



GUIDING DOCUMENT FAQ

What is a “Guiding Document”?

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

- Describe the purpose, mission and vision of the organization
- Provide guiding principles for the organization
- Describe organization structure
- Explain how the organization conducts business and governs itself
- Guide recruitment and leadership selection/election processes
- Assist with transition of leadership
- Assist with maintaining organization history through archiving information

How can I write a “Guiding Document”?

Guiding Documents are 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 components to help its leaders and members run the organization. Some of the information that organizations should consider including in their guiding documents are:

- Organization name
- Purpose of the organization
- Who is eligible for membership?
 - I.E. 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?
- Who is eligible to vote?
- What are the officer’s titles within the organization and what are their 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 including timelines?
- What is the “term of office” for leadership positions?
- What are the procedures for removing members from the organization?
- What is the process for amending the organization’s Guiding Document and resolving disputes?
- How are financial decisions made? Are there dues?