

## Starting a New Organization

All student organizations must be recognized as official organizations in order to receive funding from student service fees. In order to be recognized and receive funding, the organization in question must contact the Center for Student Life and complete the appropriate trainings & registrations prior to the start of each fiscal year on 9/1.

Any new organization requests must be submitted through the Engage platform.

### **STEPS TO BECOMING A REGISTERED STUDENT ORGANIZATION:**

Step 1: The organization must prepare a written constitution/ by-laws.

Step 2: The organization must have an HSC faculty or staff advisor.

Step 3: The organization must have a President, Vice President, Secretary, and Treasurer.

Step 4: The organization must have at least 5 interested members, **not** including the 4 executive officers.

Step 5: The Organization must submit the constitution/ by-laws, risk management policy, a list of a minimum of five interested members, the top 4 officers, and the advisor name to the Center for Student Life by registering through Engage.

Step 6: A member of the Center for Student Life will review the applications to approve all new student organizations at HSC and their startup funding for the next fiscal year.

## The Constitution and By-laws

According to *Robert's Rules of Order*, an organization forming a constitution and by-laws should begin by reviewing copies of those documents that have been adopted by similar organizations. Select one as a basis for your own and amend each article to reflect your organization's goals and objectives.

It is recommended that both a constitution and by-laws be created as two separate sections of one document. A constitution is the rules that the society consider so important that they cannot easily be changed or suspended. The constitution should contain the primary characteristics of the society and how it functions:

- Name of organization
- Organizational History
- Purpose of Organization
- Qualification(s) of members
- Officers and duties
- How to amend the Constitution

The by-laws should contain all other standing rules of the society. The by-laws should be much easier to change than the articles of the constitution. The bylaws should contain the rules of the society:

- Officer election process
- Meetings of the society (essential only)
- Membership Dues
- Committees
- Rules of Order
- How to amend the by-laws

\*For resources on how to develop a constitution or by-laws, you may request the "Roberts Rules of Order" book via a payment request through Engage. The payment request must be a minimum of \$25.00.

## **Sample Constitution**

Article I: Official Name of Organization

Article II: Organizational History (date founded and founders)

Article III: Purpose of Organization

Article IV: Membership

- Requirements and procedure for joining and recruitment

Article V: Officers

- Prerequisites of each officer
- Job descriptions for officer positions
- Appointed positions Volunteer positions Officer replacement

Article VI: Amendments

- Passing requirements (2/3 majority, etc.)
- Time frame for notice to be given

## **Sample By-Laws**

Article I: Officer Elections

- Nomination procedures and time frames
- Election procedures and time frames

Article II: Meetings

- Frequency of regular meetings
- Procedure for calling emergency or special meetings or identify who presides in absence of the president Proxy authorization
- Identify quorum for voting
- Identify voting and non-voting membership

Article III: Rules of Order

- Brief statement of how meetings will be conducted
- Quorum (% needed for a vote)

Article IV: Membership Dues

Article V: Committees

Article VI: Amendments

- Passing requirements (2/3 majority, etc.)
- Time frame for notice to be given