

# NEW STUDENT ORGANIZATION APPLICATION

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## STEPS FOR STARTING A NEW STUDENT ORGANIZATION

1. Check the online listing of recognized student organizations at The University of Toledo ([www.utoledo.edu/studentaffairs/stuorgs](http://www.utoledo.edu/studentaffairs/stuorgs)), or consult with a staff member in the Office of Student Involvement to determine if a similar organization already exists on campus.
2. Identify a potential faculty, staff or community advisor for your organization, and gauge the interest of the student body by indentifying potential student members.
3. Complete ALL SECTIONS included in this packet.
  - INFORMATION FORM
  - LIST OF AT LEAST TEN (10) CURRENTLY ENROLLED POTENTIAL STUDENT MEMBERS
  - FINANCIAL STATEMENT
  - UT POLICY ON DISCRIMINATION
  - UT POLICY ON HAZING
4. Read the Sample Constitution, and consult the Constitution & Bylaw Checklist as you compose a constitution for your organization. Student organization constitutions must follow the Checklist and Sample Constitution.
5. Include the following ATTACHMENTS when you turn in this packet:
  - Complete Officer Listing Form
  - Organization Constitution
  - Organization Bylaws (if applicable)
  - Organization's national constitution (if applicable)
6. Submit this packet, with all attachments, to the Office of Student Involvement, 3504 Student Union.
7. New Student Organization Application and constitution will be reviewed by the Student Activities Committee (SAC) within 30 days of being submitted to the Office of Student Involvement (if submitted during the school year).
8. Office of Student Involvement will communicate SAC approval or required revisions to the primary contact person for your organization. You will have 2 weeks to return the revision(s) to the Office of Student Involvement.
9. All official student organization communications will be sent via organization members' UT email addresses.
10. Student Organizations retain status as a recognized student organization by fulfilling the following requirements.:
  - Completion of an updated Office Listing Form within the first six (6) weeks of each semester (Fall & Spring).
  - Attendance at the Mandatory Student Organization Meeting at the beginning of each academic year.

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## RECOGNITION OF STUDENT ORGANIZATIONS

The University of Toledo recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities. Much of this learning takes place through the students to broaden the scope of general learning, professional, cultural, social, or recreational interests, consistent with the education goals and purposes of the University.

Student groups and/ or organizations at UT are subject to the rules and regulations of the University set forth by the Board of Trustees. The following guidelines have been established within which the Office of Student Involvement, by direction of the Associate Vice President for Student Affairs and Dean of Students, will approve for recognition and periodically review all student organizations.

### **General criteria of recognition for student organization:**

1. Officers of the student organization must be currently enrolled students at UT.
2. Each semester, the Office of Student Involvement must be provided with a current officers listing.
3. An electric AND hard copy of the group's most current constitution should be on file with the Office of Student Involvement.
4. The organization presents a statement of purpose which is consistent with the philosophy of The University of Toledo.
5. The membership and elected leadership requirements of the organization are not to be discriminatory on the basis of race, color, religion, sex, age, national origin, sexual orientation, veterans status, or the presence of a disability (unless specifically exempted by law).
6. The organization and its members abide by federal, state and local laws and ordinances, by all Universities policies and procedures, and by the organizations constitution/bylaws.

## PRIVILEGES OF A RECOGNIZED STUDENT ORGANIZATION

1. The right to hold meetings and social events in available University facilities, particularly the rooms of the Student Union. The use of all other University services where applicable.
2. The use of the name of the University in connection with publicity except where specifically prohibited.
3. The publication of material in University of Toledo calendars, and access to Marketing & Communications' publicity procedures.
4. The right to request funds from the Student Activities Committee (SAC).
5. The use of a mailbox and/or office space in the Student Union (when available, application required).
6. The right to house on organizational budget within the University accounting systems. This privilege can be accessed through the Office of Student Involvement.
7. The right to be included in the Office of Student Involvement publication material that promote UT recognized clubs and organizations.

Official Organization Name: \_\_\_\_\_

Type of Organization:

- Academic       Governing       Greek       Honor Society       International       Minority Interest
- Minority Interest       Musical       Religious       Service       Social       Special Interest
- Sports

Does this organization have an affiliation with a national, regional, state, or local organization or a University department?:  YES       NO

If yes, please indicate the address and phone number of the affiliated group:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Will members of this organization pay membership dues to be members of this affiliated group?  YES       NO

When will officers for your organization be elected each year? \_\_\_\_\_ (month)

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**Please list a least ten (10) potential student members who are currently enrolled at UT:**

<b>Name</b>	<b>Rocket ID#</b>	<b>Date of Birth</b>	<b>Credit Hours Enrolled</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

(Attach additional pages as necessary)

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**FINANCIAL STATEMENT**

A benefit associated with status as a recognized student organization at UT is the ability to store and access organizational funds through the University accounting system, managed by the Office of Dean of Students Accountant. All organizational funds housed with the University must comply with UT policies and procedures. Additionally, all funds allocated by SAC or other University entities must be housed in a University account.

Please indicate the nature of your organization's financial arrangements:

- a. A University of Toledo Account (already established: # \_\_\_\_\_)
- b. A new University of Toledo Account (Office of Dean of Students will establish account once organization is approved)
- c. An account with a financial institution other than the University

If you marked option C above, please provide the following information:

Name of financial institution: \_\_\_\_\_

Type of Account(s): \_\_\_\_\_

Name(s) under which the account(s) is listed: \_\_\_\_\_

Who in the organization has access to the account(s): \_\_\_\_\_

Are co-signers required on transactions?: \_\_\_\_\_

**NON-DISCRIMINATION POLICY**

In alignment with The University of Toledo's non-discrimination policy, no student organization may discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, veterans status or the presence of a disability (unless specifically exempted by law) in the admission to, access to, treatment, or employment in, their programs or activities.

**POLICY STATEMENT ON HAZING**

The University of Toledo maintains the individual autonomy of its student organizations within the constructs of the established rules and regulations as outlined in the Student Handbook and other official University publications. Initiation into University organizations is permissible excluding and activities that may be constructed as hazing. Hazing shall be defined as the performing of an act or insisting that another, including an initiate, perform an act for initiation, which may cause or create an unnecessary risk to physical or mental health. Such acts include, but are not limited to, requiring an initiate to drink alcohol or any other substance, preventing an initiate from having at least six hours of sleep in any 24 hour period, branding, paddling, causing excessive fatigue - mental or physical, expecting participation in any activity in which full members will not participate or acts which could cause discomfort, pain, fright, disgrace, injury, or degradation or which violate any federal, state, or local statute or University policy.

When a student organization is found to be involved in any hazing activity, the University shall have the authority to initiate disciplinary action regardless of the location of the activity. Such action shall be conducted in compliance with normal student organization conduct proceedings. Student organizations found in violation of the University hazing policy shall be subject to the range of sanctions available to the University as outlined in the Student Handbook.

ALL UNIVERSITY OF TOLEDO POLICIES AND PROCEDURES RELATED TO STUDENT ORGANIZATIONS CAN BE FOUND IN THE UT STUDENT ORGANIZATION HANDBOOK AND ON THE WEB AT [www.utoledo.edu/studentaffairs/stuorgs](http://www.utoledo.edu/studentaffairs/stuorgs). A COMPREHENSIVE LIST OF UNIVERSITY POLICIES IS ALSO AVAILABLE AT <http://www.utoledo.edu/policy/>.

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**SIGNATURES**

*The officers of our organization have read and understand the University's Non-Discrimination Policy and Policy Statement on Hazing. Further, we have informed the members and pledges/associate members of our organization of the contents of the University's policies. All activities sponsored and/or required by our organization are in compliance with this policy.*

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Signature of Organization Representative

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Print Name

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Date

*On behalf of this organization, and with its authority, the undersigned promises and agrees that the organization will abide by all federal, state, and local laws, and all rules and regulations of The University of Toledo. It is also understood that submission of this application and its approval does not constitute in and of itself full recognition as a University of Toledo student organization.*

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Signature of Organization Representative

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Print Name

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Date

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*This sample constitution contains nine articles that must be addressed in your constitution and optional draft language. Please note that all the statements that are underlined must appear in your constitution verbatim.*

# STUDENT ORGANIZATION SAMPLE CONSTITUTION

*Month, Year*

## ARTICLE 1: NAME & AFFILIATIONS

The name of the organization shall be [name of organization] of the University of Toledo.

## ARTICLE 2: PURPOSE

The purpose of the organization shall be... [List purpose]. **Activities and programs sponsored by this organization will keep with the organizations stated objectives.**

## ARTICLE 3: MEMBERSHIP

Membership in the [organization] shall be open to all currently enrolled students at the University of Toledo. [Address the rules for becoming a member and remaining a member.] [Note: The constitution should also discuss the different types of membership (active/inactive, voting/non-voting), dues, and other conditions of membership.]

**The [organization name] does not categorically deny membership to an individual, based on race, color, religion, sex, age, national origin, sexual orientation, veteran's status or the presence of a disability.** [Note: No organization with restrictive membership clauses discriminating on the basis of race, color, religion, sex, age, national origin, sexual orientation, veterans status or the presence of a disability, as defined by law, shall obtain or maintain registration status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex. Please note exceptions to the prohibition against restrictive membership clauses set forth in Article 14, Section B.2. of the Student Handbook.]

**Persons obtain membership by supporting all functions, activities and programs of the organization through paying dues (if applicable), attending meetings and serving on committees. Voting members shall be defined as members who are currently enrolled UT students and who are in good standing with [organization name] and have supported the functions of the organization.**

## ARTICLE 4: OFFICERS

**Officers shall consist of [list officers], and shall be elected [month/date] for a term of [specify length of term].**

Qualifications for a leadership position within [organization name] are as follows: [list qualifications]. **Only currently registered UT students may hold office. Officers of the organization shall not be on academic or disciplinary probation.**

Duties for each officer are as follows: [specify duties for each leadership position]

## ARTICLE 5: MEETINGS

Meetings will be held... [Describe frequency of the meetings.] [Note: In this article you should indicate how often the organization will meet and how often it will meet. You also need to indicate how quorum is determined for your organization. Quorum is the minimum number of voting members who must be present at a meeting in order to conduct business.] **A simple majority of the voting members must be present to constitute a quorum.**

## ARTICLE 6: ADVISOR

The advisor for this organization shall be decided upon by the executive officers of the organization.

[Note: It is highly recommended that student organizations have an advisor; however, it is not required. If a UT Faculty or Staff advisor is selected, do not name the person in the constitution; name the person on the Officer Listing Form.]

## ARTICLE 7: COMMITTEES

[Describe functions of committees if applicable] **Ad hoc committees may be formed at the discretion of the President or Executive Committee to attend to any situations that may become necessary for the organization to consider.**

## ARTICLE 8: PARLIAMENTARY AUTHORITY

[Address parliamentary authority based upon your organization's desired procedures.]

## ARTICLE 9: AMENDMENTS

[Address how your organization will amend its constitution.]

**It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the Student Activities Committee and the Office of Dean of Students every detail of the desired changes to be made.**