



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. Must be a faculty or staff member at Aquinas*

3) Constitution

**Don't forget to submit one copy!*

COMPILE ALL INFORMATION AND SUBMIT TO:

Campus Life Office - #107

Cook Carriage House

campuslife@aquinas.edu

616.632.2983

Constitution

Article I: NAME AND PURPOSE

Section 1. The name of this organization shall be: (Club Name).

Section 2. The purpose of this student organization is to work with the (Club Purpose).

Article II: MEMBERSHIP

Section 1. (Club Name) 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 (Club Name) 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 (Club Name) 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 (Club Name) by April 1st on a yearly basis.

Section 2. There are four seats on the Executive Committee: President, Vice-President, Treasurer, and Secretary who will serve the same term stated above. The Executive Committee will total four 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 (Club Name) member. 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 first year existence in the 2011-2012 academic year, when the process will take place in September 2011-2012.
- 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 (Club Name):

President: Maintain integrity and the mission of (Club Name). 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. Work with the Executive Committee to develop future events and projects, positive working relationships with (Club Name) Advisor.

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 (Club Name) through building and maintaining relationships. Maintain relationships with College Officials on all levels.

Treasurer: In charge of all matters of treasury. Managing (Club Name) account, setting a budget, and working with the Executive Directors to see

that the budget is adhered to. Also will research and apply for grants where and when applicable

Secretary: In charge of both recording meeting minutes and publicizing (Club Name) to the College campus and, if applicable, to the local community. Responsible for contacting the College Relations Department, The Saint student newspaper, the Moose, and the Grand Rapids Press when (Club Name) is carrying out special events. In addition, the Secretary will contact area businesses, radio stations, etc. about possible sponsorships for special events. Furthermore, the Secretary, will search for creative outlets through which advertisements can be made.

Article IV: OPERATING PROCEDURES

Section 1. Meetings in regard to (Club Name) 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, Treasurer, and Secretary.

Section 3. The Advisor of (Club Name) must serve Aquinas College as a staff of faculty member, and provide support and encouragement for (Club Name) and attend events and meetings on a regular basis.

Article V: AMENDMENTS

Section 1. An amendment can be presented by any member of (Club Name).

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

Executive Committee – Fall 2011

President: Jane Smith
_____@aquinas.edu
123-4567

Vice President: Joe Smith
_____@aquinas.edu
123-4567

Treasurer: Jane Doe
_____@aquinas.edu
123-4567

Secretary: John Doe
_____@aquinas.edu
123-4567

Senate Representative: Jean Smith
_____@aquinas.edu
123-4567

Advisor: Jonnie Smith
_____@aquinas.edu
Campus Phone – 616-4567

Total Number of Members, Current ____

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 (Club Name). 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 (Club Name). It is also my intent to work hand in hand with (Club Name) to assist in the development of the organization and the education of the education of the members. I am sincerely looking forward to this adventure!

Fondly,

Timothy Ramsay

Program and Building Coordinator for Campus Life

Cook Carriage House

1607 Robinson Rd SE

Grand Rapids, MI 4906

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