



Saint Mary's University
OFFICE of STUDENT ENGAGEMENT

Information Packet For Student Organizations Seeking Senate Recognized Status at Saint Mary's University of Minnesota

Introduction

This packet will guide you through the process of forming a new student organization at Saint Mary's University of Minnesota. Forming a group can be a challenging, but very rewarding process. To ensure success, the Office of Student Engagement and Student Senate have designed a process that will help your group form a solid foundation so that your organization can succeed and provide valuable experiences for your fellow students.

There are many positive benefits associated with being a student senate-recognized group on campus, including use of the Saint Mary's University of Minnesota name, the ability to reserve space, and the opportunity to apply for a club budget.

Questions to Consider

When starting a new student organization there are several questions to consider:

1. Is there an existing group on campus that shares the same interests you're looking for in a student organization?
2. Would you be able to recruit a minimum of 6 members for the group?
3. Do you have the time to work on all of the requirements and/or are others helping you?

The Director of Residential Experience and Student Engagement and Student Senate Vice President of Student Affairs will be available to help you answer these questions and provide you with assistance in forming your group.

Requirements

There are requirements to become a recognized student organization at Saint Mary's University of Minnesota. They are as follows:

- Complete the "Intent to Organize" Form
 - *Once this form is completed, the group will be issued temporary recognition that will last 60 days from the date the form is returned. During this time, the group must complete the following to seek full recognition status:*
- Recruit a minimum of six (6) members
- Have a minimum of three (3) executive officers
- Secure a College faculty or staff advisor
- Create a constitution
- Select officers and complete an officer information form

Return these materials to the Office of Student Engagement. The Office of Student Engagement will confer with the Vice President of Student Affairs on Student Senate to ensure that their paperwork is in order and that there are no glaring omissions or issues with the constitution.

Recognizing a New Organization

Once all materials are reviewed by the Office of Student Engagement and the Vice President of Student Affairs, the organization is eligible for recognition by the Student Senate and will be notified of the Senate's decision.

Recognition:

The club or organization will be asked to speak at a Student Senate meeting about their goals and vision and answer any questions the senate may have. When recognized, officers will receive an email detailing the next steps including: holding regular meetings, hosting events, and accessing student activity fees through the established annual process. Abiding by the criteria below will help ensure that a proposed organization receives recognition:

- The purpose, mission, and/or activities do not violate federal, state, and/or local laws
- The purpose, mission and/or activities do not violate the Saint Mary's University of Minnesota mission or student handbook
- The appropriate actions to establish a group are completed and sustained
- The group does not duplicate the purpose of an existing recognized group, except in the case of a religious or political organization

Please contact the Director of Residential Experience and Student Engagement with any questions by email at studentengagement@smumn.edu.

New Student Organization Intent to Organize Form

Date: _____ Name of Proposed Organization: _____

Organization Representative: _____

Email: _____ Phone: _____

Organization Advisor: _____

Email: _____ Phone: _____

As a representative of the proposed organization, I have read and I understand the SMUMN policies and procedures that govern all SMUMN Student Organizations.

Organization Representative

Organization Advisor

Print Name

Print Name

Email

Email

When this form is signed by both the organization representative and the organization's advisor, the proposed organization will be granted the use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Director of Residential Experience and Student Engagement for approval by the student senate within one month after this form is signed, the use of college facilities will be terminated.

Student Organization Officer Form

Organization Name: _____

Academic Year: _____

All information must be completed for a minimum of three (3) executive officers. The information provided should be reflective of the student's contact information during the current academic year. Contact information for all officers of the organization shall be updated at the beginning of the fall and spring semesters of each academic year or if there is a change in officers.

As a condition of registration, officer contact information will be distributed to students, faculty, and staff requesting information and membership information about the organization. If an officer does not wish for their information to be given out, they must submit a written request to the Director of Residential Experience and Student Engagement and Student Senate VP of Student Affairs.

**By signing below, I grant permission to the Office of Student Engagement and the Student Senate to verify my eligibility for the student organization leadership position through my academic file on record with the University.*

President (required)

Name: _____ Email: _____

Phone: _____ Class Year: _____ Student ID: _____

Signature acknowledging that GPA will be checked each semester: _____

Vice President (required)

Name: _____ Email: _____

Phone: _____ Class Year: _____ Student ID: _____

Signature acknowledging that GPA will be checked each semester: _____

Secretary

Name: _____ Email: _____

Phone: _____ Class Year: _____ Student ID: _____

Signature acknowledging that GPA will be checked each semester: _____

Treasurer (required)

Name: _____ Email: _____

Phone: _____ Class Year: _____ Student ID: _____

Signature acknowledging that GPA will be checked each semester: _____

Other

Name: _____ Email: _____

Phone: _____ Class Year: _____ Student ID: _____

Signature acknowledging that GPA will be checked each semester: _____

Purpose Statement

Write a brief description of the goals, purposes, and objectives of your organization

Organization Meetings

Day of the Week: _____

(i.e.- every Tuesday, every other Monday, every Monday and Wednesday, 1st and 3rd Wed of month)

Time: _____ Location: _____

Minimum of six (6) Required

EmailThis image shows a full page of blank, lined paper. It features approximately 20 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.

Advisor Agreement Form

Your commitment to serve as an advisor to a registered student club or organization at Saint Mary's University is appreciated. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

Requirements

An advisor of a club or organization must be a full-time faculty or staff member of Saint Mary's University of Minnesota. If an individual works closely with Saint Mary's regularly but is not employed by the university, they are not allowed to be a listed advisor. An advisor should also have some knowledge or experience with the identity of the club. For example, the Accounting Club should be led by a faculty member in the business department.

Club advisors should also commit an hour each week to the club's activities each week. This could look like attending a club meeting, meeting with the president of the club, or checking in with members. If a potential advisor cannot guarantee one hour of support to the club each week, the club should consider other potential advisors.

Expectations and Responsibilities

Before becoming a club advisor, the faculty or staff member will sign an Advisor Agreement Form, acknowledging the expectations and responsibilities below.

Club advisors should be familiar with the Club and Organization Handbook and the processes/procedures within it. If students need clarification, they should first seek interpretation from their advisor before asking the Office of Student Engagement.

Club advisors are responsible for reserving any and all meeting and/or event spaces through Event Services.

Commit to one hour of availability each week for the club. This can include but is not limited to club meetings, meetings with club officers, or events.

Advisors should be familiar with the student organization's constitution and all other governing documents so that they may advise effectively.

Assist your student club or organization in developing realistic goals. This will contribute to the educational and personal development of the students involved.

Any club communication should involve the advisor, whether being copied on an email or discussion about events, purchases, or other important information.

The club advisor is responsible for ensuring a budget is kept up to date by the club treasurer in the club's virtual binder. Any purchases should be approved by the advisor

before being purchased by the Office of Student Engagement. Club advisors have access to the budget through The Nest and should be the club's first contact regarding the budget.

The club advisor should not run the club but simply offer guidance, resources, and accountability. It is the responsibility of the advisor to ensure that the club officers and members are upholding both the Student Handbook and the Club and Organization Handbook.

If an advisor is no longer able to fulfill the role, they will alert the Office of Student Engagement immediately.

By signing this agreement letter you have affirmed that you have read and understand the role of a student club/organization advisor, and that you are willing to serve as an advisor to the student club and organization named below.

If you have any questions regarding this information presented in this document, please contact the Director of Residential Experience and Student Engagement at studentengagement@smumn.edu.

Advisor Name: _____

Advisor Signature: _____

Advisor Email: _____ **Advisor Phone Number:** _____

Club President Name: _____ **Club President Signature:** _____

Date Signed: _____

Anti-Hazing Compliance

Hazing is defined as any intentional, negligent, or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, **regardless of the willingness of the participant**. Such actions and situations include, but are not limited to the following:

1. Forcing or requiring the drinking of alcohol or any other substance
2. Forcing or requiring the eating of food or anything an individual refuses to eat
3. Calisthenics (push-ups, jogging, runs, etc)
4. "Treeings" (tying someone up and throwing food or other substances on them)
5. Paddle Swats
6. Line-ups (yelling at people in any formation or harassing them)
7. Forcing or requiring the theft of any property
8. Road trips (dropping someone off to find his own way back)
9. Scavenger hunts
10. Permitting less than seven (7) continuous, uninterrupted hours of sleep per night
11. Conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc)
12. Nudity at any time
13. Running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc)
14. Requiring the violation of university, federal, state, or local law

HAZING IS AGAINST THE STATE, FEDERAL, AND LOCAL LAW

I understand all components of the SMUMN hazing policy, I understand the reasons why this policy was adopted by Saint Mary's University of Minnesota.

I agree to support the policy and its implementations. Participation in hazing activities or the failure to report such activities (had prior knowledge of hazing violations and did not take necessary steps to stop hazing from occurring) may cause action to be brought against myself and the organization.

Any hazing activities will result in an automatic referral to the Dean of Students and Vice President of Student Affairs.

Organization President: By my signature below, I acknowledge that I have read, understood, and agree to all of the above statements.

Printed Name of Organization

President Signature

Date

Student Organization

All members of any student organization sanctioned by Saint Mary's University must sign the Anti-Hazing Compliance Form annually. Organization advisors and presidents are required to notify all organization members of this policy and to ensure accurate and timely signatures from members. The organization presidents should sign page 1, while organization members should read page 1 and sign below.

[illegible]

Sample Constitution

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Sample Club

Section B: Purpose – The purpose of this club shall be:

1. Reason X
2. Reason Y
3. Reason Z

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility

- Membership is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.
- Officers must be a full-time Saint Mary's undergraduate student
- Members can be expelled from Sample Club for violation of any provision in the Saint Mary's University of Minnesota Student Handbook and Student Organization Handbook
- Every member who is up for expulsion must be given due process: an opportunity to present their case, rebut accusations, conduct an investigation, and appeal any decision made against them. Appeals will be heard by officers and voted on by members for reinstatement of membership.
- Sample Club will make reasonable accommodations in coordination with Accessibility Services to support participation of members that have a documented disability. If full physical participation in some club activities is limited, this will not negatively impact the participant's membership in the organization.

Section B: Dues – Dues shall be \$0 per year.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice President, Treasurer, and Secretary. Only enrolled students of Saint Mary's University of Minnesota can vote/hold office.

Section B: Eligibility – Officers must be enrolled in Saint Mary's Undergraduate program

Section C: Election -- The officers shall be elected by first nominating themselves or being nominated by others at the first meeting of the fall semester (or whenever decided upon by the current head officers) and then shall be voted on by the entire club (therefore individuals may

vote for themselves)

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice President shall resume duties with the help of the treasurer and secretary. In the event that there is a loss of both presidents, the treasurer shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Section F: Removal/Ascension- If for any reason that an officer should want to resign or move up in position, they should present an ideal candidate to assume their previous position

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice President – it shall be the duty of the Vice President to:

- Preside in the absence of the President.
- Help the President set up events/fill out paperwork for the club when asked or needed.
- Preside over cases of expulsion from the club.

Section C: Secretary - It shall be the duty of the Secretary to:

- Inform members of the club when the meetings take place, as well as any last minute changes to plans
- Keep track of any changes to communication methods such as email changes, number changes, etc
- Issue notices of meetings and conduct the general correspondence of the club
- Maintain a current roster of membership
- Perform such other duties as ordinarily pertain to this office

Section D: Treasurer - It shall be the duty of the Treasurer to:

- Stay up to date on club finances using Google Sheets

- Keep the Presidents informed of the club finances
- To receive all funds and process Requests for Payment, Deposit Slips, and Officer Signature Forms

Section E: Public Relations - It shall be the duty of the Public Relations to:

- Take photos/videos of Sample Club activities and events if necessary.
- Have good knowledge of Adobe Photoshop or other similar photo editing software.
- Make all flyers, event banners, event tickets, and pamphlets.
- Responsible for printing event flyers, and distributing flyers around campus

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held weekly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership.

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – Adviser must be a full time faculty staff member of Saint Mary’s University of Minnesota

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.

- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as the schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

Section C: Removal or an Adviser- Removal of adviser requires a 2/3 or majority vote of members. An advisor may also choose to resign. The club will have 2 weeks to find a new adviser.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed by the Presidents as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as needed.

ARTICLE IX: AMENDMENTS

Section A: Proposed Amendment- Any amendment proposed by the organization must be approved by the Officer of Student Activities

Section B: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section C: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]