal: A member can be removed for non-participation reasons by a two-third vote by all the other members. Before the vote, they will be given a warning by the organization and a 30-day opportunity to make up for the non-participation and resume participation based on review.
- About the Officers:
  - Officer election procedure and dates (including what makes a quorum)
  - Explicit terms of office of your group's officers that encompass every day of the year
  - Duties of your group's officers
  - Removal process for officers
  - Must include at least president and treasurer (or corresponding positions) and those two positions must be required to be distinct current MIT students
  - The executive board must be comprised of at least half current MIT students
- About Meetings:
  - The frequency of meetings
  - Who runs the meetings
  - How decisions are made during a meeting (including what makes a quorum)
- Amendment Procedures
  - How the amendment is presented
  - How the amendment is passed
  - The quorum necessary for an amendment to be passed

- The ASA Governance Clause, which states:

The [your group name] agrees to abide by the [rules and regulations](#) of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.