



Office of Student Life

366 Millennium Student Center
One University Boulevard
Saint Louis, Missouri 63121
Phone: 314-516-5291
www.umsl.edu/studentlife

Dear Student Leader:

Congratulations! By picking up this application packet you've made the decision to begin the process toward becoming a recognized student organization. There are several steps to starting a new student organization, which are highlighted below. You can expect the process to take anywhere from 4-12 weeks. Contact the Office of Student Life at 314-516-5291 or studentlife@umsl.edu for more information.

The process of becoming a recognized student organization is as follows:

STEP 1—Pick up the Application Packet

STEP 2—Submit the Intent to Organize Form

STEP 3—Begin Recruiting Members. You will have access to the following organization resources only during your *In Progress* phase of organization and only after your Intent to Organize form has been submitted.

- 3 room reservations in the MSC (rooms only, no costs can be associated with reservations)
- 3 posters provided by the Graphic Artist(s) in the Office of Student Life
- 3 email submissions to the Get a Student Life weekly newsletter to all students (submissions should be made to longjessi@umsl.edu).

STEP 4—Complete the New Student Organization Application Packet:

- New student organization application form
- Proposed constitution and By-Laws
- Policy on hazing
- Board of Curators Student Code of Conduct
- Student organization roster list

STEP 5—Submit to the Office of Student Life, 366 Millennium Student Center. You will be contacted by a staff member in Student Life to schedule an initial meeting.

STEP 6—Appear at the Student Affairs Committee of the University Assembly for review

STEP 7—Notification of status from the Office of Student Life.

STEP 8—Participate in a new student organization training session with a staff member from the Office of Student Life

I look forward to working with you and your organization here at the University of Missouri-Saint Louis. There are many opportunities to gain valuable skills and learn from a variety of experiences as part of your Student Life experience. Thank you again for your interest, and feel free to contact me if there are any questions about the application process and good luck in the future!

Best wishes,

A handwritten signature in cursive script that reads "Miriam I. Huffman".

Miriam Huffman
Associate Director
Office of Student Life



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Intent to Organize

Proposed Name of Organization: _____

Student Organizer:

Name: _____

Phone: _____

E-mail Address: _____

Student ID: _____

Potential Advisor *(if you have identified an advisor, please include information below):*

Name: _____

Phone: _____

E-mail Address: _____

Employee ID: _____

Purpose of student organization: _____

Forming a New Student Organization:

The process to set up a new student organization is simple.

1. Obtain a minimum of three officers. (President, Treasurer and Student Government Representative)
2. Decide whether your new organization should be Red or Gold.
3. Find 10-13 members (number varies depending on type of organization you are trying to start.)
4. Pick out an advisor. (if you need help finding an on campus advisor contact the Office of Student Life.)
5. Develop a constitution and By-Laws. (see pages 47-48 for a sample)
6. Submit a New Student Organization packet with roster and constitution to the Office of Student Life. In cases where a student organization has a national counterpart it is required to submit the national constitution as well as that generated by the local organization
7. All new student organizations must be approved by the Student Affairs Committee of the University Assembly. Pending approval, new organizations may be granted provisional recognition by the Associate Director of Student Life.

I request approval to initiate and organized the above named student organization and ensure that the organization agrees to abide by all University rules and regulations as well as applicable state and federal laws. I have read the policies regarding the formation, recognition, and responsibilities of student organizations of University of Missouri-Saint Louis and agree to comply with all University of Missouri regulations concerning student organizations.

Signature of Student Organizer

Printed name of Student Organizer

Date



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New Student Organization Application Form

Proposed Name of Organization: _____

Contact Person:

Name: _____

Phone: _____

E-mail Address: _____

Student ID: _____

Recognition Level (circle one heading, please):

RED

RED level organizations have the following privileges:

- Use of University's name for identification purposes.
- Participation in University sponsored events.
- Use of campus facilities and services as provided by university regulations.
- Organization Mailbox located inside the Office of Student Life.

GOLD

GOLD level organizations have the following privileges:

- Use of University's name for identification purposes.
- Participation in University sponsored events.
- Use of campus facilities and services as provided by university regulations.
- Organization Mailbox located inside the Office of Student Life.
- Voting seat in the Student Government Association (SGA)
- Eligible to apply for financial support from the Student Activities Budget Committee.
- Eligible for receiving student leadership award honors and outstanding organization awards.

Category (circle one; OS� reserves the right to change category to best fit purpose and interests of the organization):

Academic/Departmental
Governing/Programming
Greek Social
Honor and Professional

Intercultural
Media and Publication
Political
Recreation and Sports

Religious
Service
Social and Special Interest

Yes or No Is this organization affiliated with any other organization (regional or national) not registered with UMSL?



If yes, please record the name of the organization on the following line and attach a copy of their constitution, if different from the one submitted by this organization

National/Regional Organization name: _____

Web Address: _____ Phone Number: _____



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Organization Officers

President/Chief Executive Officer

Name: _____ Student Number: _____
Local Address: _____ City, State, Zip: _____
Phone: () _____ Email*: _____

Treasurer/Chief Finance Officer

Name: _____ Student Number: _____
Local Address: _____ City, State, Zip: _____
Phone: () _____ Email*: _____

SGA Assembly Representative — Gold Level organizations only

Name: _____ Student Number: _____
Local Address: _____ City, State, Zip: _____
Phone: () _____ Email*: _____

Advisor

Name: _____ Employee Number: _____
Office Address: _____ City, State, Zip: _____
Phone**: () _____ Email*: _____

*Through our online database system to manage clubs and organizations, the names and email addresses of officers may be listed.

**If requested, an advisor phone number may be given out as a method for contacting the student organization.

Signature of President and Advisor

We request permission from the Office of Student Life and the Student Affairs Committee of University Assembly to organize for the purpose of becoming an officially registered student organization at the University of Missouri-Saint Louis. It is understood that by submitting this application, the proposed organization agrees to abide by all University rules and regulations as well as applicable state and federal laws. I have read the policies regarding the formation, recognition, and responsibilities of student organizations of University of Missouri-Saint Louis and agree to comply with all University of Missouri regulations concerning student organizations.

Student President's Signature

Advisor's Signature

Date

Date

Office Use Only

Recognition Date: _____

Approved by: _____

Chair, UMSL Senate Student Affairs Committee

Date: _____

Approved by: _____

Vice Chancellor of Student Affairs

Date: _____



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Student Organization Constitution and By Laws

Why do you need a Constitution and By Laws?

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 2/3 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 is important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy of the by-laws and constitution. 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.

Constitution (Sample Format)

The Constitution of an organization contains the fundamental principles which govern its operation. A UM-St. Louis **recognized** Student Organization's Constitution must include:

- Article I (Name of Affiliation)
A. "This organization shall be known as"
B. Statement of Governance by a national organization
- Article II (Purpose)
A. "The Purpose of this Organization shall be"
B. Goals of the organization
- Article III (Membership Requirements and Limitations)
A. Define the qualifications required for a candidate to become a member
B. Define qualifications for remaining a member in good standing
- Article IV (Officers)
A. State the title and date of term of each officer
B. Order the administrative succession of each officer
- Article V (Meetings)
A. Name and Purpose of the meeting
B. Frequency of meetings
C. Who may call meetings
D. What constitutes a quorum
- Article VI (Advisor)



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- A. Requirements of advisor
 - B. Term of office of Advisor
 - C. Selection procedure for Advisor
- Article VII (Ratification and Amendments)
- A. Requirements for adopting this document
 - B. Requirements for amending this document

By-laws (Sample Format)

The By-Laws establish the specific rules of guidance by which the group is to function. By-Laws must not contradict provisions in the Constitution. By-Laws of UM-St. Louis Recognized Organizations must include:

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



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University Of Missouri Board Of Curators Standard Of Student Conduct

A student enrolling in the University assumes an obligation to conduct himself in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of University documents, records or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
- Physical abuse of any person on University-owned or controlled property or at sponsored or supervised functions, or conduct, which threaten or endangers the health or safety of any such person.
- Theft of or damage to property of the University or a member of the University community or campus visitor.
- Unauthorized entry or use of University facilities.
- Violation of University policies or of campus regulations, including campus regulations concerning the registration of student organizations, the use of University facilities, or the time, place and manner of public expression.
- Use, possession or distribution of narcotic or dangerous drugs, such as marijuana and lysergic acid diethylamine (LSD), except as expressly permitted by law.
- Violation of rules governing residence in University-owned or controlled property.
- Disorderly conduct or lewd, indecent, or obscene conduct or expression on University-owned or controlled property or at University sponsored or supervised functions.
- Failure to comply with directions of University officials acting in the performance of their duties.
- Conduct which adversely affects the student's suitability as a member of the academic community

I assume responsibility for and attest to my organization's compliance with this policy.

Student President's Signature

Student President's Printed Name

Student Organization Name

Date



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POLICY ON HAZING

Hazing, defined by the Fraternity Executive Association and accepted by UM-St. Louis, is any intentional action taken or situation created, whether on or off University premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes, but is not limited to: padding in any form, creation of excessive fatigue, physical or psychological shocks, wearing apparel in public stunts and buffoonery, morally degrading or humiliating games and activities, involuntary labor, or any activity not consistent with the University Of Missouri Board Of Curators Standard Of Student Conduct which is attached to this letter.

The University of Missouri-St. Louis does not condone nor tolerate hazing of any type by any organization, or by an individual against another individual.

The Office of Student Life will investigate any incident in which a charge of hazing has been made. University recognition may be temporarily withdrawn pending hearings and due process procedures.

Should it be determined that a student organization or any of its members is guilty of hazing as previously defined, sanctions may include but are not limited to:

- 1) Automatic and indefinite suspension of campus recognition with an accompanying loss of all campus privileges, (i.e. use of facilities, student services, etc.)
- 2) Disciplinary action against those members involved in the incident(s) including suspension or expulsion from the University.

IMPLEMENTATION:

Each organization president, or equivalent officer, is required to read the University's Policy on Hazing at the first regular meeting that he/she presides after taking office.

I have read the University of Missouri – St. Louis Hazing Policy to the active members at a regularly scheduled meeting of our organization. As President, I assume responsibility for and attest to my organization's compliance with this policy.

Student President's Signature

Student President's Printed Name

Student Organization Name

Date



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Red/Gold Level Student Organization Roster

Organization Name: _____

Student President's Name: _____ **Email:** _____

By signing this roster, I attest that I am an active member of this organization and currently enrolled at UM-St. Louis. (Registered organizations must have at least 10 members, Recognized organizations must have at least 13 members.)

Name	Student Number	Signature
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