

# Student Club or Organization Application for Recognition



Proposed name of Club / Organization:

\_\_\_\_\_

Print names and include signatures of Advisors who have agreed to work with your club / organization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checklist: please attach

- Form of Intent on File**
- Vision**
- Mission**
- Constitution**
- By-laws**

Office Use Only:

Submitted on: \_\_\_\_\_ Approval \_\_\_\_\_

# Student Club or Organization Form of Intent

We the undersigned hereby petition to become a recognized student club/organization at Ivy Tech – Community College - Bloomington.

1. Proposed name of club/organization \_\_\_\_\_

2. Name of faculty or employee advisor \_\_\_\_\_

3. In what way does the proposed club/organization serve to benefit this campus and the members of the club/organization?

\_\_\_\_\_

4. Contact person for club: Name \_\_\_\_\_ (please print)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

5. Signature of at least ten (10) Ivy Tech Community College - Bloomington currently registered students as prospective members for the above-mentioned club/organization supporting this petition. (Additional signatures can be attached on a separate sheet of paper)

Student Signature

Print name

Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## Determining a Vision

A vision is a broad idea that explains why your organization exists. The vision usually does not change from year to year, and your annual or semester goals and objectives are based on this broader vision.

### Current Organizations

If your organization is established, you might want to occasionally revisit your vision to ensure that it still guides the principles of the group.

### New Organizations

If you are a brand new organization, creating a vision should be one of your first tasks.

## Determining a Mission

The mission statement outlines the organization's values, purposes, hopes and dreams --- its priorities. It is, or should be, a statement of an organization's **reason** for being and its strengths.

## Creating a Constitution and By Laws

### Overview

The Constitution of an organization contains the fundamental principles that govern its operation. The By-Laws establish the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

### Purpose

- By definition, an organization is a "body of persons organized for some specific purpose as a club, union, or society."
- The process of writing a constitution will serve to clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group.
- It will also allow members and potential members to have a better understanding of what your organization is all about and how it functions.

### Description/Background

#### *What Should Be Covered By A Constitution?*

The following is an outline of the standard information required for a Constitution.

- Article I Organization name and purpose
- Article II Membership eligibility and selection
- Article III Officers (titles, terms of office, how and when elected)
- Article IV Meetings (frequency, special meetings, who calls them)
- Article V Right to assess dues
- Article VI Amendment Process (means of proposal, notice required)
- In addition, you may add articles for:
  - o Affiliation with other groups (local, state, national)
  - o Advisor (term of office, how selected)
  - o Quorum (number of members required to transact business)
  - o Referendum and Recall (procedures)

#### *Why Have By-Laws?*

- The Constitution covers the fundamental principles but does not prescribe specific procedures for operating your organization. By-Laws set forth in detail the procedures your group must follow to conduct business in an orderly manner.

- They provide further definition to the Articles of the Constitution and can be changed more easily as the needs of your organization change.

#### *What Should Be Included In The By-Laws?*

By-Laws must not contradict provisions in the Constitution. They generally contain specific information on the following topics:

- Membership (selection requirements, resignations, expulsion, rights and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairpersons, meetings, powers, duties)
- Order of Business (standard agenda for conducting meetings)
- Parliamentary Authority (provisions for rules of order, generally Roberts Rules of Order - Newly Revised)
- Amendment Procedures (means of proposals, notice required, voting requirements)
- Other specific policies and procedures unique to your organization necessary for its operation)

#### *Once We've Got Them -- What We Do With Them?*

Remember the reasons for having a Constitution and By-Laws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. By-Laws only require a simple majority for passage.

Once you have developed your Constitution and By-Laws review them often. The needs of your group will change over time and it's important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

Make sure that each new member of your organization has a copy of them. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of officer training and transition.

Attributed to the *AntLeader Leadership Series*. Special thanks to the Dean of Students Office at U.C. Irvine.