Starting a New Student Organization

Use the materials in this packet to propose a new Student Organization at the University of North Alabama
New Student Organization Proposal

You must submit a completed copy of this form to the Office of Student Engagement. Proposals to register New or Inactive Organizations are only reviewed at specific times of the year. Deadlines for each review period: September 15th (fall), January 31st (spring), and June 15th (Pre-fall). Once reviewed, you will receive an email from Student Engagement with requirements for certification.

Proposed Organization Name

☐ This is a request to restore an inactive organization. Last active year was ________.

- My Name ___________________ Email ___________________ Cell ___________________
- The proposed organization will support and enhance the mission and purpose of the institution by one or more of the following ways:
  1. Develop the personal empowerment of those participating
  2. Develop academic/career competency of those involved
  3. Develop social/civil responsibility of those involved
  4. Continue to improve the effectiveness of the university community

Briefly describe how it will achieve one or more of the above objectives:

- I have attached a roster of at least 3 full-time enrolled students that have agreed to serve as officers for this organization until the first election
- I have obtained agreement of a faculty or staff member to serve as the organization’s advisor (Advisor’s name ___________________ Email ___________________)
- I agree to serve as the advisor for the organization identified above for the current academic year. I agree to attend at least one of the organization’s meetings each month and participate in advisor training. Signature: ___________________ Date __________
- The Founders and I have attached a draft constitution under which the organization will operate.
- If my organization is affiliated with a local/national/international organization, I have submitted documentation to the Office of Student Engagement that recognizes or authorizes our affiliation and identifies a point of contact.
- If my organization is a Fraternity/Sorority organization as defined by the University of North Alabama, I have submitted all documentation to the Office of Fraternity and Sorority Life and am in good-standing to begin this organization.
- Signature of person submitting this form ___________________ Date __________

Office Use Only

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This form is for 2021-2022
Student Organization Program Overview

The Student Organization program serves two functions, to create both enjoyable and memorable activities for campus, and to provide an opportunity for student leaders to actively develop leadership competencies in a supportive environment. Active participation in the leadership process of a Student Organization program at UNA seeks to support the following leadership development goals:

Knowledge acquisition, integration, construction, and application:
Participation in this program should improve the value of a student’s education.
Participation in this program should help you learn more about others and share knowledge with others.

Practical Competencies in Organizational Management:
Participation should enhance your ability to negotiate contracts/agreements, develop a budget, monitor a budget, supervise peers, plan/set goals, run a meeting, influence others, organize events, publicize events, evaluate events, make presentations,

Development of thought processes:
Participation in this program should enhance student’s ability to think critically, define problems, and solve problems.
Participation should increase your capacity to consistently make ethical decisions.

Personal Development
Participation in the program should improve your self-motivation, self-confidence, self-esteem, knowledge of personal talents, and knowledge of limitations and general knowledge of yourself.
Participation in the program should challenge you to evaluate if your actions are consistent with your values/beliefs, if you were passionate about the organization’s goals.
Participation should challenge you to evaluate your ability to work effectively with other leaders, communicate with other leaders, respect, and trust other leaders.
Participation should challenge you to listen to the ideas of others, dissent from others, discuss differing opinions in a respectful manner, and support group decisions that did not match your position.

Achievements:
Participation in this program should help you achieve a feeling of an accomplishment, a sense of ownership of the organization, and pride in being a member of the organization

Relationship Development:
Participation in this program should enhance your ability to develop trust among team members, earn respect of others, effectively manage conflict, work effectively with others, listen effectively, motivate others, see things from others’ perspectives, successfully establish professional relationships, and successfully establish personal relationships.
Participation in this program should gain an enhanced ability to work with diverse populations.

Program Qualities:
Participants should gain experience developing, working towards, and accomplishing goals as an organization
Participants should be challenged to interact with people different from them, and to value and respect people different from them
Participants should have access to a resourceful advisor who attends organizational meetings and activities.
Participants should have the opportunity to participate in leadership training

Core Concepts of Leadership:
Leadership is a process that requires constant searching and evolution of ideas and concepts.
The Leadership process can be learned.
The Leadership process requires a search for understanding of ourselves and others (how we think, how we make decisions and why we behave the way we do)
STUDENT ORGANIZATION CONSTITUTION CHECKLIST

Your organization’s constitution is the essence of your organization. It explains your purpose and how you should operate to achieve your purpose. The following checklist is designed to aid student organizations in creating a document that will be of benefit to the organization’s management and functioning on The University North Alabama campus. Organizations unique to the University of North Alabama MUST follow this format. Organizations that are affiliated with an inter/national organization may submit governing docs in line with their national standards. The Student Organization Handbook requires organizations to include the following information in each constitution.

_____ * ARTICLE ONE (Name)
State the name of the organization. (New organizations may not use “The University of North Alabama” in the title of the organization or any other trademarked UNA phrase or saying.)

_____ * ARTICLE TWO (Purpose)
State the purpose, objectives, and aims of the organization. (Feel free to copy the section from your proposal form)

_____ * ARTICLE THREE (Members)
Within Article III you MUST state the requirements for membership and MUST include the following aspects of organizational membership:
(1) Organizations must allow for self-nomination for membership.
(2) Membership selection and expulsion procedures should be outlined.
(3) Is there a code of conduct or ethics for your members? What is and is not acceptable?

_____ * ARTICLE FOUR (Offices) Include a (1) list of offices, (2) the terms of office, (3) descriptions of office responsibilities, (4) officer election/selection procedures, and (5) provisions for filling vacancies.

_____ * ARTICLE FIVE (Meetings) State when regular meetings are to be held as well as provisions for calling special meetings. State what number constitutes a quorum at any organizational meeting.

_____ * ARTICLE SIX (Relationships) State any present or intended relationship the organization may have to any other local, state, or national organization. Include one copy of the constitution and by-laws of any such related organization or a letter of recognition by the related organization on official letterhead.

_____ * ARTICLE SEVEN (Finances) State provisions for allocation of any bank account funds held in the name of the organization in the event that the organization goes defunct or is terminated by the University.

_____ * ARTICLE EIGHT (Committees) Include the structure of the executive committees, a description of standing committees, and the responsibilities of each committee/committee chairperson, and the method of membership and chairperson selection.

_____ * ARTICLE NINE (Advisors)
State the selection procedures for the advisor(s), the advisor’s responsibilities, and the length of the advisor’s term. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of North Alabama.

_____ * ARTICLE TEN (Parliamentary Authority)
Provide for some form of parliamentary authority (Robert’s Rules of Order recommended).

_____ * ARTICLE ELEVEN (Amendments) State provisions for adopting amendments.

_____ * ARTICLE TWELVE (By-Laws) State provisions for adopting by-laws.
CONSTITUTION OF

(Organization’s Name)

(Date)

ARTICLE I

Name

This organization should be known as ______________________________
(May not use “UNA” or University of North Alabama in the title of the organization. Can say “Org Name” at UNA)

ARTICLE II

Purpose

The purpose of the organization shall be ______________________________

ARTICLE III

Members

Section A. Membership

(An explanation of types of membership: active, honorary, associate, and privileges of each.)

Section B. Membership Qualification(s)

No student is to be excluded from membership or participation on the basis of race, color, national origin, religious status, sexual orientation, age, marital status, veteran’s status, or physical, mental, or medical disability when it is unrelated to the purpose of the organization, and except when exempt under Title IX, sex, gender, or gender identity. However, groups may select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) and may limit membership and participating in the organization as a right of association as derived from the First Amendment.

Section C. Selection of Members

1. When are new members selected?
2. Percentage of vote of active members needed for approval of new members.
3. Notification of membership acceptance
4. Miscellaneous procedures involved in selection

Section D. Expulsion of Members

1. When are members removed? (Are there values, behavior or a member code of conduct?)
2. Percentage of vote of active members needed for removal of members.
3. Notification of membership removal
4. Miscellaneous procedures involved in removal
Section E. Voting Privileges — honorary, affiliated, etc.
1. Which members who are honorary, affiliated, quorum, etc., are entitled to vote on which issues; status of absentee ballots.

ARTICLE IV

Officers

Section A. Elected Officers
List position title and an explanation of the duties and responsibilities of each.

Section B. Qualifications for holding office
1. All active members that are on academic, social, or disciplinary probation are prohibited from holding any office — elected or appointed.
2. Other stipulations: class, previous offices, length of time as an active member, etc.

Section C. Selection of Officers
1. When do elections usually take place?
2. Voting procedures: quorum needed, nominating procedures, balloting methods, who is responsible for elections, etc.
3. General time that elected officers assume office — a stipulated interval after elections.
4. Length of term of office; should be compatible with #1 above.

Section D. Filling Vacancies
1. Who assumes office of president and other offices in the event of a vacancy: procedure — appointments, voting, special committees, etc.

Section E. Recall of Officers
1. Statements of condition of removal: failure to perform duties, excessive absence, etc.
2. Voting procedure for impeachment: should be large majority — two-thirds or three-fourths of membership. Final action should be detained until the next regular meeting.

ARTICLE V

Meetings

Section A. Frequency of regular meetings

Section B. Special Meetings
1. Statement of reasons for special meetings.
2. How are special meetings called — president, petition of 25 percent of members, etc.
3. How are members notified of special meetings? Reasons for meeting should be communicated at the time of notification.

Section C. Quorum
Stipulations as to percentage of active members needed for quorum; larger organizations should require approximately one-third; smaller organizations should have greater percentage: three-quarters.
ARTICLE VI
Relationships

Section A. Is your organization connected to any other local, state, inter/national organization, church, religious group, etc?
1. Reference and attach the constitution or the letter of recognition from the affiliate organization
2. Identify who is the point of contact at the affiliate organization and what authorities you do and do not have as a student organization
3. Can you use the organizations logos, phrases, etc? Does it require/provide insurance?

ARTICLE VII
Finances

Section A. Duties and Assessments, Initiation Fee(s)
1. How are dues set? — Majority vote of members.
2. Types of assessments — initiation fees, regular dues, special assessments.

Section B. Budget Planning
1. When is budget created? When is it presented? What is needed for approval?
   Who can allocate dollars?

Section C. Bank Account Administration
1. How will remaining bank account funds be allocated in the event the organization goes defunct or is removed by the University

ARTICLE VIII
Committees

Section A. Define any executive committees
1. What are the duties and description of these committees
2. What is the authority of these committees?

Section B. Define any standing committees
1. What are the duties and description of these committees
2. How do they select chairperson? Members?

ARTICLE IX
Advisors

Statement of method of selection of advisors, responsibilities of advisors and term office — At least one advisor must be faculty or staff member at UNA.

ARTICLE X
Parliamentary Authority

Section A. Define the parliamentary authority (Robert’s Rules of Order)

ARTICLE XI
Amendments

Constitution: Amendments and revisions (Procedure: Any member, at any regular meeting, may propose a written amendment, final action on which will be delayed until the next regular meeting. An affirmative
vote of two-thirds or three-quarters of the membership shall be required for adoption of an amendment.)

ARTICLE XII

Bylaws

The Bylaws constitute the technical details necessary for carrying out stipulations in the constitution. The following are examples of subjects covered by the Bylaws:

1. Initiation procedures if applicable
2. Detailed notations of powers and duties of officers
3. Committees other than Standing Committees and their areas of responsibility
4. House rules, duties and disciplining of members
5. Order of Business to be followed at meetings