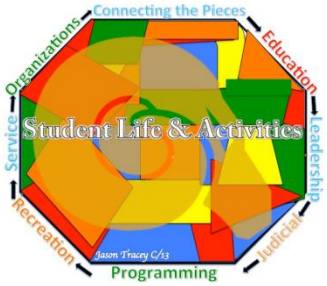
STARTING A STUDENT ORGANIZATION



Student Life and Activities
Division of Student Affairs
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Phone: 229.903.3606
Email: buildingrequest@asurams.edu
Web: http://www.asurams.edu/web/students-student-activites/section-home

Due April 27, 2012 by 5:00PM

Starting a student organization at ASU is not complicated. This packet contains all the information you will need to apply for recognition as a student organization. University recognition will enable your organization to:

- use University facilities (e.g., University Union rooms, classrooms) and equipment for meetings, fundraisers, and other events and programs
- be included in the list of recognized student organizations published by the University;
- have an on-campus mailbox.

BEFORE YOU START:

- ✓ There's no sense in trying to create an organization that we already have on campus. Look through the organizations we have, and make sure that ASU doesn't already have an organization that you want to join. The type of club/organization you're interested in may even be under a different name that what you would expect so search carefully.

The Student Life and Activities staff is available to assist you with the recognition process.
We look forward to working with you! Just follow these easy steps to get started:

PHASES TO RECOGNITION:

PHASE 1: SUBMIT THE INTENT TO ORGANIZE FORM AND NEW STUDENT ORGANIZATION APPLICATION

Once you're sure that ASU doesn't already have the organization you are interested in, it's time to start the process of creating a new group. Start by filling out the **INTENT TO ORGANIZE** worksheet and New Student Organization Application. This worksheet will help you to think through the first steps of starting your group, who to recruit for membership, and what types of things your group will do once it is formed. Creating an organization from scratch is challenging, yet fun and rewarding process. An approved **INTENT TO ORGANIZE** packet provides you with organizational privileges (e.g., the ability to schedule organizational meetings on campus) for **30 days from the start of the Fall 2012 semester**. The

packet includes an Intent to Organize Worksheet, New Student Organization Application that includes: Sample Roster Form, Acknowledgement of Student Activities and a Sample Constitution. As part of this process, you must secure the names and Ram ID numbers of 12 currently registered students who support and are potential members of the proposed organization. In addition, please make sure each officer has read and agreed to the conditions of recognition listed. Student organization officers must be matriculated, currently registered students at ASU. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have an advisor; he/she must also sign this form.

Each recognized student organization must have a constitution, which defines the organization's structure and operating procedures. The constitution must be submitted as part of the Intent to Organize process. A sample constitution is provided in this packet to assist you in drafting a constitution. The sample illustrates the items normally contained in a student organization constitution as well as items that must be included to comply with ASU policy. This sample is provided only as a guide; it is the responsibility of the organization members to determine how the organization is to be structured and operated. Please let us know if you have any questions or need assistance in developing a constitution.

PHASE 2: Complete and Submit a Recognition & Renewal Packet

The Recognition & Renewal packet contains vital information and several forms that need to be completed and returned to Student Life and Activities. The completed packet must be submitted within 30 days after the start of the Fall Semester. Forms in the packet include:

- ☐ Type, print and submit the Club/Organization Renewal Packet including the following:
- ☐ Club/Organization Update/ Annual Renewal Application
- ☐ Club/Organization Officer Roster with student I.D (excel or word document)
- ☐ Club/Organization Member Roster with student I.D (excel or word document)
- ☐ Organization Agreement
- ☐ Advisor Agreement
- ☐ Hazing Statement
- ☐ Revised constitution or Bylaws (when applicable).

PHASE 3: Attend a Recognition & Renewal Meeting OR meet with a member of the Student Life and Leadership Programs Staff for a Recognition/Renewal Meeting

During the Fall semester, your organization leadership will meet with the review committee to discuss plans for your organization, at that time you will be responsible for presenting to the committee a solid Mission & Vision as well as Goals and Objectives for your organization. During this meeting the committee will also review your constitution, request for recognition, discuss the policies and procedures and services available to assist the organization.

INTENT TO ORGANIZE

I hereby petition the Student Life and Activities Office at Albany State University, Albany GA, for permission to start the following club/organization:

(Proposed name of Club/Organization)
_____

Purpose and Objectives of Proposed Club/Organization:
_____

Please attach your answers to the below questions:

1. What kind of organization we you interested in starting? What is the group's purpose?
2. What are you looking for in this organization (continuing a high school interest, relating to your major or career, working on a cause you believe in, etc)?
3. How much time do you have to dedicate to organizing a new group? What other time commitments do you have (school, work, etc.)?
4. What will the new organization provide for the University or student body?
5. Write down some traits and characteristics of the people who would be interested in this group?
6. Starting an organization by yourself (or a small group) is not easy. Write down the names of people (friends, classmates, professors) who can be a resource to you.
7. What would a member get out of being in this organization?
8. What financial resources would your group need and how would you get them? Your organization will need to have an on-campus faculty/staff advisor. List the names of people you would contact to be your group's advisor.

PRIVILEGES AND RESPONSIBILITIES
An approved Intent to Organize petition gives the organization the following **privileges**:

a. May schedule on-campus facilities for organizational meetings for 30 days;
b. May recruit members on campus;
c. May indicate affiliation with ASU (e.g. by using the University's name) for organizational purposes;
Note: A new organization may not solicit funds until the recognition process has been completed.

An approved Intent to Organize petition entails the following **responsibilities**:

- Organizational meetings must be scheduled and held in accordance with applicable regulations;
- The requirements for full recognition must be completed within 30 days of the beginning of the Fall Semester;
- Membership must be open to all eligible ASU students
- There must be no discrimination based upon race, religion, national origin, sex (except as permitted by law),
- age, physical disability or sexual orientation;
- No member in this organization should engage in any form of hazing defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates,

degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

- I request approval to initiate and organize the above named student organization and will ensure the organization complies with the requirements above.

Signature:_____ Telephone:_____

Name (printed): _____ Ram ID: _____

Address: _____ Date: _____

City/Zip: _____

Email: _____

New Student Organization Application

Name of Organization:

Abbreviation (if applicable):

Organization Type: (Check one):
NOTE: Refer to the description on the back of the application to choose the organization type that fits your club best:

	Academic/Professional		**Performance**		**Religious**
	Cultural		**Political**		**Service**
	Governing		**Programming**		**Social**
	Honorary		**Recreational**		**Special Interest**

As a currently registered ASU student, we support the formation of the organization listed above: ORGANIZATION IS REQUIRED TO ATTACH ITS OWN TYPED ROSTER (WORD, EXCEL, ETC.) TO INCLUDE THE BELOW INFORMATION FOR EACH MEMBER:

Name	Ram ID	Classification	Major	Phone	MA	EMA (2)
PAM RAM	906-00-0000	Senior	Biology	229-229-2292	504 College Dr.	Pam.ram@students.asurams.edu pamram@gmail.com

1. FULL NAME
2. COMPLETE RAM ID
3. CLASSIFICATION
4. MAJOR
5. COMPLETE MAILING ADDRESS
6. TELEPHONE NUMBER
7. TWO EMAIL ADDRESS (ONE MUST BE THE ASU EMAIL ACCOUNT)
8. SIGNATURE OF EACH PETITIONING MEMBER

PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING:

The organization listed above is petitioning for recognition as a student organization at Albany State University, for the 2012-2013 academic year. When approved, recognition is granted from Fall Semester 2012 through the third week of the Fall Semester 2012. As officers of the organization, we agree individually and collectively to the following:

POLICIES GOVERNING STUDENT ACTIVITIES

The Office of Student Activities provides as much assistance as possible to student groups in developing campus activities and programs that enrich and enhance college life. All student organizations are under the jurisdiction of the University. Direct responsibility rests with the approved campus advisor(s) and the Office of Student Activities.

A. General Regulations

1. A student will be allowed to represent the University in any intercollegiate competition or student organization if he or she is currently enrolled for a minimum of 12 semester hours.
2. A student will be able to hold a major office (i.e. section leader, class or organization king/queen, officer) in a student organization if he or she has a cumulative average of 2.50 or better. (Some organizations may require a higher g.p.a.)
3. A student will be able to actively participate in a student organization if he or she has an accumulative average of 2.00 or better. (Some organizations may require a higher g.p.a.)
4. An organization shall secure Activity Forms from the Office of Student Activities and properly complete them before it can sponsor any activities. Under no circumstances will any organization be permitted to sponsor an activity, which has not been properly approved by the Office of Student Activities. Failure to do such may result in possible disciplinary action. Activity forms shall be on file with the Director of Student Activities **at least five-seven business days** in order for the activity to be considered. This does not include weekends. Failure to submit forms in a timely manner could automatically result in disapproval.
5. Activities scheduled Sunday through Thursday must conclude by 11:00PM, unless special permission is obtained. Dances, parties and the like will not be approved on Sunday to Wednesday. (See dance event policy)
6. Activities, other than dances, scheduled for Friday and Saturday must conclude at 2:00 a.m. and 1:00a.m., respectively, unless special permission is obtained. (See dance event policy for dance times in student handbook).
7. All rehearsals held in any building on the University campus must cease at 11:00PM.
8. Any official student organization may be permitted to sponsor any activity during the year as long as it stays within the objectives of the University and is properly registered in the Office of Student Activities.
9. Fundraising activities such as raffling must comply with local and state laws.
10. Student groups who desire to serenade must secure the approval of the Director of Student Activities **at least five business days** before the activity is to occur. The deadline for such activities to cease is 11:00PM. (unless special permission is obtained)
11. The advisor must approve all events and meetings of the student organization.
12. No activities are to be scheduled during holidays or recess periods, unless special permission is obtained from the Office of Student Activities.

OFFICER 1: _____

PRINT NAME SIGNATURE TITLE DATE

OFFICER 2: _____

PRINT NAME SIGNATURE TITLE DATE

OFFICER 3: _____

PRINT NAME SIGNATURE TITLE DATE

OFFICER 4: _____

PRINT NAME SIGNATURE TITLE DATE

OFFICER 5:

_____

PRINT NAME SIGNATURE TITLE DATE

My signature above indicate that I am aware of, and agree to abide by, the policies and procedures of Albany State University; and give the Office of Student Life & Activities permission to verify my academic standing with the university each semester that I hold membership in any registered/recognized club/organization.

APPROVAL (FOR OFFICE USE ONLY)

DIRECTOR, STUDENT LIFE & ACTIVITIES: _____ DATE: _____

PETITION VALID FROM: _____ TO _____

RECOGNITION PACK IS DUE IN THE OFFICE OF STUDENT ACTIVITIES IS DUE NO LATER THAN:

_____

CONGRATULATIONS, YOU HAVE COMPLETED PHASE 1 OF BECOMING A RECOGNIZED ORGANIZATION ON THE CAMPUS OF ALBANY STATE UNIVERSITY!!!!!

Pages 7-9 are for information purposes; please only submit pages 3, 4, 5 & 6 to Student Life & Activities by April 27, 2012 at 5PM.

Failure to submit the above will result in your organization forfeiting the petition for intent to organize.

IMPORTANT NOTICE!!

PHASE 2:

Intent to Organize Forms will be reviewed by a committee over the summer semester. Those organizations that are approved to organize will be notified via email. Upon the start of the Fall Semester organizations approved to organize will be allowed to request space for meeting and recruiting purposes only for a period of 30 days. During this 30 day time period organizations are to prepare and submit the Recognition and Renewal Packet, of which completes Phase 2 of the recognition process. Failure to submit the above will result in your organization forfeiting the remainder of the process.

PHASE 3:

Recognition and Renewal Packet will be reviewed by a committee. Upon approval, organization will be placed on semester probationary period and granted complete programming access as any other recognized club/organization on the campus of Albany state University. During this semester the club/organization must attend ALL Leadership Workshops, attend ALL S.T.O.P. Sessions, maintain a collective GPA of 2.5 of higher and must not receive any violations of the Policies Affecting Student Organizations.

Organization Descriptions

Academic/Professional- Organizations that provide an opportunity for individuals to discuss and share information related to a specific academic discipline/career

Cultural-Groups that seek to increase campus understanding of a specific culture or cultures, to provide students with an avenue to explore and celebrate their own cultural heritage and provide programs and services designed to support students of various cultural heritages at the university.

Governing- Bodies that coordinate activities for or govern a group of organizations or students

Honorary
Academic – Members are recognized for academic achievement
Leadership – to recognize outstanding leaders
Professional – to recognize outstanding students in a particular profession

Performance- Organizations that provide opportunities for involvement and exposure to the performing arts (music, dance, theater)

Political- Organizations support political parties, political issues and/or candidates seeking Office

Programming- Organizations that are concerned with programming events and activities for the Campus

Recreational/Sports- Clubs that promote sports-related programs and/or recreational activities

Religious- Organizations whose main purpose is religious or spiritual instruction and fellowship

Service- Groups dedicated to providing service to the campus and/or community

Social -Organizations that foster social networks among students

Special Interest- Organizations that provide an opportunity for individuals to discuss and share information concerning a specific non-academic related topic of interest.

SAMPLE CONSTIUTION

The constitution is the heart of your organization. It provides the structure by which your group will function, and it secures a professional operating environment that Penn State prides itself upon. The basic requirements of a constitution are listed below.

A sample constitution including the required articles, and the most common way of organizing them, is attached to this packet in order to aid you in the application process.

Required Constitutional Elements

Heading

1. All information must be centered.
2. State the full name of the organization, and its acronym, if applicable.
3. Under the name, state the original date that the organization first met on the confines of Albany State University.

Body

Any statements that must be included in the constitution in some fashion will be prefaced by the word "**state** "in boldface or text will be in **boldface**.

Article I: Purpose

• Clearly **state** the purpose of the organization. This is the singular most significant part of the document, as it is the mission statement of the organization. No organizations with duplicate or highly similar purposes of those existing organizations will be considered for registration. **State** the purpose in sentences, or by using numbers or bullets.

Article II: Membership

• If your organization is an undergraduate student organization, **state** that the majority (50% + 1 of the active membership) must be undergraduate students. **State** that there must be at least 7 active student members for undergraduate groups. **State** that only active member may vote, preside, officiate, or solicit funding on the organization's behalf.

• **Student Life Office rules require that : State** that "No organization may restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of that organization and the Penn State University Community at large. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against students will not be tolerated at Albany State University.

• New Membership and Recruitment

o Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
o New Membership Manual
o A list of responsibilities
o All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
o Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

• Membership Removal

o Please draft a "Membership Removal Policy" subsection within the Membership Section that you feel is appropriate for expelling members from your organization. Please be sure to include reasonable guidelines for what is a condition for expulsion.
o Example: The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending members---quorum is 75% of active members.

Article III: Officers

• **State** that only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers in your organization. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers.
• **State** all officers, elected or appointed, and their appropriate duties and powers. If officers form the executive committees, an odd number of officers is recommended. Avoid shared offices.
• **State** the procedures that will be followed to fill unexpired vacancies. These include the meeting at which nominations and elections will take place (if applicable), the process by which a candidate will be nominated, etc.

Article IV: Meetings

• **State** the frequency of meetings. At least two meetings per semester are required in order to maintain active status with the University.
• **State** how, and by what body, the frequency of meetings may be decided or changed.
• **State** under what circumstances, and by whom, a special meeting may be called.
• State how, when, and by whom members would be notified of regular and special meetings. **State** that adequate advanced notice must be given to all members.

Article V: Voting

• **State** what will constitute quorum. Different quorums may be used for voting, elections, amendments, and other items. If you wish to require different quorums for different voting events, they must be specified.
• **State** what shall constitute a majority; likewise if different types of majorities will be required for different voting events, they must be specified.

Article VI: Finances

• **State** whether or not the payment of dues is a necessary condition for membership.
o If it is **state** how they will be determined. Do not specify a specific amount, and it is recommended that the amount is kept reasonable.
o **State** how often dues are to be collected.
• A dollar amount that officers may spend without approval of the membership may be specified. It is recommended that this amount is kept small. If you wish to allow for this kind of executive function **state** the dollar amount, and the specific officers that it pertains to.

Article VII: Elections

• **State** the meeting at which nominations and elections will take place. **State** how and when these meetings will be publicized.
• **State** that no one involved in conducting the elections may be an official candidate.
• **State** the procedure for nominations and elections, along with how ties will be handled.
• **State** when new officers begin their terms of office. A transition period is recommended so that the new officers may learn their responsibilities, along with the organization's business and University regulations.

Article VIII: Amendments to the Constitution

• **State** the procedure for the introduction and passage of amendments.
• **State** who may propose amendments.
• **State** that all amendments are subject to approval by the Student Government Association. State when the approved amendments are to take effect.

Article IX: Parliamentary Authority

• **State** the parliamentary authority used to cover cases not specifically covered by the constitution.
Robert's Rules of Order, Newly Revised by Sarah Corbin Roberts is highly recommended.

Article X: Accessibility of this Constitution

• **State** that a copy of the constitution will be available to anyone upon request.

Article XI: Advisor

• **State** that the advisor must be a full-time faculty or staff member at Albany State University, and that he/she should be chosen by the organization unless otherwise appointed by University Officials. Do not mention a specific name.

• **State** the method by which your organization will select an advisor.