

Section	Area	Requirement	Meets Requirement? (Yes / No)	Notes
1	Basic Information	Group name is clearly stated		
		Affiliation with URSA is stated		
		Purpose/mandate is included		
		Membership eligibility defined		
2	Executive Structure	Executive roles are listed		
		President/Chair role exists		
		Treasurer/Finance role exists		
		Selection method is stated		
		Term length is defined		
		Signing authority limited to URSA members		
3	Meetings & Governance	Regular meeting process defined		
		Annual General Meeting required		
		Voting procedure stated		
		Quorum defined (if applicable)		
4	Finance & Banking	Financial responsibility clause included		
		Bank account in group name required		
		Personal accounts prohibited		
		Multiple signing authorities required		
5	Dissolution	Funds redistribution process stated		
		No distribution to individuals		
6	Conduct & Accountability	URSA Code of Conduct referenced		
		University policies referenced		
		URSA authority recognized		
7	Amendments	Amendment process defined		
		URSA review required		
		Consistency clause included		
		Ratification consent acknowledged		
		Information sharing permitted		

8	Consent & Compliance	No conflicting clauses		
		Constitution is fully compliant		
		Minor revisions required		
		Major revisions required		
9	Overall Assessment	Addendum required		