

How to Form a New Student Club or Organization

There are basic steps in forming new clubs and organizations at Governors State University.

Step I -- Tentative Recognition

A group may receive permission from the Student Life Unit to hold an organizational meeting on campus. The group must apply for tentative recognition by filing a Petition for New Student Organization with Student Life which includes the following information:

- a. name of organization
- b. purpose of organization
- c. name of Governors State University faculty/staff advisor
- d. name and student ID number of seven (7) current students, which is the minimum number required, who have agreed to join.

This petition will be forwarded to the Assistant Dean of Students. Upon receipt of the petition, he/she will ask the Student Senate Programming Committee Chair for a recommendation. If the petition is approved the club or organization will be granted tentative recognition which will provide them with all the privileges of a fully recognized group for a period of three (3) months by which time they must have completed step 2. In extenuating circumstances, the Assistant Dean of Students, upon written request, may extend the three months to a maximum of five months.

Step II -- Formal Recognition

To be formally recognized as a club or organization, a group must present the following information to Student Life:

- a. a constitution which must include the name, purpose, operating procedures, membership requirement, and basic structure of the continuing organization (guidelines for and a sample of a constitution are attached)
- b. the name of the current year's Governors State University faculty or staff advisor
- c. a list of the current officers including name and student ID number. Officers must be in academic good standing to be eligible to serve.
- d. the club must have its officers and advisor attend an orientation with the Assistant Dean of Students.

Student groups will normally be approved if they follow the outlined procedures and comply with being open to all students without respect to race, color, national origin, sexual orientation, religion, gender (excluding social fraternities and sororities), age, marital status, or disability.

Upon receipt of the above, the Assistant Dean of Students will ask the Student Senate Programming Committee Chair to recommend formal recognition of the group. If the Assistant Dean of Students disagrees with the recommendation, he/she will ask for a meeting with the chair to discuss their recommendation. If differences

cannot be reconciled, the Assistant Dean of Students will rule on recognition of the group. This ruling may be appealed to the Dean of Students for review. The decision of the Dean or designee is final.

If approved, the group will be a recognized university organization with all of the privileges thereof as long as it:

1. files each trimester a Registration Form with the current officers and name of the Governors State University faculty or staff advisor with Student Life
2. adheres to procedures for all financial expenditures, which must be authorized by Student Life before implementation
3. completes other paperwork as required (i.e. Fund Raising Activity Form, Off Campus Events Request, etc.).
4. adheres to the requirements as outlined in the Student Organization Handbook.

Any group becoming inactive for two years or more must reapply for recognition as a new organization. For additional information, contact the Assistant Dean of Students (A2104).

Resources Available to Recognized Student Clubs and Organizations through Student Life

1. Use of the university name and facilities in conjunction with the club/organization.
2. Use of Student Life bulletin board space.
3. The right to apply for monies from the Student Life Activities Fee.
4. Use of Print Shop services.
5. The right to apply for fund raising activities on campus.
6. Use of campus mail service, parliamentary procedure books, and meeting space.
7. Access to a staff liaison in the Student Life Unit, who can provide assistance in programming, leadership development, planning, financial management and how to access additional university resources and services.

Petition for New Student Club and/or Organization

Name of Organization: _____

Purpose of Organization: _____

Name and student ID number of seven (7) current GSU students who have agreed to join:

_____	_____
_____	_____
_____	_____
_____	_____

Is this organization affiliated with any national, state, or local organization? Yes ___ No ___ If yes, what organization?

Will membership be open to all GSU students or will it be restricted to those enrolled in a particular program?

Signature, President, Chairperson or Organizer

Date

Signature, Faculty/Staff Advisor

Date

FOR OFFICE USE ONLY

Programming Committee

Approved ___

Disapproved ___

Type of Recognition:

Tentative ___

Permanent ___

Eligibility for Student Funding:

Yes ___

No ___

Signature, Student Senate Programming Committee Chair

Date

Approval Signature, Student Life Designated Staff Member

Date

New Student Club/Organization Officer List

Name of Club or Organization: _____

President

Student ID# _____ E-mail: _____

Name: _____

Signature: _____

____ UG ____ GRAD Major: _____ College: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Vice President

Student ID# _____ E-mail: _____

Name: _____

Signature: _____

____ UG ____ GRAD Major: _____ College: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Secretary

Student ID# _____ E-mail: _____

Name: _____

Signature: _____

____ UG ____ GRAD Major: _____ College: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Treasurer

Student ID# _____ E-mail: _____

Name: _____

Signature: _____

____ UG ____ GRAD Major: _____ College: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Advisor

ID# _____ E-mail: _____

Name: _____

Signature: _____

College: _____ Department: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SAMPLE CLUB CONSTITUTION

Constitution of the _____

ARTICLE I

Name of the Organization

Section I: The name of this organization shall be _____.

ARTICLE II

Purpose of the Organization

Section I: *Insert a general statement of the scope or mission of the organization.*

ARTICLE III

Membership

Section 1: Application for Membership (include a brief statement telling how a prospective member makes application, when this application must be submitted and when it will be acted upon).

Section 2: Types of Membership (include a brief statement distinguishing between active and inactive membership. Add subsection, if necessary, related to voting and dues for the types of membership).

Section 3: Termination of Membership and Reinstatement (state the conditions under which membership is terminated and reinstatement is accomplished).

ARTICLE IV

Officers

Section 1: The elected officers of this organization shall be _____ (list all elected officers).

Section 2: Term of Office shall be _____

Section 3: It shall be the duty of the president _____, etc.

Section 4: It shall be the duty of the vice president _____, etc.

Section 5: Add more sections to take care of the duties of other officers.

Section 6: Termination and removal procedures for officers.

ARTICLE V

Executive Committee (Optional)

- Section 1: The executive committee shall consist of the elected officers and faculty/staff advisor. (Chairs of standing committees may be added).
- Section 2: State the powers and duties of the executive committee including what, if any, business can be transacted without the approval of the membership.
- Section 3: A _____ (*state what vote majority or two thirds of the executive committee*) shall be necessary to pass any business which is considered by the executive committee.

ARTICLE VI

Elections

- Section 1: Time of election (e.g., the last meeting in December and the last meeting in May).
- Section 2: Method of nomination, method of voting, and vote required.
- Section 3: Eligibility to vote.

ARTICLE VII

Committees

- Section 1: Standing Committees (*list those committees such as membership, finance, constitution and by-laws, social affairs, etc., and define their powers and duties*).
- Section 2: Selection of members of standing committees (*state the methods of selecting members for these committees and their chairs*).

ARTICLE VIII

Meetings

- Section 1: Frequency of meetings
- Section 2: Who may call special meetings? Who may cancel meetings and/or what is the procedure to cancel meetings?

ARTICLE IX

Quorum

Section 1: *State specifically the minimum number of members who must be present at a meeting in order to transact business legally.*

ARTICLE X

Financial Provisions

Section 1: Dues (*make a brief statement regarding dues, if any, including the amount, when payable and to whom.*) Attach justification for dues and what process will be used to prevent financial hardships from preventing access.

ARTICLE XI

Amendments

Section 1: Amendments must be presented to the executive committee for review before they may be submitted to the organization for vote.

Section 2: Provision for Notice (it is suggested that notice be given to the membership regarding a proposed amendment to the constitution one meeting prior to the actual vote).

Section 3: This constitution may be amended by a _____ (*state what majority*) vote of the membership at the first meeting of that organization at which a quorum is present following the review of the amendment by the executive committee.

ARTICLE XII

Section 1: This constitution shall become effective upon approval of the Director of Student Involvement and Leadership or designee.

BY-LAWS APPROVAL RECORD

The preceding by-laws have been seen, read, and agreed to by the below signed officers for presentation of a copy to all members.

Upon membership approval of a majority of all members, a copy will be posted, sent to all club members and Student Life, the original will be maintained by the secretary of the organization.

.....President.....Date
.....Vice President.....Date
.....Secretary.....Date
.....Treasurer.....Date