CONSTITUTION REVIEW CHECKLIST

ASSOCIATION:						
Effective date:						
		CRITERIA RECCRIPTIONI				
CRITERIA DESCRIPTION						
<u>Associatio</u>	<u>n Name</u>					
Yes	□No	Is their Name and Operating name, if different, included?				
Objectives		, , , , , , , , , , , , , , , , , , ,				
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Yes	☐ No	Does it acknowledge the authority of HC and HNO as their governing bodies?				
Yes	No	Does it include HNO Bylaw 604(d) IP Program (Minor Associations Only)?				
Yes	No No	Does it include their governing area?				
Yes	No	Does it describe the category and division to which they participate?				
Yes	No No	Is the division or divisions approved by the Branch?				
Yes	No	Is the language to form and operate included in description?				
<u>Location</u>						
Yes	No No	Is the Team, League or Associations, location City listed?				
Directors (must have a minimum of three)						
Yes	□No	Is there a President?				
Yes	☐ No	Is there a Secretary?				
Yes	□ No	Is there a secretary:				
Yes	□ No	Are the duties for the above mentioned position outlined? OPTIONAL				
Yes	□ No	Are the duties for the individual directors outlined? OPTIONAL				
Yes	No	Are the duties of the Board of Directors outlined? OPTIONAL OPTIONAL				
Yes	□ No	Does it mention how the Directors are elected? OPTIONAL				
163		Does it mention now the birectors are elected:				
Books and Records						
books and Necolus						
Yes	☐ No	Is it adequately explained who and where the records are kept?				
Execution of Documents						
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Yes	No	Does it adequately explain who signs for the Team, League or Association?				
<u>Membersl</u>	<u>nip</u>					
□ v		to the discount of the color and the Adventure of the CO				
Yes	∐ No	Is it adequately explained who the Membership is?				
Yes	No No	Does it include wording found in HNO Bylaw 1304(b) to not accept membership?				
Annual M	eeting					
Yes	□No	Is the date of the Annual meeting listed.				
		is the date of the full dar meeting listed.				
Interpretations						
Yes	No	Does it include wording found in HNO Bylaw 805 Masc. /Feminine?				

Appeals

	Yes		No	For Leagues and Associations is there an appeal process in place?	
Ef	 fective [Date			
Γ	Yes		No	Is there an effective date?	
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Г	Yes		No	Has constitution been properly signed?	
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