ASGA Governing Document Evaluation Rubric

Institution: Middle Tennessee State University

SCORE	4	3	2	1	
			STRUCTURE		SCORE
CONSTITUENCY vs. FUNCTION	Primary document is organized by constituency (officers, members, executive board) rather than function (elections, finances). There are no internal references.	Most sections are organized by constituency and provide complete information on a particular topic. There are one or two internal references.	A few sections are organized by constituency but most are organized by function. Readers must reference multiple locations. There are several internal references.	Primary document is organized by function rather than constituency. Readers must look in several locations to understand the role of members and officers within the organization.	3
MODEL	The model (structure) of the organization is appropriate for the size and complexity of the institution and its student body	There are a few structural components that are unwieldy, unnecessary, or ineffectively organized that inhibit the effectiveness of the organization.	There are a several structural components that are unwieldy, unnecessary, or ineffectively organized that inhibit the effectiveness of the organization.	The model incorporates a level of complexity that is unnecessary for an organization operating at this type of institution with this level of responsibilities.	2
ARTICLES	Primary document identifies Articles similar to those found in standard parliamentary authorities.	The document contains most, but not all, Articles recommended by standard parliamentary authorities.	There are too many Articles, addressing a level of detail inappropriate for this high a level of indexing.	The organization of material appears arbitrary and unregulated. Major headings are confusing or non-existent.	3
STRUCTURE vs. PROCESS	Primary (constitution) and secondary (bylaws) documents separate 'structure' from 'process' and have different thresholds for amendment.	Structure and process of the organization are evident, but co-mingled in two or more documents.	Stucture and process are co-mingled in two or more documents. Some rules are repeated in both or contradict one another.	There is no distinction between structure and process. It is difficult for the reader to discern how the group operates.	3
COMMENTS: I am not convinced that the Federal Model is the best choice for this organization. The document, however, is fairly well put together, but does suffer from the inclusion of process with struture.					11

SCORE	4	3	2	1	
			PRINCIPLES OF A DELIBERATIVE ASSEMBLY		
EXECUTIVE AUTHORITY	The majority of the power of the organization remains vested in the largest decision-making body (Senate, General Assembly).	A few powers that should be reserved for the largest decision-making body are granted to a smaller deliberative assembly such as a Board, Cabinet, or Committee.	Several powers that should be reserved for the largest decision-making body are granted to a smaller deliberative assembly such as a Board, Cabinet, or Committee.	Powers that should be reserved for the decision-making body are granted to one or two individuals such as the President or Speaker.	3
REPRESENTATION	Representation remains as close to the concept of "one person, one vote" as possible.	Representation is by class, academic major, or geographic location.	Representation is by club, organization, social group, etc., resulting in "special interest" directly influencing decisions.	Representation is by more than one previously mentioned method. Students are represented unevenly within the assembly.	1
DISCIPLINARY PROCESS	Disciplinary procedures address appropriate behavior rather than "doing your job." Process is clear, fair, and with an array of sanctions.	Disciplinary procedures are overly detailed and descriptive but are clear and fair.	An inordinate amount of time is spent addressing whether officers or members are "doing their job." The only sanction is "impeachment".	Disciplinary procedures are overly detailed to the point of being ambiguous. The process is not understandable.	2
VOTING THRESHOLDS	Majority vote determines ordinary business. Correct definition of "majority". Vote of 2/3 used in exceptional cases.	Majority vote determines ordinary business. Incorrect definition of "majority". Vote of 2/3 used in exceptional cases.	Ordinary business decided by a vote greater than a majority.	Confusion between the term "majority" and "quorum".	3

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COMMENTS: The biggest detractor is that representation within the Senate is not fair and uniform. The disciplinary process is overly involved in simple decisions, particularly as they apply to the attendance policy.				9

SCORE	4	3	2	1	
			CONSISTENCY & AMBIGUITY		
INDEXING	Consistent use of indexing conventions (bold, indentation, Roman & Arabic numerals). Each separate topic or rule is indexed in some way.	Some use of indexing conventions but is inconsistent in applying them. Some paragraphs are not indexed so that different topics are separate and clear.	Indexing of the document seems to be an afterthought. Inconsistency may be attributed to previous attempts at amending or modifying the document.	Narrative form with large, complex paragraphs and inconsistent use, if any, of indexing conventions.	4
TERMINOLOGY	Consistent use of terms for members, officers, processes, committees, boards, and commissions.	One or two instances in which terminology is inconsistent leading to confusion over what group or process is being discussed.	Several instances in which terminology is inconsistent leading to confusion over what group or process is being discussed.	Significant inconsistency in the use of terms. Implies that the reader is intimately familiar with the organization and "knows what we mean."	3

COMMENTS: The organization has done a good job of indexing the document, although there could be more efficient clustering of certain structural elements. Late in the document, the term Executive Branch is replaced with Executive Board. I am unsure if they were to be synonymous. There are a few other examples of inconsistent language as well.				12

			TOTAL SCORE	32

If your score is:	36-40	The document is sound and requires only a few adjustments that an internal committee could address.
	30-35	The document has a sound framework. There are either small issues in several categories, or one or two large issues in a couple of categories. This might be handled through an internal review or a review by a member of ASGA's team.
	25-29	The document has a few issues which may impede the effective operation of the organization. You might consider having a member of the ASGA team work with your organization on developing recommendations for improvement.
	10-24	The review has identified several key problems with the document that may impede the organization's ability to operate effectively. You might consider having a member of the ASGA team work with your organization on rewriting the document.