

# Student Organization Committee Guidelines

## Temporary Status

### **Membership**

An organization must have at least **three (3)** members to be considered for temporary status.

- Of these three members, they must include a President, Vice President and Treasurer.
- The positions of President, Vice President and Treasurer must all be filled by different students. Other positions can be created as necessary.
- Any organization that does not meet the minimal membership requirements will need to fill out the form entitled "Membership Appeal Form" on the *Student Government Association Get Involved* page.

### **Exclusivity**

Organizations that exclude any student population are prohibited.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the University unless such programs and activities are specifically exempt from the law. Considering Title IX, organizations that prohibit membership based on sex are prohibited from seeking temporary or permanent status.

Organizations that can provide proof of exemption will be considered. The criteria are as follows:

1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code
2. Members must be limited to students, staff or faculty at Millersville University
3. The organization must be a "Social Fraternity" as defined by the Department of Education
  - a) The Department of Education defines a "Social Fraternity" as a group that can answer "no" to all the following questions:
    - Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
    - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?

- Are the members permitted to hold membership in other fraternities or sororities at the University?

**\*\*If a group answers "yes" to any of the questions, it is not a "Social Fraternity" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of all sexes. Questions regarding this policy can be directed to staff in the Center for Student Involvement & Leadership.\*\***

### **Duplication**

Organizations that share a purpose statement with an existing organization will not be considered for temporary status. See 'Constitution' for more information on a purpose statement.

### **Constitution**

Organizations must have a constitution and submit it with their paperwork for temporary status. The constitution must include:

- 1) The name of the organization will be called \_\_\_\_\_
  - a) NOTE any organization beginning with "Millersville University" or "MU" will not be considered for status. Please place University affiliation at the end of your organization name (e.g. The \_\_\_\_\_ Club of Millersville University)
- 2) The purpose of the organization
  - a) How to create a perfect purpose statement:
    - Explain the primary function/goals of the organization
    - Explain how those goals will benefit the campus community
    - Express what students will gain from joining the organization (networking skills, professional development opportunities, a group to unwind or relax with, etc.)
- 3) A list of officers and their duties
- 4) Membership information (such as who can join or any required dues)
- 5) The following language must also be included:
  - a) "All Amendments to this Constitution shall not be valid until approved by the Student Organization Committee of the Student Government Association (SGA) and its body"
    - SGA does this to ensure that every organization is keeping in line with University policies as both the University and your organization may go through policy changes.
  - b) "If this organization is dissolved, any remaining allocated funds should be forfeited to the Student Government Association, after all outstanding bills are paid"

- SGA does this to ensure that the Student Activities Fee never goes to waste. If your organization were to dissolve, we would want another organization to use the funding that your organization was unable to use.

## **Sample Constitution**

### **Constitution of (Insert Organization Name Here)**

#### **Article I: Name**

This organization shall be called (Organization Name), hereinafter the (“Optional Abbreviation”).

#### **Article II: Purpose**

The (Organization Name) at Millersville University strives to be (Goals and/or Functions of your organization on this Campus).

#### **Article III: Membership**

1. Eligibility

- a) Any current student registered at Millersville University of Pennsylvania shall be considered eligible members of (Org Name).
- b) There shall be no financial obligation for membership in (Org Name).

#### **Article IV: Officers**

1. The (Organization) officers shall consist of the following positions:

a) President:

(ANY OFFICER REQUIREMENT AND FUNCTION IS OPTIONAL, EXAMPLES BELOW)

- Shall preside over all meetings.
- Shall direct the (organization) in a meaningful direction.
- Must have been a member for one semester.

b) Vice President:

(ANY OFFICER REQUIREMENT AND FUNCTION IS OPTIONAL, EXAMPLES BELOW)

- Shall serve as acting president during the absence of the current president.
- Must have been a member for one semester.

c) Treasurer:

(ANY OFFICER REQUIREMENT AND FUNCTION IS OPTIONAL, EXAMPLES BELOW)

- Shall oversee all finances of (organization).
- Must have been a member for one semester.

(ANY ADDITIONAL OFFICERS CAN BE ADDED IF DEEMED NECESSARY BY THE ORG.)

2. All officer members are elected via annual election.
3. The Officer members as previously mentioned are listed in the order of succession.

#### **Article V: Members**

1. The role of a members shall be as follows:

(ANY MEMBER ROLES AND FUNCTIONS ARE OPTIONAL, EXAMPLES BELOW)

- a) Participate equally and fully in all meetings.
- b) Abide by all rules set forth in this constitution or its bylaws.
- c) All members shall hold the privilege to run for any officer position given that the respective prerequisites have been attained.

#### **Article VI: Meetings**

(ANY MEETING PROCEDURE OR FUNCTION IS OPTIONAL, EXAMPLES BELOW)

1. The (Organization Name) shall meet every week, with the exception of finals week, academic breaks, and university closure.
2. The President is the chair of all official (Organization Name) meetings.
3. Two-thirds of active membership of the (Organization Name) shall constitute a quorum for all voting matters.
4. The business of the (Organization Name) shall be conducted in accordance with the (Organization Name) Constitution or its bylaws.
5. Only active members of the (Organization Name) may vote on or propose motions.
  - a) Active membership is defined as members or officers not on hiatus and are in good academic standing with both the University and (Organization Name).
6. Members of the public are permitted to attend all meetings.
7. All (Organization Name) decisions shall require a majority affirmative vote of a quormone active membership or otherwise provided in this Constitution or bylaws.
8. A scheduled meeting shall be canceled in the event that Millersville University is closed on the day of the scheduled meeting.
9. Following the conclusion of the last meeting of the academic year, a turnover meeting will be held to swear in newly elected officers.

#### **Article VII: Elections**

(THIS IS A REQUIREMENT BUT CAN BE REWORDED AND DATES CAN CHANGE)

1. Elections for officers shall be held annually before the second to last meeting of the Spring semester.

2. The names for all candidates for office must be submitted to the Vice President no less than 24 hours before the election. The Vice President shall then prepare a ballot for the use at the election.
3. All elections shall be conducted by secret ballot.
4. An impartial advisor, temporarily appointed by the President, shall conduct the counting of ballots.
5. A majority vote is required to elect an officer and several ballots can be done until a candidate obtains said majority.
  - a) If the third ballot obtains no majority then the candidate with the lowest vote drops out. This process continues until a majority is achieved.
6. All candidates must be certified members. Only members may vote in elections.

#### **Article VIII: Amendments**

(THIS IS A REQUIREMENT)

1. All amendments made to this constitution must first be approved by a simple majority of (Organization Name).
  - a) Following approval within the (Organization Name), the amendments are then brought to the Student Government Association's Student Organization committee for approval before being officially passed by the Student Government Association.
    - The constitutional amendments must pass with a two-thirds affirmative vote of the Student Government Association body.

#### **Article IX: Dissolution**

(THIS IS A REQUIREMENT)

1. Should the (Organization Name) dissolve, all funds shall be forfeited to the Student Government Association after any outstanding bills are paid.

#### **Article X: Other Articles & Optional Ratification**

(ANY OTHER AMENDMENTS ARE OPTIONAL BUT MUST GO BEFORE THE AMENDMENTS AND DISSOLUTION ARTICLES. EXAMPLE FOR RATIFICATION CLAUSE BELOW)

1. The bylaws of the (Organization Name) shall expand upon all functions and requirements of this association.
2. Ratification of the bylaws will require a two-thirds affirmative vote of the (Organization Name).

**\*\*If you need help crafting your constitution, please reach out to the Director of Student Organizations and their committee for assistance\*\***

## Starting Your Organization

SGA requires that organizations submit a signature sheet and an advisor letter of support along with their constitution. SGA also requires that you submit all of this documentation online via the *Student Government Association GetInvolved* page.

1. 25 signatures from Millersville University students approving the creation of your organization
2. Advisor letter of support
  - a) This is just a short letter of support from any faculty or staff member. The advisor should also indicate their involvement. We want organizations to have as many resources as possible and your advisor will act as your first contact in many situations.
3. Fill out the “New Organization Request Form” (often this form is accompanied by academic year dates) to completion
  - a) This is where you will attach all of the aforementioned documentation
4. Create a portal for you organization on *GetInvolved*.
  - a) To do this you will go to **getinvolved.millersville.edu** and click on “Organizations” at the top. Then, click on “Register” which is below “Register a New Organization” on the bottom, left side of the screen. Once you complete the registration you will receive a confirmation that your organization has been approved.

## Status Review

Once you have filled out the above forms, the Director of Organizations will contact you to set up a meeting with their committee. The committee will review the materials and vote on your organization. If it is approved, all of that information will go to full SGA. If it is approved by the body, your organization will be granted temporary status.

Once you are granted temporary status, you will receive a memorandum that established you as a temporary organization at Millersville. This form must be kept by your organization if you want to receive permanent status.

You must be a temporary organization for one full calendar year to apply for permanent status.

## Permanent Status

### **Membership**

An organization must have at least **eight (8)** members to be considered for permanent status.

- Of these eight members, they must include a President, Vice President and Treasurer.
- The positions of President, Vice President, and Treasurer must all be filled by different students. Other positions can be created as necessary.
- Any organization that does not meet the minimal membership requirements will need to fill out the form entitled “Membership Appeal Form” on the *Student Government Association Get Involved* page.

An organization is eligible to apply for permanent status one year after they were granted permanent status.

Requesters should send an email to the Director of Organizations asking to have a meeting with the Student Organizations committee to be heard for permanent status. Requesters don't need to supply any documents just face questioning through the committee.

Once you have met with the committee, they will review the answers given and vote on your organization. If it is approved, all of that information will go to full SGA. If it is approved by the body, your organization will be granted permanent status.

### **Constitution/Bylaw Changes**

- Both temporary status and permanent status organizations need to submit Constitution/Bylaw changes for approval.
- Organizations should send an email to the Director of Organizations asking to meet with the Student Organizations committee for changes.
- Organizations should provide Constitution/Bylaws with additions marked blue and subtractions marked in red.
- Constitution/Bylaws changes should be added to the organization's *GetInvolved* page.

## **Name Changes**

- Both temporary status and permanent organizations need to submit name changes for approval.
- Organizations should send an email to the Director of Organizations asking to meet with the Student Organizations committee for name changes.

## **Other Important Resources**

As a permanent organization, you have access to more amenities on campus. Some of these are listed below:

- An opportunity to apply/allocate for operational funds for your organization and events and activities funds for your organization through the Student Activities Fee (managed by SGA). More information on this can be found in the Finance Guidelines on the Student Government GetInvolved page.
- An opportunity to create a bank account, for your organization, through the Banking Center on campus
- This is where you will process check requests from the Student Activities Fee and can put any fundraising you may have raised
- Access to a mailbox (located at the SMC Help Desk)