

# Office of Student Engagement



## New Student Organization Application

Updated: December 5, 2017

## **This packet contains:**

- **Information on forming a new Student Organization**
- **The New Student Organization Application**
- **A sample Student Organization Constitution**

### **How to Form a New Student Organization**

1. Schedule a meeting with Student Engagement (Room 308) to discuss the process and pick up this packet.
2. Gather at least five current MSU College of Law student colleagues who are interested in this organization and collect their names and MSU email addresses;
3. Speak to faculty and staff at MSU College of Law to locate an advisor with interest or expertise in the topic area of your organization and request him/her to act as the official faculty/staff advisor;
4. Meet with the interested MSU College of Law students and co-founders to draft a preliminary Constitution for the organization, using the Sample Constitution provided as a template;
5. Fill out the attached New Student Organization Registration Form and submit, along with the preliminary Constitution, to the Office of Student Engagement;
6. Await final ruling from Student Engagement as to whether the new organization will be approved.

### **Benefits of Student Organizations**

- ✓ Ability to hang fliers or posters inside MSU COL about meetings, recruitment or events on bulletin boards, corkboard strips or on blackboards/sign stands
- ✓ Access meeting and event space inside MSU COL and reserve rooms
- ✓ Ability to post an announcement in The Docket email that goes to our entire community
- ✓ Ability to post an electronic bulletin on the Events screens
- ✓ Use of photocopy & fax machine in the Supply Room (Room 413)
- ✓ A table at the Fall Student Organization Fair
- ✓ Telephone usage in SBA Office (Room 336)
- ✓ Access to parking passes for speakers
- ✓ Access to a student organization locker for storage
- ✓ Ability to apply for SBA allocated funding to host events and meetings (Room 336)
- ✓ Ability to apply for MSU COGS funding to attend conferences (main campus)
- ✓ Ability to apply for Alumni Association funding to host events (Room 400)
- ✓ All officially recognized MSU College of Law student organizations are updated on the MSU College of Law website every academic year and as needed during the academic year

### **Responsibilities of Student Organizations**

- ✓ Maintain an up to date student organization officer/E-Board contact list with the Office of Student Engagement immediately after elections and within one week of any changes
- ✓ Maintain an updated Constitution/By-laws with the Office of Student Engagement and ensure that it complies with all of the school's policies

- ✓ Host a recruitment table at the Fall Organization Fair
- ✓ Collect money following safe handling policies, including making deposits into the Organization account
- ✓ Host events and meetings that are open to any student at MSU Law by widely publicizing all gatherings
- ✓ Host Organization and membership activities that are open to all MSU Law students
- ✓ Every student organization must host at least one meeting and host/co-host one event each semester to qualify for re-registration at the end of the year
- ✓ Demonstrate that it does not discriminate on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight
- ✓ Complete a Registration Form each March to demonstrate compliance with expectations of official student organizations, including updated By-laws and Officers List
- ✓ Highly encouraged to have at least one officer participate in community building day during Immersion Week
- ✓ Highly encouraged to engage its members in at least one community service/volunteer event per academic year

### **Applicable Policies and Procedures**

#### **A. Recognition of Student Organizations**

A student organization seeking to:

- (1) hold itself out as an official MSU College of Law student organization; and/or
- (2) obtain College of Law funding whether directly from the school or indirectly from the Student Bar Association

must register formally with the College of Law by submitting an application to the Office of Student Engagement (308).

To be recognized, the student organization must demonstrate on its application that it complies with the following requirements:

- (i) Has at least five (5) members that are currently enrolled MSU College of Law;
- (ii) Provide the names of two student contacts with MSU email addresses for communication with administration;
- (iii) Is not duplicative in the mission of other organizations already in existence and can show that the organization will add value to the MSU College of Law community;
- (iv) Host organization and membership activities that are open to all MSU College of Law students; and

- (v) Must have an adopted a constitution or by-laws providing, inter alia, that the organization:
  - a) Will elect officers and that those seeking election to an executive board position must be a current law student in good academic standing;
  - b) Will have elected officers/executive board members that are in good academic standing. Failure to comply with this requirement will result in immediate removal from office.
  - c) Will hold regular meetings every semester
  - d) Will have membership that will not be denied on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight,

**B. Activities and Reporting Requirements after Recognition:**

**All officially, recognized COL student organizations must maintain packet containing all of the following items:**

- 1) A completed Registration Form;
- 2) A detailed Activities Report listing the organization's accomplishments including:
  - a. Dates and minutes of organization meetings held during the past year;
  - b. List of events held during the past year sponsored/co-sponsored for the benefit of the law student body for professional development, community service, social or academic support. Supplemental written materials (flyers, event handouts) are requested if possible; and

**This report should be detailed and be reviewed with your outgoing and incoming executive boards.**

- 3) A written financial report which includes a:
  - a. Copy of the organization's financial account statement listing all financial transactions for the entire academic year;
  - b. Description of how **fundraising** revenue was obtained (example: t-shirt, department sponsors, alumni association, COGS, etc.) and how fundraised funds were spent on events or programs over the past academic year; and
  - c. Description of how **SBA funds** were spent for organization events or programs over the past academic year.

**This report should be detailed and be reviewed with your outgoing and incoming executive boards.**

- 4) Organizations must show participation in the following:
  - a. At least one school-wide initiative or event that contributed to MSU Law's

reputation.

- b. At least one meeting every semester which was open to the entire MSU Law community.

**C. Withdrawal of Recognition of Student Organizations:**

The law school, through the Assistant Dean for Student Engagement, retains the right to withdraw its previous recognition of a student organization in instances where:

- 1) The organization is found to be in violation of a policy or regulation of Michigan State University or the Michigan State University College of Law; or
- 2) The above procedural and activity requirements in sections (A) and (B) cease to be satisfied.



## New Student Organization Registration Application

Academic Year \_\_\_\_\_

**Proposed OFFICIAL NAME of Student Organization:**

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This is how the organization's name will be listed on the MSU College of Law website and publications.

**MISSION: The mission or purpose of this Student Organization:** (Can be attached)

This statement will be listed on the MSU College of Law website and publications.

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**PROPOSED PROGRAMMING: Please list with detail the type of events this organization intends to host**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**CONSTITUTION, BYLAWS: (attach)**

<p><b>REQUIRED:</b> Please also e-mail a current electronic version of the organization's founding constitution and/or bylaws to <a href="mailto:oselaw@law.msu.edu">oselaw@law.msu.edu</a> with the subject line "Proposed Student organization Bylaws".</p>
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**INTERESTED STUDENT MEMBERS:** List below, the names and MSU e-mail addresses for at least five interested MSU College of Law students. They must be in good standing and active students physically present on campus (not in D.C. or studying in another city).

Name	MSU email address

**Organization's Contacts:** Every registered student organizations must have TWO current law students that will act as founders of the organization.

Name	MSU Email address	Phone number

**Faculty/Staff Advisor:** Every registered student organization must have a MSU Law faculty or staff advisor

Faculty/Staff Advisor: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

**Acknowledgement:**

"As a member of the executive board for \_\_\_\_\_ I have read, understand and agree that our student organization will adhere to the rules and regulations of Michigan State University, Michigan State University College of Law, including any policies or procedures outlined in the Student Organization Handbook."

Chief founder name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Submit the original of this signed form to the Office of Student Engagement and await approval**

# Sample Student Organization Constitution

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The following outline is an example of an ideal Student Organization Constitution. Each section should be reviewed and modified to fit the needs of a particular Organization.

## **Constitution of “Name of Organization”**

Date of Creation of Constitution

### **Preamble**

We the members of “Name of Organization”, do hereby establish this Constitution so that our purpose of “X” can be realized to its fullest extent.

### **Article I: Name**

This organization shall be known as “Name of Organization.”

### **Article II: Purpose**

The purpose of “Name of Organization,” shall be to (include the mission, objective, aims and purpose of your organization).

Example: The Purpose X shall be:

1. To provide a collegial atmosphere to promote and enjoy X
2. To foster public education about X
3. To promote recognized charitable goals through club sponsored events and fundraising efforts

### **Article III: Registration Criteria**

(Must be included in all student organization constitutions)

To maintain registration of this organization, we agree to the following regulations:

1. We will abide by all MSU College of Law and MSU policies, campus regulations, federal, state and local laws.
2. We will maintain a current copy of this Constitution and all amendments on file with the Office of Student Engagement and ensure that it complies with all of the school’s policies.
3. We will maintain a current listing of officers and members on file with the Office of Student Engagement.
4. We will host a recruitment table at the Fall Student Organization Fair
5. We will collect money following safe handling policies, including making deposits into the Organization account on at least a daily basis



6. We will host events and meetings that are open to any student at MSU COL by widely publicizing all gatherings. At a minimum, we will host one meeting and one event per academic year in order to remain in good standing for the following academic year.
7. We will demonstrate that our Organization does not discriminate on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
8. We will elect officers and that those seeking election to an executive board position must be a current law student in good academic standing.
9. We will ensure that elected officers are required to be in good academic standing to remain in their executive board positions. Failure to comply will result in immediate removal from office.
10. We will ensure that this Constitution will address how the Organization will handle it if an Executive Board member leave to study in D.C., visits away at another law school or participates in any off-campus studies.
11. We will maintain up to date student Organization officer/E-Board contact list with Student Engagement immediately after elections.
12. We will complete Activity Report each March to outline details of events and meetings held during the year, attaching event posters and meeting minutes.
13. We will complete Financial Report each March to outline in detail the use of school/SBA allocated funds, fundraisers conducted and use of fundraising funds.
14. We will complete Registration Form each March to demonstrate compliance with expectations of official student Organizations, including updated By-laws and Officer List
15. We will engage our members in at least one community service/volunteer event per academic year

#### **Article IV: Membership**

Membership shall be open to all currently enrolled MSU College of Law students. Membership will not be denied on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight. Any organization found to have violated the anti-discrimination policies of MSU or MSU College of Law will lose their official status, after an investigation conducted by the Office of Student Engagement.

#### **Article V: Voting**

Each member in good standing may vote. (Outline procedure for voting).

Quorum shall be required for all voting of the general membership. Quorum shall be one more than have of the Active Membership with voting status.

Each Active Member with designated voting status, shall have one vote on all procedural and policy matters.

There shall be no proxy voting, unless authorized by majority vote of the general membership prior to voting meeting.

There shall be no electronic voting, unless authorized by majority vote of the general membership prior to the voting meeting.

## **Article VI: Officers**

The officers of this organization shall be as follows:

### **President:**

The executive powers shall be vested in the President. The President shall represent the Association before the student bar association and as otherwise necessary and required. The President shall have the power to call to order and preside over all meetings of the Association. The President shall have the power to appoint chairpersons and ad hoc committees as necessary with a majority vote by the Board. The President at the end of his/her term may sit on the Board as President Emeritus in an advisory position for the following year while retaining his/her rights as a member of the general membership and must be in compliance with Section 5.02(c) of Article V.

### **Vice President:**

The Vice President shall have the power to perform the duties of the President in his/her absence. The Vice President shall develop and finalize the Board agendas to be distributed by the Secretary prior to the applicable Board meeting. The Vice President shall serve as a liaison between the President and all chairpersons and committees and oversee all intra-committee relations. Additionally, the Vice President shall serve as a liaison between the Association and the National Black Law Students Association. The Vice President shall serve as an ex-officio member of all such committees. The Vice President shall review and approve all Association publications, premiums, and the like. The Vice President shall also coordinate alumni cultivation and development. The Vice President shall perform other duties as assigned by the President. The Vice President shall assume the role of President in the event of resignation or death of the President.

**Secretary:**

The Secretary shall be responsible for all internal communication and official correspondence with the general membership of the Association. The Secretary shall make available all meeting agenda at least one (1) day prior to general membership and/or Board meetings. The Secretary shall take and maintain the minutes of any and all regular and special meetings. All minutes shall be posted to the designated internal communication system(s), i.e. TWEN, no later than two (2) days after the date of the meeting. The Secretary shall also be responsible for maintaining the internal communication system(s). The Secretary shall be the keeper of all internal documents pertaining to the Association during his/her term as Secretary and shall be responsible for compiling and maintaining such documents including but not limited to the bylaws, meeting minutes, current membership forms, membership rosters, etc. The Secretary shall perform other duties as assigned by the President.

**Treasurer:**

The Treasurer shall be responsible for all financial matters pertaining to the Association. The power to accept any and all membership dues shall be vested in the Treasurer, unless otherwise directed by the President and supported by majority vote of the Board. The Treasurer shall collect all membership forms and dues and shall be responsible for designating the membership status of each member. The Treasurer shall appropriately document all financial transactions of the Association. The Treasurer shall record and transfer all membership forms marked with the appropriate membership status to the Secretary in a timely manner. The Treasurer shall be responsible for maintaining the financial records, including but not limited to, bank statements and reconciliation thereof, and reporting on the financial standing of the Association at each general membership meeting. The Treasurer shall deposit all monies in the name of the Association and shall disburse such funds as directed by the President and/or general membership. The Treasurer shall accept all gifts and donations in the name of the Association, and such gifts and donations shall be documented by the Treasurer and accompanied by an appropriate acknowledgment to the donor. The Treasurer shall perform other duties as assigned by the President.

**Information Officer:**

The Information Officer shall be the Association Point of Contact (APC) responsible for external communication and public relations. The Information Officer shall have the authority to represent the Association, itself, and on behalf of the President as necessary with the President's approval. The Information Officer shall be responsible for conveying the Association's mission, purpose, position(s), etc. to the public. The Information Officer shall be responsible for all external correspondence both incoming and outgoing and shall be responsible for disseminating such information as necessary for the proper functioning of the Association, its officers, and the general membership. The Information Officer shall be responsible for coordinating the production of the semesterly newsletter and maintaining the Association Web site. The Information Officer shall be responsible for coordinating the production of premiums (i.e. Association paraphernalia), *maintaining the* electronic and print reference library, and any other duties as assigned by the President.

**Parliamentarian:**

The Parliamentarian shall be responsible for maintaining order in all meetings and should therefore be thoroughly knowledgeable of Robert's Rules of Order and the Bylaws of the Association. The Parliamentarian shall be responsible for roll-call and determining quorum at every meeting. The Parliamentarian shall serve as the Chair of the Bylaws Committee, which shall be responsible for maintaining and amending the Bylaws as necessary and appropriate in accordance with Article IX of these Bylaws. The Bylaws shall be reviewed annually. The Parliamentarian's duties shall also include the rendering of fair and equitable rulings when called upon by the President to do so. The Parliamentarian shall also perform other duties as assigned by the President.

**Historian:**

The Historian shall be the keeper of all historic documentation and information including but not limited to previously submitted membership forms, membership rosters, Board rosters, photo albums, newsletters, awards and achievements, distinguished alumni, etc. The Historian shall also be responsible for capturing the current year's events and happenings. Additionally, the Historian shall also be responsible for maintaining all property of the Association and any other duties as assigned by the President.

**Article VII: Vacancies**

This section must address how the organization will handle the situation if an officer/E-Board member leaves MSU College of Law campus to study in D.C. or another off-site campus. In the event that any Chancellor is unable or unwilling to fulfill his or her term or duties for any reason, an interim Chancellor will be elected by a majority vote of the

remaining Chancellors. The interim Chancellor shall serve in office until the next general election.

Resignation of any Board position may be effectuated by a written statement to the President, or in the absence of the President to the Vice President, and in the absence of both the President and the Vice President to the Secretary.

Resignation of any committee position shall be effectuated by written statement to the Vice President, or in the absence of the Vice President to the Secretary, and in the absence of both the Secretary and the Vice President to the President.

### **Article VIII: Elections**

Describe the process elections and campaigning will be conducted.

1. Elections for Chancellor positions are to be held during the middle of spring semester. Two weeks before the elections, the Chancellor of Promotion will notify the members of the upcoming election and deadlines for Chancellor nominations. Only MSU COL students in good standing are eligible to run for office and vote.
2. The cast ballots shall be collected and The Chancellors of Fundraising and Instruction will tabulate the votes.
3. No candidate for office shall preside over an election meeting. In the event that an incumbent Chancellor is up for re-election, his role in the election shall be conducted by a general member, to be appointed by vote of the remaining disinterested Chancellors.
4. In the event more than one individual runs for office, the Board will set a time in which each candidate can make a speech to the general membership. The candidate in this situation will be elected by a majority of the members present at the election meeting, or if feasible, elections will be done on TWEN or some other medium. In the event of a tie, the remaining disinterested Chancellors will vote in a closed ballot to break the tie.

### **Article IX: Constitutional Amendment Process**

Amendments to this Constitution may be proposed by either the Board of Chancellors or the general membership upon motion. Once an amendment is proposed, the general membership will have a chance to vote on the amendment after due time for discussion. Amendments will be ratified only upon a two-thirds vote of all members present at the meeting at which the vote is held.