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?