

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 Office of Student Development and complete the appropriate paperwork.

- Step I: The organization must prepare a written constitution/ by-laws and the president of the organization must sign the standard risk management policy.
- Step II: The organization must have a faculty or staff advisor.
- Step III: The organization must have a President, Vice President, Secretary, and Treasurer
- Step III: The Organization must have at least 10 interested members
- Step IV: The Organization must submit the constitution/ by-laws, risk management policy, a list of a minimum of ten interested members, the top 4 officers, and the advisor name to the Office of Student Department by registering through OrgSync. (Click “Browse Organizations” at the top of your OrgSync Home page and click the green “Register New Organization” button on the top right of the page)
- Step V: The Student Fee Advisory Committee will meet to approve all new student organizations at UNTHSC and their startup funding for the current 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 by-laws 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 check out the book, “Robert's Rules of Order” from the Office of Student Development.

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 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

Risk Management

In accordance with House Bill 2639, each student organization must adopt a risk management policy. This policy must be updated and on file with the Office of Student Development by **September 1st** of each academic year. We now have a Standard Risk Management Policy that can be found by clicking [HERE](#) or by following the “Files”, Student Development Files”, and “Student Leader Files” tabs in Orgsync.

A strong risk management policy, at minimum, should include the following topics/concerns:

- Risk Control (travel, personal liability, health, insurance)
- Transferring risk through third-party waivers, hold-harmless agreements, and vendor contracting
- Drug/Substance Abuse
- Sexual Abuse/Harassment/Discrimination
- General Health and Safety
- Individuals with Disabilities
- Periodic evaluation of risk management policy