

Student Organization Guidelines

Steps in Forming a New Recognized Organization*

1. Create a written constitution. This must follow the current constitution template.
2. Obtain one or more McKendree Faculty or staff member(s) as your advisor(s).
3. Submit the constitution and the name(s) of the advisor(s) to either the Dean of Students or to the Chair of the Faculty Committee on Student Affairs.
4. The Faculty Committee on Student Affairs will schedule a meeting to discuss the status of the new organization's charter. Interested students are invited to attend the meeting as representatives of the proposed new organization.
5. If approved by the Faculty Committee on Student Affairs, a copy of the constitution should be submitted to the Office of Student Affairs.

Constitution*

Each organization must have a constitution which includes a Name, Purpose, a nondiscrimination clause, and other elements shown in the template. The organization's constitution at McKendree University may have similar content to a charter from a national organization, but must be prepared using the template existing at the time the organization seeks to be recognized. At the beginning of each academic school year and after the election of officers, each group must send a list of officers and members to the Student Affairs Office. This form can be found on the RSO Resources web page. If any changes occur in the group's constitution, the group must send the new constitution to the Student Affairs Office and have it reapproved by the Faculty Committee on Student Affairs.

Revocation of an Organization's Constitution

Any on campus organization may be subject to having their constitution revoked if a grievance violation of college policy or a violation of stated purpose is filed with the Faculty Committee on Student Affairs. The committee will then review the complaint and then make a recommendation to the Dean of Students.

Advantages of being a Recognized* Organization

1. Recognition by the University.
2. Access to institutional funds.
3. Use of campus space for meetings and activities.
4. Use of University services (e.g., print shop, food services, etc.).
5. Utilization of McKendree University's tax exempt number.
6. Other benefits as listed in the Registered Student Organization Handbook

***Glossary of Terms**

University—McKendree University.

Constitution—a written document specifying the name, purpose, membership criteria, governance, meetings, activities, oversight, responsibilities, and other criteria for recognition by the University. To the Faculty Committee on Student Affairs the constitution will be considered the same as a charter.

Recognition—when the constitution is approved by the Faculty Committee on Student Affairs.

Template—a blank outline of the constitution which has been developed by the Faculty Committee on Student Affairs to assist new organizations in being recognized by the University.

GENERAL OUTLINE FOR A CONSTITUTION

ARTICLE I

NAME OF CLUB

The name of this club shall be

ARTICLE II

PURPOSE OF CLUB

The purpose of the club is to

ARTICLE III

MEMBERSHIP

The membership of the organization shall consist of the following:

Section 1 Members of the organization shall be currently enrolled as students;

Section 2 *(state other types of membership: alumni, honorary, etc.);*

Section 3 *(state the minimum grade point average necessary for memberships between 2.0 and 4.0);*

Section 4 *(state any other qualifications for membership);*

Section 5 Membership in the organization will not be denied to any person(s) on the basis of age, color, disability, national origin, race, religion, sex, sexual, orientation, marital status, or veteran status.

ARTICLE IV

MEMBERS IN GOOD STANDING

Section 1 Members who attend at least (we recommend 2) meetings each term, shall be considered members in good standing;

Section 2 With the exception of the first election of officers for the organization and the election of officers to reinstate an inactive charter, only members in good standing have the right to vote on organization business.

ARTICLE V

QUALIFICATIONS AND ELECTION OF OFFICERS

Section 1 Club officers must be currently enrolled and have a minimum of a 2.0 cumulative Grade Point Average (GPA) and must not be on academic or social probation.

Section 2 The officers shall consist of the following: President, Vice President, Treasurer, and Secretary who shall be called Executive Officers and shall comprise the Executive Committee.

Section 3 The election will be done by secret ballot by club members who have attended at least two meetings.

Section 4 A. Elections for Executive Officers shall take place *(in the beginning of each Fall Semester no later than the last day of September or by the middle of Spring Semester no Later than the last day of March).*

B. Members in good standing are eligible to vote.

- C. To elect officers, a majority vote is necessary of those members present at the meeting where said officers are to be elected.
- D. All officers shall hold office until new officers have been elected, except in cases of graduation, resignation, or impeachment.
- E. No member shall be elected by regular election to the same position more than (twice).

Section 5

- A. A vacancy in the position of President shall be filled by the Vice President who shall become the President.
- B. Vacancies in the positions of Vice President, Secretary or Treasurer shall be filled within thirty (30) days by a special election following the regular election procedures.
- C. No member shall be elected by special election to the same position more than (twice).

ARTICLE VI

DUTIES OF THE OFFICERS

Section 1

President

- A. Preside over all meetings.
- B. Call special meetings.
- C. Carry out the provisions of the constitution.
- D. Act as an ex-officio member of all committees.
- E. Oversee all committee activities.
- F. *(list any additional responsibilities)*

Section 2

Vice President

- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. File a current copy of the organization's Constitution and By-laws with the Office of Student Affairs.
- D. *(list any additional responsibilities)*.

Section 3

Secretary

- A. Record and keep accurate minutes of all meetings.
- B. Maintain attendance records.
- C. Act as correspondence clerk.
- D. Print and distribute agenda for all meetings.
- E. *(list any additional responsibilities)*.

Section 4

Treasurer

- A. Handle funds and finances for club.
- B. Keep financial records and collect dues.
- C. Pay bills and release funds as voted by the general membership.
- D. Make financial reports at least once a month at the meeting.
- E. *(list any additional responsibilities)*.

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1

The Executive Committee will consist of the President, Vice President, Secretary, and Treasurer *(or list the different officer titles who shall meet as often as necessary)*.

Section 2

Duties of the Executive Committee

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to the approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern activities of the club.
- D. To compile agenda for general meetings.
- E. *(list any additional responsibilities).*

ARTICLE VIII

IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

- Section 1 Officers of the organization may be impeached for:
- A. failure to regularly attend meetings without justifiable reason, and
 - B. failure to fulfill the duties of office as outlined in this Constitution.
- Section 2 Impeachment charges can be brought forward by any member in good standing.
- Section 3 The individual being charged must be notified (*we recommend notification by phone, certified mail, and email*) at least forty-eight (48) hours before the meeting at which said impeachment will be presented.
- Section 4 A special meeting, at which there must be a quorum, will be held within 10 days of the initial presentation of the charges at which time the individual being charged will be able to answer the charges.
- Section 5 A 2/3 majority vote of those present at the meeting is necessary for removal from office.

ARTICLE IX

MEETINGS

- Section 1 The organization shall follow the rules of order for meetings as outlined in the latest edition of Robert's Rules of Order.
- Section 2 The organization shall meet at least *(we recommend at least 3 times)* during each term of the regular academic year.
- Section 3 There must be a quorum *(a quorum is 50 per cent plus 1 of the active or dues paying membership)* present in order to take care of financial action.
- Section 4 Minutes must be kept of all financial action with the club secretary.
- Section 5 *(list any additional responsibilities)*

ARTICLE X

COMMITTEES

- Section 1 The standing committees of this club shall be appointed as necessary *(or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.)*

ARTICLE XI

ADVISOR

- Section 1 The role of the advisor is to:
- A. Serve as the official staff representative of the college.
 - B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.
 - C. Assist each officer of the organization understand their duties.
 - D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
 - E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
 - F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
 - G. Insure that all reasonable steps are taken to insure the safety and welfare of club members.
 - H. Insure that appropriate college policies are upheld.
 - I. To sign all club/organization requisitions for the club/organization and to make sure that
 - 1) their student treasurer or president signs it and 2) that the expenditure is correct within all existing policies.
 - J. *(List any additional responsibilities)*

ARTICLE XII

RESPONSIBILITIES

- Section 1 This club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XIII

RIGHT TO ACT

Section 1 Any club officer or club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIV

AMENDMENTS TO THE CONSTITUTION
AND BYLAWS

Section 1 Any constitutional amendment requires a two-thirds vote at a general club meeting.

Section 2 Bylaws and amendments must be presented to and approved by the Executive Committee before they may be submitted to the organization membership for vote.

Section 3 These bylaws may be amended by a (*we recommend a simple*) majority vote of the membership at the first meeting of the organization at which time a quorum is present.

Section 4 Any club or organization that has approved any amendment to its constitution (per the Specifications outlines in Article XIV, section 1) must have final approval by the Student Affairs Committee.

Section 5 The Executive Committee shall set the meeting schedule at the beginning of each semester.

Section 6 Special meetings can be called by the Executive Committee provided at least 48 hour notification is given to the membership.

Section 7 A quorum must be present to conduct official business of the organization.

Section 8 Signed Attendance Roster shall be maintained of those attending each meeting (see Appendix A).

APPROVALS:

Organization:

Student Organizer Date

Advisor Date

**Student Government Association:
Charter & Rules Committee:**

Chair of SAC Date

Vice President for Student Affairs Date

New Student Organization Checklist

These steps must be completed by all new student organizations in order to be registered with the Office of Student Affairs and McKendree University. Only after all steps are completed should a web page, email address be assigned, and their name added to the official list of Registered Student Organizations at McKendree University. Keep this checklist with you to track all parts of the process.

Student Organization Name _____

Date checklist received by organization _____

Contact Person _____

Phone _____ Email _____

Initials **Date**

_____ _____ Registration information and guidelines (*Office of Campus Activities*)

_____ _____ Registration materials returned signed and complete (*Office of Student Affairs or Campus Activities*)

- Registration Form and Member List
- Advisor Agreement
- Hazing Compliance Form
- Registered Student Organization Handbook

_____ _____ Copy of Constitution on file (*Office of Student Affairs/Office of Campus Activities*)

_____ _____ Officers signed up for and attended the mandatory student organization orientation/training session (*These are offered each semester*)

- Budgeting/Tax Exemption
- SGA Funding/Fundraising
- Recruiting and Retention
- Officer Transition
- Working with Your Advisor
- Web Page maintenance
- RSO Handbook Basics
- Event Planning/Registration/Publicity
- Risk Management

_____ _____ Added to Registered Student Organization List (*Office of Campus Activities*)

_____ _____ Assigned an email address (*Information Technology – group must be approved by Office of Student Affairs/Campus Activities and email account requested by advisor*)

_____ _____ Assigned a McKendree student organization account number (*Administration and Finance*)

_____ _____ Added to Registered Student Organizations website (*University Communications*)

McKendree University
INTENT TO ORGANIZE FORM

This form is for groups interested in becoming Registered Student Organizations and McKendree University

This form is to be completed by your President/Chairperson, and Advisor in cooperation with your membership.
Return this form to the Office of Campus Activities, located in Lower Deneen (The Lair)

Date: _____

1. Name of Student Club or Organization: _____

2. Purpose of the Above Group: _____

3. President or Primary Contact Person: *(Must be a McKendree Student)* _____

Title: _____

Address: _____ City/State/Zip: _____

Contact Number: _____ Email: _____

4. **Advisor:** _____ Dept: _____

Phone: _____ Office Location: _____

Email: _____

Officers (If you need additional space, please use the back of this form)

Name	Phone	Email	Title

5. Methods used to identify leaders or officers: Elected ___ Appointed ___ Other ___

6. When is new leadership identified by your club or organization? _____

And when do they assume their position within the organization? _____

7. It is understood that this organization and advisor must become familiar with and abide by the policies contained in the Student Handbook and the Registered Student Organization Manual.

President's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

REGISTERED STUDENT ORGANIZATION ACTIVE MEMBERSHIP ROSTER:

Please print the name(s) and information of your Club or Organization's members. This sheet may be photocopied if needed.

Official Organization Name: _____ Date: _____

Name	Year	Phone Number	Email Address
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Submit completed Intent to Organize Form to the Office of Campus Activities in The Lair. Questions? Call 537-6856.

<p>This section for office use only</p> <p>The privileges given a temporary group will be in effect until this date: _____</p> <p>Date ITO received _____</p> <p>Date Constitution received _____</p> <p>Date sent to Faculty Committee on Student Affairs _____</p>
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Advisor Agreement Form

It is an honor to be asked by a student organization to serve as the faculty/staff advisor. Such a request implies respect, friendship and trust on the part of the students. The faculty/staff member should recognize that this responsibility carries with it additional demands on one's time. However, advising a student organization brings with it justifying returns, in that the advisor has the opportunity to work with students outside the formal classroom situation.

The relationship of the advisor to the group will vary not only with each organization, but also from time to time within the group. Areas with which the advisor will be concerned are (1) responsibility to the group (2) responsibility to the individual (3) responsibility to McKendree University.

1. Responsibility to the group

- A. There must be opportunities for the educational and personal development of student who participate as members of student organizations.
- B. The advisor should be well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
- C. The advisor concerns him/herself with the maintenance of group process. At meetings or events the advisor observes how the students interact, encourages all members to communicate their opinions and ideas, and discourages domination of the group by any individual or group.
- D. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history.
- E. The advisor should assist in orientation of new officers.
- F. The advisor is recommended to attend the events sponsored by the group and to assist in setting the tone of the occasion.
- G. The advisor acts as a facilitator when the group is problem solving and assists the group members in identifying the central cause of problem situations. The advisor attempts to structure the problem-solving environment so that as many alternatives as possible are considered.
- H. The advisor should assist the group in the filing of the Intent to Organize Form, a requirement of the Office of Student Affairs and the Office of Campus Activities. This will renew the group's registration for each academic year.
- I. The advisor urges the student group to utilize campus resources such as the Office of Student Affairs and the Office of Campus Activities.
- J. The advisor encourages the group to recruit and openly accept new members from all segments of the campus community.

2. Responsibility to the Individual

- A. Group members may need guidance as they try to decide what degree they should participate in activities. The advisor should seek to assist the students in maintaining a balance between the academic and co-curricular aspects of student life.
- B. The advisor should encourage students to accept responsibility for specific parts of the program, helping them to recognize the importance of their role in relation to the group goals.
- C. The advisor gets to know the students belonging to the organization and builds a rapport with them so that communication can be open and honest.
- D. The advisor works with individual students to assist them in their personal growth and their development of leadership skills.

3. Responsibility to the University

- A. The advisor oversees the financial procedures followed by the organization in the handling of McKendree University funds. The advisor should encourage the usage of the Office of Student Affairs for assistance.
- B. The advisor should be aware of the organization's financial status. He/she should encourage maintaining efficient and legible financial records.
- A. The advisor assists the Office of Student Affairs in implementing the policies for student organization developed by the Office of Student Affairs. The advisor should become familiar with the policies and procedures listed in the current Student Organization Manual.

Advisor Signature _____ Date _____

Name of Organization _____

President/Representative Signature _____ Date _____

Illinois Hazing Law

Attached is a copy of the text of this law for you to copy and distribute to each member of your organization. The text defines "hazing", and describes the penalties for violating the law. The McKendree University hazing policy may be found in the Student Handbook.

§ 720 ILCS 120/0.01. Short title

Sec. 0.01. Short title. This Act may be cited as the **Hazing Act**.

§ 720 ILCS 120/5. Hazing

Sec. 5. **Hazing**. A person commits **hazing** who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person.

§ 720 ILCS 120/10. Sentence

Sec. 10. Sentence. **Hazing** is a Class A misdemeanor, except **hazing** that results in death or great bodily harm is a Class 4 felony.

Acknowledgment Form Regarding Illinois Hazing Law

Name of Organization

As President or designated chief officer of the student organization cited above, I certify that I have received a copy of the Illinois Hazing Law and that the organization understands and agrees to comply with the provisions of the Illinois Hazing Law.

President/Chief Officer's Name

Local Telephone Number

President/Chief Officer's Signature

Date