## *Group : Group Name Period*

# Members

1.

2.

3.

4.

# Task List

1.

2. This list should include

3. ALL designated tasks/duties.

4. Who will be responsible for what?

# Group Constitution

Forward: This contract is a binding legal document and governs the group until the assigned project deadline. If the group separates, or a member is fired, the basic contract laws remain intact for both parties. However, group member dismissal or resignation may cause work responsibilities to shift.

This list should include all assigned duties. Who will be working on what?

Article I: Absence Policy

* How will the group maintain contact in the event of an absence? (2-3 methods is PLENTY!)
* Steps that will be taken in case of excessive absences,
* Expectations for makeup work/work due on the day of an absence/absence on presentation day

Article II: Work Schedule

* Reading schedule: How will all reading be completed (in class/in school/at home?)
* Discussion: How will discussion needs/req’s be met? (In class/in school/at home/collaboratively/independently?)
* Debate: How will the workload be divided? (Include more specific detail HERE about responsibilities in task list)

Article III: Project Leader

The group has elected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the project leader under Article III.

Include a SPECIFIC list of the powers, duties, and responsibilities of the project leader.

Article IV: Work Ethic

What are the behaviors (norms) that are expected during both group meetings and independent work?

(For grading purposes, full credit requires at least 3-5 DO’s and 3-5 DON’T’s; use SPECIFIC, OBJECTIVE language!)

Article V: Contract Violation Penalties *(Tip: Short and sweet does the trick - Be specific, but concise!)*  
a. The following conducts will result in the following project penalties:

-Conducts must be **specific** and **objective** or they cannot be enforced.

-Include BOTH the conduct AND the corresponding penalty.

-You MUST list any and all conducts noted as worthy of penalty in articles I-IV. (Copy/paste!)

-This section MUST include a group plagiarism policy; otherwise, full penalty applies to ALL group members.

b. The procedure for enforcing a penalty on a group member:

Each group will be **REQUIRED** to maintain a log of contract violations (provided)

* + 1. The procedure for dismissing a group member.
       1. Include whether a warning will be given, and how many,
       2. the nature of the warning, (verbal, written, face-to-face, phone, etc)
       3. how the decision will be made, (vote, discussion, etc)
       4. and procedures for dismissal (notification method; WHO will notify).
    2. The procedure for a member resigning from the group.
       1. Include whether a warning will be given before officially resigning,
       2. Whether notice will be provided, and if so, how much, (BE REASONABLE!)
       3. How notification will be made.

c. In the event of dismissal or resignation, work division/ownership will be:

* + 1. Must be specific and renegotiate the tasks as listed above,
    2. Must note who will have the rights to completed work. (Including if different for resignation/dismissal)

Article VI: Signature

By signing this contract the following group members agree to abide by the articles above. If any member fails to abide by the articles of this contract, they may be fired from the group given *at least* a 50% vote in favor of firing the individual.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_