

# **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. Once approved, you will need to complete the Student Organization Registration Form.

Organization Name

- 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 scheduled a meeting with a Student Leadership Consultant to review this form
- I have a roster of at least 3 full-time enrolled students that will found this organization
- 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 created a constitution under which the organization will operate and it has been attached to this form.
- The constitution will be approved and signed by a majority of the chartering students on the following date \_\_\_\_\_
- If my organization is affiliated with a local/national/international organization, I have submitted documentation to the Office of Student Engagement that recognizes 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 \_\_\_\_\_
- SLC Name \_\_\_\_\_ Date Reviewed \_\_\_\_\_ SLC Initial \_\_\_\_\_

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FSL	DSE	Admin

## **STUDENT ORGANIZATION CONSTITUTION CHECKLIST**

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. Unless the organization is affiliated with an inter/national or local organization, or is classified as either a Distinguished University Service Organization, or Honor Society, the organization must follow the following constitutional format.

\_\_\_\_\_ \* **ARTICLE ONE (Name)**

State the name of the organization. (*Organizations should 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.

\_\_\_\_\_ \* **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.

\_\_\_\_\_ \* **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.

**\*\*\*SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS\*\*\***

**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)  
Generally, 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 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?
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