

## **GUIDING DOCUMENT FAQ**

### **What is a “Guiding Document”?**

Guiding Documents are a documents that are created by the leadership of an organization that help organizations:

- Describe the purpose, mission and vision of the organization
- Give guiding principles for the organization
- Describe organization structure
- Explain how the organization conducts business and governs itself
- Help guide recruitment, elections and planning of events
- Assist with transition of leadership
- Assist with finding out about the history of the organization through archiving information

### **How can I write a “Guiding Document”?**

Guiding Documents can be presented in various written forms and names such as:

- A Constitution
- A Charter
- Bylaws
- Guidelines
- Principles

### **What should I include in a “Guiding Document”?**

Guiding Documents can include many items to help its leaders and members run the organization.

Some of the information that organizations may want to include in their guiding documents include:

- Organization name
- Purpose of the organization
- Who is eligible for membership?
  - I.e. Is there a GPA requirement for membership, what are the membership requirements, does the organization hold auditions or tryouts and if so, why?
- What is the organization’s definition of an active member?
- Which members are eligible to vote?
- What are the officer’s titles within the organization and what are their basic responsibilities?
- What is the attendance policy for the organization?
- What is the majority number required to vote on all organization matters?
- What are the procedures for electing officers?
- What is the “term of office” for your organization?
- What are the procedures for removing members from the organization?
- What is the process for amending the organization’s Guiding Document and resolving disputes?
- What are some events that your organization has done in the past?
- Provide any access information to any organization documents, advertisements, email lists, passwords, etc.
- How are financial decisions made? Are there dues?