



Obtaining Recognition as a Student Club/Organization on the OSUIT Campus

To receive recognition as an OSUIT student club/organization, your group must complete the following three (3) steps:

1. Have an accepted Petition for Recognition Form on file in the Student Life Office
2. Have an approved Constitution and By-Laws on file in the Student Life Office
3. Have a current/updated club/organization Registration Form on file in the Student Life Office

Petition for Recognition:

To become a recognized student club/organization on the OSUIT campus, representatives from your group and the intended club sponsor must meet with the Director of Student Life prior to beginning the process of petitioning for recognition as an OSUIT student club/organization.

Please Note: Only full-time faculty and staff members of OSUIT are eligible to serve as a club/organization sponsor.

During the group meeting, the Director of Student Life will provide the intended sponsor with a Petition for Recognition Form and a suggested outline for a written Constitution and By-laws. Within the Petition for Recognition Form, the intended sponsor must include the following information:

- Name of group
- Purpose of group
- Objectives of group
- State if your group will duplicate the function of any existing club/organization on campus
- State if the need and desire of students will be sufficient to maintain a strong organization (Fifteen or more charter members are required to form a club/organization.)
- Signature of intended sponsor and intended sponsor's department head or supervisor acknowledging that he/she is aware of the responsibilities and requirements of sponsoring a student club/organization on the OSUIT campus

Constitution and By-Laws:

Once the petition for recognition form has been approved by the Director of Student Life and the Dean of Students, the intended sponsor and student group must submit a written constitution and by-laws to the Director of Student Life for approval. Your constitution and by-laws can be as formal or informal as you like. However, you must follow the recommended outline for the constitution and by-laws of OSUIT student clubs/organizations. As specified in the above mentioned outline, you must include the name of your proposed student club/organization and the following basics of your group's operations:

- The purpose of the group
- Methods of electing/selecting officers and members
- The role of the officers
- How goals will be met (committees, funding, etc.)
- Incorporate an anti-discriminatory clause within the membership section of your group's constitution

Please Note: Only currently enrolled students at OSUIT are eligible for group membership.

The Director of Student Life will review for approval all constitutions and by-laws that are submitted by OSUIT student clubs/organizations and student groups petitioning for recognition as a student club/organization. Once approved by the Director of Student Life, final approval will be requested from the Dean of Students. The Director of Student Life will notify the club/organization sponsor, in writing, as to the status of his/her group's constitution and by-laws. In addition, OSUIT student clubs/organizations are required to update/revise their constitution and by-laws as changes occur and at least every two years. All OSUIT student clubs/organizations are required to keep an updated constitution and by-laws on file in the Student Life Office.

Registration:

All student clubs/organizations on the OSUIT campus are required to register with the Student Life Office. Clubs/organizations must submit a completed Registration Form to the Student Life Office at the beginning of each fall semester, and submit a revised Registration Form any time there is a change in the status of the group's officers or sponsorship.

Registration entitles your club/organization to certain privileges, assists the Student Life Office in its advisory responsibilities to your club/organization, provides resources and needed information, and furnishes potential new members with a point of contact to your club/organization.

Privileges granted to registered student clubs/organizations are the following:

1. Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities
2. Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities
3. Promotion of your club/organization and its officers in campus publications where other recognized clubs/organizations are listed
4. Announcement of club/organization sponsored programs and activities in the OSUIT Bulletin
5. Recruitment of members during enrollment along with other recognized campus clubs/organizations
 - a. Request funding from the student fee allocation committee after existing as an active OSUIT student club/organization for a period two semesters.
 - b. List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union

To register your club/organization or update/revise an existing registration form, go to the Student Life website, <https://osuit.edu/student-life/forms.php>. The Club Registration form is located under Club Registration and Fee Allocation.

Sponsorship:

I have been contacted regarding the sponsorship of: _____
Name of Club/Organization

The function and operation of the club/organization has been explained to me in that: the duties of sponsors shall be those of an advisory capacity. They shall provide guidance to the operation of the club/organization and shall establish and maintain good relations with the administration of OSUIT. In view of this, I understand my responsibilities and obligations to the club/organization and to OSUIT.

It is with consideration of the above mentioned that I agree to serve as sponsor for

Name of Club/Organization

_____ Signature of Sponsor	_____ Date
_____ Signature of Co-Sponsor	_____ Date
_____ Signature of Dept. Head or Supervisor	_____ Date
_____ Director, Student Life	_____ Date
_____ Dean of Students	_____ <i>Date</i>



Outline for Student Club/Organization Constitution and By-Laws

This outline is a suggestion that may be adapted (enlarged or deleted) to fit your needs.

Constitution

Article I

Name: The name of this organization shall be

Article II

Purpose: The purpose of this organization shall be to promote ..., to provide ..., and to assist
Comment: This article should provide a concise statement of the purpose and/or objectives of the organization.

Article III

Officers:

Section 1. The officers of this organization shall be...
Comment: Normally, an organization will have a president, vice-president(s), secretary, and treasurer. Other titles, however, may be more appropriate for your organization.

Section 2. The qualifications for officers in this organization shall be...
Comment: To be an officer in a student club/organization, a member should be in good standing in the organization, a full-time student at OSUIT and have at least a 2.0 grade point average. The minimum grade point average may be established at a higher level if that is more appropriate.

Section 3. Club/Organization Sponsor
Comment: This section should stipulate such information as to how the club/organization sponsor is to be selected and the area from which the sponsor is to be selected, if such is appropriate. Also included should be the duties of the sponsor, such as meeting with and advising the organization, signing vouchers, and other duties as are appropriate for the group. **The club/organization sponsor must be a full-time faculty or staff member at OSUIT and must have the approval of his/her supervisor.**

Section 4. Other organization officers and committee members.
Comment: This section should include any other material which relates to other officers and/or committee chairpersons, such as their responsibilities, method of selection and term of office.

Article IV

Membership: Active membership of this organization shall be open to all...

Comment: This article should delineate those persons who would be eligible for membership, such as grade point average, major subject or field of interest, experience or skill, and other requirements. **OSUIT does not permit the exclusion of membership to any person on the basis of race, creed, color, national origin or sex.** Some organizations utilize the term “in good standing” to indicate membership status. If such is the case, it is necessary to define what constitutes a member being in “good standing” with the organization.

Article V

Motions: All motions, with the exception of those amending the constitution or by-laws, must be made, seconded, and have a majority vote of the quorum to be enacted ... (suggested)

Article VI

Amendments: The constitution and by-laws may be amended at any business meeting by a vote of 2/3 of the quorum, provided the amendment shall have been presented and read at the previous business meeting ... (suggested)

Comment: This section should include the method whereby the constitution and by-laws may be amended, through addition, deletion, or revision. It should indicate the method by which amendments may be submitted, special time provisions for voting (if any), and the percentage or number necessary for passage. All constitutional changes must be submitted to the Student Life Office for approval by the Director of Student Life and the Dean of Student Support and Development.

Article VII

Quorum: A quorum consists of 1/3, 1/2, or 3/4 of the active membership... (suggested)

Comments: Usually, a quorum will be established as a percentage of the total membership although this is not a necessity. An organization should consider a method whereby a sufficient numbers of members are present at meetings to conduct business while not allowing the group to be run by a small number of individuals.

By-Laws

Article I

Election of Officers: Officers shall be elected from active members only. Nominations for _____ officers shall be made at the regular meeting in _____. Nominations can be made from the floor. Elections shall be by ballot in the regular _____ meetings unless only one nominee is proposed for an office, in such a case, a vote may be taken by acclamation. New officers shall take office at the end of the regular _____ meeting.

Comment: This section shall include all relevant information about elections: when and how often elections will be held (annually or semi-annually, time of

the year, etc.). Also included shall be the method whereby vacancies will be filled.

Article II

Term of Office: The term of office for all officers shall be for a period of ___ year (or semester).

Article III

Impeachment: Any officer may be impeached by a 2/3 vote of all active members... (suggested)

Comment: Organizations which find it necessary to cite procedures for the removal of any member or official should exercise great care in drafting such procedures to insure that the member's right to due process and appeal are protected.

Article IV

Duties of Officers: The president shall be the presiding officer at all meetings. He/she shall not have a vote except in the event of a tie vote. He/she shall co-sign all checks and disbursements of the organization's funds. The president may appoint other standing and special committees that are necessary.

The vice-president shall perform the duties of the president in the absence of the president, and...

The secretary shall keep the records and minutes of the organization ...

The treasurer shall be custodian of all the organization's funds received from dues and other sources, and present a financial report at each regular meeting. He/she shall disburse the organization's funds only under the direction of the membership. These disbursements shall be made by requesting said funds with the co-signature of the sponsor and president.

Comment: This section should specifically enumerate each office of the organization and the duties of the office.

Article V

Meetings: Regular meetings shall be held the _____ week of each month at a time and place to be designated by ...

Article VI

Dues: The dues of this organization shall be _____ dollar per year.

Comment: This article should include the details as to the amount of dues, how and when they shall be paid, delinquencies, penalties for non-payment, reinstatement procedures and method to expend moneys. No organization is required to charge dues.

Article VII

Robert's Rules of Order: All meetings will be conducted in accordance with Robert's Rules of Order.

Article VIII

Special Rules: Other special rules that pertain to your organization's needs ...

Article IX

Reports to the Student Life Office:

- Section 1.** At the beginning of each fall semester OSUIT student clubs/organizations shall submit a completed student club/organization registration form to the Student Life Office. Included in the registration form will be the names and titles of your organization's officers and sponsor.
- Comment:** In order to assure that organizational records are kept current, changes in officers and/or sponsorship which occur during the year must be reported to the Student Life Office by submitting a revised registration form.
- Section 2.** The funds of all recognized OSUIT student clubs/organizations must be kept on deposit with the OSUIT Business Office. All student club/organization accounts will be audited yearly during the summer semester.
- Section 3.** It is understood that failure to submit such materials, either through continued negligence or willful omission, may result in the suspension of the charter of an organization by the Director of Student Life and the OSUIT administration.