

**Starting a Student  
Organization at  
*MichiganTech***

**Information packet from the Office of Student Activities**

## **Student Organization Registration Policy**

1. In order to exercise the privileges granted to registered student organizations, a group must be registered with the Office of Student Activities.
2. Registration shall be valid from the date of registration until the end of the fourth week of the succeeding fall semester. Student organizations must register each year.
3. Registered student organizations must have an advisor(s) who is affiliated with the university (staff or faculty). The Office of Student Activities will assist with the appoint of one or more advisors among persons affiliated with the University for each organization that receives funds directly from the University or from an allocation by the Undergraduate Student Government, or for such organizations as the Office of Student Activities deems desirable.
4. To be registered, a student organization must file a form furnished by the Office of Student Activities, including the following information:
  - a. the name of the organization
  - b. the names and titles of the officers
  - c. an updated constitution (unless already on file) which:
    - (1) provides a description of the purpose(s) of the organization
    - (2) provides that officers have a 2.0 cumulative GPA at the time of their election or appointment
    - (3) provides that only students registered with Michigan Tech are officers or voting members
    - (4) provides that no discrimination on the basis of ethnic group, creed, gender, religion, weight, height, age, handicap, marital status, or national origin shall exist within the organization.
5. The Office of Student Activities requests the names and Michigan Tech email addresses of members to help the office keep an accurate record of student activities.
6. If the required information is not submitted to the Office of Student Activities, the group will be denied registration.
7. The Office of Student Activities must be notified in writing of any changes made in the original required information presented to the Office of Student Activities within four weeks after an organization has instituted a change. These changes include but are not limited to changes within the constitution, bylaws and membership.
8. For informational and publicity purposes (the weekly Student Newsbriefs), registered student organizations may submit to the Student Organization Office Staff Assisant:
  - a. Notification of dates, times, and locations of regularly scheduled meetings
  - b. Notification of dates, time, and locations of regular and special activities

- c. For information to be included in the weekly Newsbrief it must be submitted by 4:30pm on Thursday
9. A student organization may have its registration suspended by the Office of Student Activities if:
    - a. The organization is found guilty of submitting falsified required information
    - b. The organization if found guilty of violating an ordinance or written policy of Michigan Technological University
    - c. The organization if found guilty of failing to discharge its financial obligations to the University.

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CONSTITUTION REQUIREMENTS FOR  
STUDENT ORGANIZATIONS**

1. Name - The name your group would like to use to be recognized on campus. It is best to have a name that represents the function of your group. If using "Michigan Tech" or anything similar in the organization's name, it must be placed at the end of the name.
2. Objectives - What are your goals? Why do you exist? What is your purpose? What do you hope your members gain from being a part of your organization? Registered organizations are responsible for accepted standards of good taste and observing University policies in the social conduct of the organization.
3. Members - Who is eligible to join? How can they join? Are there any specific qualifications such as dues? Who is eligible to vote? What is the length and obligation of membership? May persons other than Michigan Tech students be associate members? In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective December 9, 2005 your constitution must not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against disabled individuals or veterans.
4. Officers - What are the positions and responsibilities? How can they be removed from office? What is the length of their term? Your constitution must provide that only students registered with Michigan Tech are officers or voting members. Officers must have a 2.0 cumulative GPA at the time of the election.

Executive Board - If you feel you need an executive board, what positions are needed? What will be its function?

5. Advisor - All organizations are required to have an advisor affiliated full-time with the University. Because of the transient nature of active membership in student organizations, an advisor can act as a center for continuing policies and provide

guidance for the activities and operations of the group in order to protect the interests of the members, other students, and the university.

6. Committees - What types of committees do you have (standing, special, nomination, social, etc.)? What are their functions?

Specifically, finances - By what means are funds (monies) generated (membership dues, car washes, bake sales, etc.)? How are they allocated and expended? What accounting or bookkeeping procedures are used (checking account, savings account, etc.)? What precautions are made to avoid embezzlement?

7. Dues - Discuss if and how dues are set, but do not set the amount in the constitution.
8. Meetings - What are your quorum requirements and voting regulations? When are your regular (scheduled) meetings? How can an officer and/or members call a special meeting?
9. Ratification - Acceptance of your constitution must be ratified by the organization's membership. The dean of students or her designee must then approve it.

Amendments - By what methods can your constitution be amended? Is a written proposal required? There must be one meeting between the time the proposal is presented and when a vote on it is taken. The Office of Student Activities must approve all amendments.

## Procedures for Registering a Student Organization

- I. Pick-up packet at the Student Organizations Office or the Office of Student Activities.
- II. Drop of a draft of your organization's constitution and schedule an appointment with the Office of Student Activities.
- III. Meet with the Director of Student Activities
  - A. Receive feedback on constitution
  - B. Receive Registration form
  - C. Receive membership list form
- IV. Follow-up on constitution and return completed forms
  - A. Meet with the Director of Student Activities or not (dependent on changes required in constitution)
- V. Receive notification of official registration

## Constitution Outline

The following outline suggests some of the essential items that should be included in the constitution of groups seeking recognition as student organizations at Michigan Tech:

- I. Name, Insignia and Affiliation
  - A. Name of the organization.
  - B. Insignia-if applicable.
  - C. Name of any other organization with which the student group will be affiliated.
  
- II. Aims and Objectives of the Organization
  - A. The aims and objectives of the organization should be stated in such a way as to provide evidence that the organization will:
    1. Make a positive contribution to the welfare of its members and the University (community service).
    2. Be devoid of functions or activities that conflict with the primary purpose of the University.
  - B. The aims and objectives should reflect exactly what the organization wants to accomplish once recognition is received.
  
- III. Membership
  - A. Qualifications:
    1. Academic grade point requirement if different from the University.
    2. Class standing (if applicable).
    3. Vote (majority, etc.) by current membership needed to accept new members.
    4. Initiation requirements (if applicable and are not secret). Includes statements prohibiting any hazing activities.
    5. ***In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective December 9, 2005, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against disabled individual's or veterans.*** (this section must be incorporated verbatim)
  - B. Class of membership.
    1. Regular members (should be restricted to Michigan Tech students).
    2. Associate members (Michigan Tech staff and faculty members).
    3. Charter members (if applicable).
    4. Honorary members (if applicable).
    5. New Members (if applicable).

- C. Method of dropping members (being certain to insure due process).
- D. Rights and privileges of members (only regular members should have the right to vote and to hold office).

IV. Officers

- A. List all the officer positions needed in the organization.
- B. Qualifications of officers:
  - 1. Scholastic requirements.
  - 2. Previous office experience.
  - 3. Other.
- C. Define the term of the office.
- D. Define how officers are elected:
  - 1. Nominations (by committee or from the floor).
  - 2. Election announcements (how and how long before the election).
  - 3. Type of voting and the vote needed for election. (*Majority vs. plurality: a majority requires 50.1% of a vote, a plurality simply requires the most votes*)
- E. List the duties of all the officers listed in Section IV.A.
- F. Composition of executive board.
- G. Describe how vacancies are filled.
- H. Method of impeachment (being certain to insure due process).  
*Possible language could include, "An officer may be removed from office on the grounds of malfeasance, misfeasance, or nonfeasance of their duties by a 2/3-majority vote of regular members, at a meeting at which a quorum is present."*

V. Advisor(s)

- A. Definition of advisor
- B. How the advisor(s) is elected. (the following phrase must be included, "...***the name of the desired advisor is forwarded to the Office of Student Activities for approval.***")
- C. Term of office for advisor(s).

VI. Committees

- A. Standing committees
  - 1. List all of the standing committees.
  - 2. Describe how they are appointed.
  - 3. What are the responsibilities?
- B. Temporary committees:
  - 1. How they are appointed?
  - 2. Describe how long they exist.
  - 3. What are the responsibilities?

VII. Dues

- A. Whether there will be dues and if yes, how the amount of dues will be determined. (*Do not include the amount in the constitution*)
- B. When dues must be paid.
- C. To who must dues be paid.

VIII. Meetings

- A. Types of meetings:
  - 1. Regular.
  - 2. Special.
- B. Who may call meetings:
  - 1. Regular.
  - 2. Special.
- C. Definition of a quorum.
- D. Parliamentary authority to be used (Robert's Rules of Order-Revised).

IX. Constitution

- A. Adoption:
  - 1. Vote needed for adoption.
  - 2. ***It will take effect when approved by the Office of Student Activities*** . (this section must be incorporated verbatim)
- B. Amendments:
  - 1. How amendments are introduced.
  - 2. Notification of members for voting on amendments.
  - 3. Vote needed to approve amendments.
  - 4. ***It will take effect when approved by the Office of Student Activities***. (this section must be incorporated verbatim)
- C. By-laws (if by-laws are called for in the constitution, they should contain information subject to frequent change. The constitution should contain the information not required frequent revision):
  - 1. Clause reflecting a need for by-laws.
  - 2. Vote needed for adoption.
  - 3. Vote needed for amending by-laws.
  - 4. When by-laws may be adopted or revised (special meeting, regular meeting, etc.).
  - 5. ***It will take effect when approved by the Office of Student Activities***. (this section must be incorporated verbatim)

**CONSTITUTION OF THE CAMPUS VOLUNTEERS ASSOCIATION**  
**January 2006**

- Article I      Name
- A. The official name of the organization will be the Campus Volunteers Association (CVA). Hereinafter referred to as the Association.
- Article II      Objectives
- A. To serve as a resource organization for volunteerism on the Michigan Tech campus.
1. To be a clearinghouse for student volunteer activities on and off the campus.
2. To coordinate volunteer activities in order to utilize the student and financial resources at Michigan Tech.
- B. Student organizations involved in philanthropic activities may join the Association.
- Article III      Membership
- A. Qualifications
1. Voting membership shall be granted to those persons who are currently registered and enrolled students at Michigan Tech.
2. In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective December 9, 2005 the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against disabled individual's or veterans.
- B. Class of membership
1. Regular membership shall be granted to any currently enrolled student who indicates an interest and pays the dues.
2. Associate membership shall be granted to those persons who are not registered students but have a commitment to helping others through volunteerism.
- C. Removal of members
1. A member may be disassociated from the organization on the grounds of abusive behavior or behaviors destructive to the organization and/or its purpose.
2. Removal will require a 2/3-majority vote of regular members, at a meeting at which a quorum is present.
- D. Only regular members have the right to vote and hold office.
- Article IV      Officers
- A. Offices:
1. President

2. Vice President
  3. Secretary
  4. Treasurer
  5. Parliamentarian
- B. Officer qualifications:
1. All officers must be registered and enrolled Michigan Tech students.
  2. All officers must have at least a 2.00 GPA at the time of election.
- C. Term of office
1. Elections will take place at the first meeting of spring semester.
  2. The officers will begin their term in office immediately following the election and will serve through the election at the first meeting of spring semester the following year.
- D. Elections
1. Voting will be by secret ballot with the ballots being counted by the current secretary (unless they are running for an elected position, in which case another officer will take their place) and a member appointed from the regular membership (who is not running for office) and approved by a majority vote of the regular members.
  2. A simple majority vote of a quorum of the regular members shall determine the outcome.
- E. Officer Duties
1. President: the president shall preside over meetings and organize committees. He/she shall vote only to break a tie vote;
  2. Vice President: the vice president shall preside over the office of president when the president is absent and be the chair of the Public Relations Committee;
  3. Secretary: the secretary is responsible for meeting minutes and chairing the Membership Committee;
  4. Treasurer: the treasurer shall keep records of all income, expenditures, and other financial matters. He/she will prepare a budget before the end of spring quarter/semester with the assistance of the outgoing treasurer. The treasurer also chairs the Finance Committee.
  5. Parliamentarian: sees to it that meetings run smoothly. He/she serves as the historian of the Association.
- F. Executive Board
1. The executive board is comprised of the officers and advisor(s) (in an ex-officio capacity-*defined as non-voting*) of the Association.
  2. They will meet before each meeting to prepare an agenda.
- G. Filling vacancies
1. Vacancies are filled in the same manner as regular elections.
  2. Vacancies must be filled at the next regularly scheduled meeting.
  3. The president can appoint an interim to an office, until such time as the special-election takes place.

## H. Impeachment

1. An officer may be removed from office on the grounds of malfeasance, misfeasance, or nonfeasance of their duties by a 2/3-majority vote of regular members, at a meeting at which a quorum is present.

## Article V Advisor(s)

- A. The advisor shall be a full-time member of the faculty or staff of the University. He/she maintains continuity, offers guidance, helps cut through red tape, serves as a sounding board, assists officers, and is an all-around resource person.
- B. The Advisor is elected in the same manner as the officers (Article IV, D). The election results are then forwarded to *the Office of Student Activities, for approval*.
- C. The term of office for the advisor(s) is one year, renewable indefinitely.

## Article VI Committees

- A. Standing Committees:
  1. The Public Relations Committee facilitates positive exposure of the Association through all forms of media including radio, TV, newspapers, electronic display, fliers, table tents, etc. It will maintain a friendly and cooperative relationship with all other campus organizations.
  2. The membership Committee helps recruit new members and monitor the feelings and desires of the current membership. This committee is in charge of all membership awards and the annual spring banquet.
  3. The Finance Committee assists the Treasurer in preparing a budget and makes recommendations for fund-raisers.
    - a. Fund-raisers and membership dues will generate monies.
    - b. The Undergraduate Student Government Allocation Committee will be approached each spring for funding.
    - c. An expenditure over \$10.00 will require approval of the Executive Board.
    - d. An expenditure over \$50.00 will require approval of the regular members.
    - e. Monies will be kept in a recognized banking institution within Houghton county.
    - f. All expenditure checks will require the signature of the Treasurer and Advisor.
    - g. Sound bookkeeping practices will be maintained at all times.
- B. Special committees will be formed as needed.
  1. The president with majority approval of the executive board appoints special committees.

2. Special committees exist as long as the president deems them necessary; however, they may not exist longer than one year without being re-approved by the executive board.

#### Article VII Dues

- A. Payment of dues is a requirement of membership.
  1. The treasurer will recommend to the executive board dues for the upcoming year.
  2. The executive board will make a recommendation to the general membership for dues for the upcoming year.
  3. Dues will be set at the time of the annual officer elections. Dues will be approved by a majority vote of a quorum of the regular membership.
- B. Dues must be paid by the third week of each semester.
- C. Dues are paid to the treasurer.

#### Article VIII Meetings

- A. Types of meetings:
  1. Regular meetings will be held at least once per month during the academic year.
  2. Special meetings are defined as those meetings that take place outside of the regularly scheduled meetings.
- B. Who may call meetings:
  1. Regular meetings are called by the president and are called based upon a schedule determined at the beginning of each term.
  2. Special meetings may be called by the president or at the request of at least three voting members.
- C. Sixty percent of the regular members must be present to constitute a quorum.
- D. Parliamentary authority of the Association shall be *Robert's Rules of Order – Newly Revised*.

#### Article IX Constitution

- A. Adoption
  1. This constitution must be ratified by a two-thirds majority of the charter membership.
  2. It will take effect when approved by the Office of Student Activities.
- B. Amendments
  1. Any voting member may propose an amendment. This proposed amendment must be in writing and presented at a regular meeting.
  2. Members must be notified that a vote will take place on an amendment at least one week prior to the meeting at which the vote is to occur.

3. A vote on said amendment will be taken at the next regular meeting to allow the membership to discuss and/or debate the pros and cons of the amendment. A two-thirds majority of the regular membership is required for passage.
4. It will take effect when approved by the Office of Student Activities.

# Sample