



New Student Club/Organization Registration Materials Example Pack

The following pages include examples of the materials that you'll be submitting to obtain official recognition for your group:

1) Officer Contact Information

** Somewhere on that list (or on an additional page) you'll want to indicate an approximate number of members*

2) Advisor Letter

** He/she will want to agree to serve as your advisor as well as provide their contact information.*

3) Constitution

** Don't forget to submit two copies!*

COMPILE ALL INFORMATION AND SUBMIT TO:

Noddea Moore – Program and Building Coordinator for Campus Life
Campus Life Office - #107
Cook Carriage House

moorenod@aquinas.edu

616.632.2983

AQ STARS for the Make-A-Wish Foundation® of Michigan

We grant the wishes of children with life-threatening medical conditions

★ * to enrich the human experience with hope, strength and joy. ★



CONSTITUTION

Article I: NAME AND PURPOSE

Section 1. The name of this organization shall be: *AQ STARS for the Make-A-Wish Foundation® of Michigan.*

Section 2. The purpose of this student organization is to work with the Make-A-Wish Foundation® to support their mission of granting wishes to children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy.

Article II. MEMBERSHIP

Section 1. AQ STARS for the Make-A-Wish Foundation® of Michigan will only allow Aquinas College students to become officers and/or voting members. Any Aquinas College student may become a member. This organization shall not discriminate on the basis of age, color, gender, handicapped status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Section 2. The General Membership of AQ STARS for the Make-A-Wish Foundation® of Michigan shall consist of all student members not serving on the Executive Committee. Responsibilities of the General Membership shall include but are not limited to: attending all general membership meetings and contributing ideas, helping to carry out and lead events, and creating and implementing events and fundraising efforts.

Section 3. A person remains in good standing with AQ STARS for the Make-A-Wish Foundation® of Michigan by obeying the rules of this organization written in the constitution.

Section 4. An individual may be removed from office or general membership by not obeying the rules of the organization written in the constitution. In the case that a member is not fulfilling his or her duties, he or she will first receive a verbal warning on the first account, followed by a written warning on the second account, and finally a written request for resignation on the third account. The President, Vice-President, and Advisor will handle all grievances, warnings, and resignation requests.

Article III. OFFICERS

Section 1. Within this organization there will be one President who will serve from April 15th of the elected year to April 30th of the following year. The first 15 days of service will be a time of transition with the outgoing President. The Vice-President will also be elected at the same time and serve the same term. The President and Vice-President must have been members for at least two semesters beginning January 2007. The President and Vice-President are elected by the general membership of AQ STARS by April 1st on a yearly basis.

Section 2. There are six seats on the Executive Committee: Director of Public Relations, Director of Promotions and Information Technology, Director of Special Events and Fundraising, Director of College Affairs, Director of Finances, and Director of Community Affairs who will serve the same term stated above. The Executive Committee will total 8 students.

A. For all positions on the Executive Committee there will be an application, interview, and selection process guided by the President, Vice President, Advisor, and a minimum of one Make-A-Wish Foundation[®] volunteer or employee. Individuals are to apply for Executive positions in the spring of a given academic year to serve the following academic year, with the exception of our first year of existence in the 2005-06 academic year, when the process will take place in September 2005.

B. An Executive Committee member may not be elected or appointed to the same position for more than two consecutive terms.

C. Each Executive Committee member shall attend all weekly Executive Meetings as well as bi-weekly general membership meetings, in addition to individual sub-committee meetings as needed.

D. Each Executive Committee member shall attend Leadership Day.

Section 3. The following are the duties required by the Executive Committee of AQ STARS for the Make-A-Wish Foundation[®] of Michigan:

President: Maintain integrity and the mission of AQ STARS for the Make-A-Wish Foundation[®] of Michigan. Build and maintain relationships with executives among other student organizations. Prepare for and lead all Executive Committee meetings and all general membership meetings. Work with the Vice President in selection of Executive Directors. Work with the Executive Directors to develop future events and projects. Maintain positive working relationship with AQ STARS Advisor and local Make-A-Wish office.

Vice President: Assist the President with any and all tasks necessary, including: selection of applied positions, preparation for any and all meetings, general promotion of AQ STARS for the Make-A-Wish Foundation[®] of Michigan through building and maintaining relationships. Maintain relationships with both the Make-A-Wish Foundation[®] of Michigan and College Officials on all levels.

Director of Public Relations: The Director of Public Relations is in charge of publicizing AQ STARS to the College campus and local community. This director will be responsible for contacting the College Relations Department, The Saint student newspaper, The Moose, and Grand Rapids Press when AQ STARS is carrying out special events. In addition, this director will contact area businesses, radio stations, etc. about possible sponsorships. Furthermore, this director will search for creative outlets through which advertisements can be made. This director will work closely with the Director of Promotions and Information Technology.

Director of Promotions and Information Technology: The Director of Promotions will work in coordination with the Director of Public Relations. Submitting information to possible sponsors is expected of this director – they are to provide both campus and the

Grand Rapids community with printed information. This position also entails the creation and maintenance of a website, as well as possibly creation of brochures, programs, or pamphlets for meetings or special events.

Director of Special Events and Fundraising: The Director of Special Events is in charge of setup and coordination of on-campus events. This director will coordinate events as well as organizing groups to participate. In addition, fundraising efforts will also be spearheaded by this director.

Director of Finances: The Director of Finances will be in charge of all matters of treasury. Managing AQ STARS' account, setting a budget, and working with the Executive Directors to see that the budget is adhered to are all tasks of this director. This director will research and apply for grants where and when applicable.

Director of College Affairs: The Director of College Affairs will act as a liaison between AQ STARS and the Aquinas College Student Senate. This director will serve as the Senate Representative of AQ STARS and must attend all mandatory Student Senate function, such as the bi-weekly meetings. This director will also keep track of meeting minutes and official records of AQ STARS for both Executive Committee meetings and meetings of general membership.

Director of Community Affairs: The Director of Community Affairs will be in close contact with Make-A-Wish Foundation[®] of Michigan. This position entails acting as a liaison between AQ STARS and the Volunteer Coordinator at Make-A-Wish of Michigan offices. When volunteers are needed for local events, it is the responsibility of this director to find out exactly how many volunteers are needed and any details pertaining to the event.

Article IV. OPERATING PROCEDURES

Section 1. Meetings in regard to the AQ STARS for the Make-A-Wish Foundation[®] of Michigan will be held bi-weekly at a time, day, and location to be determined by membership.

- A. All meetings shall be conducted according to the procedures specified in most recent edition of Robert's Rules of Order.
- B. Notice for all regular meetings will be posted at least one week in advance.
- C. Quorum is equal to 50% of the entire membership.
- D. Special meetings may be officially called by the President or Advisor.

Section 2. The Executive Committee shall consist of the President, Vice-President, and the following Officers: Director of Public Relations, Director of Promotions and Information Technology, Director of Special Events, Director of College Affairs, Director of Fundraising, Director of Community Affairs.

Section 3. The Advisor of AQ STARS must serve Aquinas College as a staff or faculty member, and provide support and encouragement for AQ STARS and attend events and meetings on a regular basis.

Article V. AMENDMENTS

Section 1. An amendment can be presented by any member of AQ STARS for the Make A Wish Foundation® of Michigan.

Section 2. Proposed amendments shall be presented when the Executive Committee is in meeting. The amendment shall be voted on, in the next scheduled Executive Committee meeting.

Section 3. An amendment to this constitution shall take effect seven days after its passage, unless the amendment explicitly states otherwise.

SAMPLE

AQ STARS for the Make-A-Wish Foundation® of Michigan

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★ * to enrich the human experience with **hope, strength and joy.** ★



Executive Committee – Fall 2007

President:

Polly President

.....@aquinas.edu

Regina Hall #

Campus Phone – x.....

Cell Phone – (810) 531-.....

Vice President:

Joe VP College

.....@aquinas.edu

St. Joes #

Campus Phone – x.....

Cell Phone – (231) 557-.....

**Director of
Public Relations:**

Suzy Handshake

.....@aquinas.edu

Regina #

Campus Phone – x.....

Cell Phone – (810) 610-.....

**Director of Special Events
and Fundraising:**

Mark Money maker

.....@aquinas.edu

Regina West #

Campus Phone – x.....

Cell Phone – (248) 202-.....

Director of Finances:

Penny Bank

.....@hotmail.com

123 Main St.

Hudsonville, MI 44444

Home Phone – (616) 669-....

Cell Phone – (616) 262-.....

Director of College Affairs:

Beth Busybee

.....@aquinas.edu

Regina #

Campus Phone – x....

Cell Phone – (763) 226-....

Advisor:

Olivia Oversee

.....@aquinas.edu

Cook Carriage House #

Campus Phone – x....

Cell Phone – (989) 413-.....

TOTAL NUMBER OF MEMBERS, CURRENT: 28

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June 10, 2005

Dear Aquinas College Student Senate,

I am pleased to inform you that I would like to serve as the Advisor for a new student group called **AQ STARS for the Make-A-Wish Foundation® of Michigan**. I am excited to assist with the implementation and direction of this organization in its beginning stages and to volunteer my time as the Advisor for AQ STARS. It is also my intent to work hand in hand with Sarah Spencer Smith at the Make-A-Wish Foundation® office in Grand Rapids to assist in the development of the organization and the education of the members. I am sincerely looking forward to this adventure!

Fondly,

A handwritten signature in black ink, appearing to read 'Noddea Moore'.

Noddea Moore
Program and Building Coordinator for Campus Life

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Grand Rapids, MI 49506
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989.390.4281 (cell)
moorenod@aquinas.edu