

Procedures and Criteria for the Recognition Of Student Clubs/Organizations  
at



A group seeking recognition may, for the purposed organization, enjoy the privileges of a recognized campus organization by filing a written application to be recognized by the Campus Life Office. Temporary recognition will be granted for thirty (30) days at which time all materials are due to the Program and Building Coordinator for Campus Life.

Materials to be submitted to the Program and Building Coordinator for Campus Life by a new organization seeking recognition include the following:

1. A list of pro-tem officers with their current addresses and telephone numbers and some indication of an expected membership.
2. A letter from a full-time member of the faculty or administrative staff indicating his or her willingness to act as advisor to the group, including pertinent contact information.
3. Two (2) copies of the organization's purposed Constitution/By-Laws – with a minimal requirement of:
  - A. Statement of purpose.
  - B. The process used to elect officers.
  - C. Elections for the following year must take place by April 1 each year.
  - D. Officers must attend Leadership Day.

*If affiliated with a national organization, a copy of the national constitution and local by-laws must also be submitted.*

Based on its review of the required materials, the Program and Building Coordinator for Campus Life will grant recognition or non-recognition to the organization. The Campus Life Office will be responsible for publicizing a list each semester of all recognized student organizations.

Application for recognition of student organization's status will be considered inactive if the required materials are not submitted within 30 days after filing temporary recognition. Re-filing for recognition of an organization that has been considered inactive for this reasons may not be done until the next semester.

Recognition does not imply College endorsement of the organization's beliefs but provides the opportunity for groups to enjoy the privileges of recognition as stated below. Official recognition commences immediately upon official acceptance by the Campus Life Office, and can then apply for a budget from the Student Senate.

**Privileges of Recognition:**

1. Use of College name in the title of the organization.
2. Listing of the organization in all printed Aquinas College materials where recognition of official clubs and organizations are listed.
3. Assignment of a Mailbox in the upper level of the Cook Carriage House.
4. Access to College facilities at no charge and use of technical equipment and assistance for activities of the organization as long as guidelines in each of these areas are followed.
5. Campus advertising privileges; hanging posters around campus, access to duplication and copying equipment.
6. Access to use of college vehicles.
7. Access to requesting an annual budget consideration from the Student Senate.

(Note: Some of the above entail user fees. See current Clubs and Organizations Handbook for more information.)

**Obligations of Recognition:**

See Clubs and Organizations Handbook: *Part One – Official Recognition, Obligations of Recognition.*

**Temporary Student Club/Organization Recognition  
at**



**2007-2008**

To be temporarily registered and recognized during the 2007-2008 Academic Year, a student organization must file this registration form with the Program and Building Coordinator for Campus Life immediately upon creating a new group. Registered Student Organizations (even temporary ones!) may sponsor activities and use college facilities and services once they are approved through the Campus Life Office. The information and signatures below must be completed to be temporarily registered. *For permanent recognition, official materials must be submitted within 30 days of filing this form.*

1. Name of Organization: \_\_\_\_\_

2. The Officers who will be authorized to reserve facilities and spend monies in the name of the Organization:

| Name  | Title | Address | Phone |
|-------|-------|---------|-------|
| _____ | _____ | _____   | _____ |
| _____ | _____ | _____   | _____ |
| _____ | _____ | _____   | _____ |
| _____ | _____ | _____   | _____ |

3. Number of Members: \_\_\_\_\_

4. Registration submitted by: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Presiding Officer's Signature

\_\_\_\_\_  
Date

**RETURN THIS REGISTRATION TO:  
Noddea Moore, Program and Building Coordinator for Campus Life  
Cook Carriage House, Office #107**

*\*This information can change slightly when submitted for official recognition.*

**SAMPLE CONSTITUTION FOR  
STUDENT ORGANIZATIONS AQUINAS COLLEGE  
(see new club submission examples for additional assistance)**

Article I: Name  
The name of this organization shall be \_\_\_\_\_

Article II: Purpose  
A general statement of the purposes and the scope of the organization.

Article III: Membership

1. State Specific qualifications...any student, any traditional aged student, alumni for special membership?
2. How is the membership maintained? Attendance at meetings? How many? Dues? Other?
3. Termination of membership and reinstatement (state the conditions under which membership is terminated and how reinstatement is accomplished).

Article IV: Officers

1. The officers shall be \_\_\_\_\_.  
And shall compose the Executive Committee of the Organization.

Article V: Qualifications and Election of Officers

1. Qualifications, such as \_\_\_\_\_  
Every member of the organization shall be eligible for office? A Student elected President may only serve a one-year term? Other Officers can succeed themselves in office? No one individual may hold more than one elective office? Other?
2. Elections:  
College Policy: Officers must be elected by April 1<sup>st</sup> for the following year. This must be included. How will balloting be done? Voice Secret?
3. Replacement of vacancies: Vacancies due to whatever reasons will be replaced by? Ballot of Membership. Executive Committee makes appointments? Executive Committee suggests appointment to membership and they approve? Other?

Article VI: Duties and Powers of Officers

1. College Policy: Officers will attend Leadership Day. This must be Included.
2. President: The President shall call and preside at all meetings? Shall appoint committees as needed with approval of Executive Committee? Sets agendas for all meetings?
3. Vice-President: Shall perform all duties of the President in the absence or disability of the President? Shall act as a student representative to the

Community Senate? Shall do any other duties as deemed necessary by the Executive Committee?

4. Secretary: Shall keep accurate minutes of all meetings. Shall keep a correct roll of all members, to keep all records (with exception of financial records[unless position is secretary/treasurer]). Conduct all correspondence of the organization. Other?
5. Treasurer: Keeps all financial records of the organization.

Article VII: Advisor  
See attached College Policy on Advisors

Article VIII: Meetings

1. Annual meetings: There shall be an annual meeting of the organization each year in the month of \_\_\_\_\_ at a time established by the Executive Committee?
2. Regular meetings are usually held weekly, bi-weekly or monthly as deemed necessary for organizational purposes. How often meetings are held will be decided by the organization.
3. Special meetings of the organization may be called by the organization.
4. Notice: will be posted for annual and special meetings \_\_\_\_\_ prior to the meeting. [we suggest one week]
5. Quorum: we suggest that this be more than ½ of your membership!

Article IX: Parliamentary Authority

1. All meetings shall be conducted according to the procedures specified in most recent edition of **Robert's Rules of Order**.
2. The presiding officer shall appoint a parliamentarian to advise on parliamentary matters.

Article X: 1. The annual dues for membership shall be \_\_\_\_\_ (if there are dues).

Article XI: 1. Standing Committees shall be established and their functions determined by the Executive Committee. Members shall be appointed by the President with the approval of the Executive Committee.

2. All committee action must be approved by the Executive Committee.