

Hello Student Leader:

Congratulations! We are so excited that you've made the decision to establish a recognized student group. There are several steps to starting a new student group, which are highlighted below. You should expect the process to take anywhere from 4-12 weeks. Contact the Office of Student Involvement (366 Millennium Student Center) at 314-516-5291 for more information.

There are six steps to establish a recognized student group:

1. Submit a [New Student Group Interest form](#) on Triton Connect, found in the Office of Student Involvement portal. Once you have submitted the form, you must also send an email to sabc@umsl.edu to schedule your consultation.
2. Schedule and attend a consultation meeting with the Office of Student Involvement. At this consultation, you will discuss your potential student group with Student Involvement Staff, who will provide guidance on the rest of the process. If the staff member determines you are ready to proceed, your potential student group will be moved to **Pending** status.
3. Begin Recruiting Members. You will have limited access to certain campus resources to assist you with recruiting student members. This limited access is known as the “3x3x3 Rule of Pending Organizations”:
 - a. 3 room [reservations in the MSC](#) (rooms only, no costs can be associated with reservations)
 - b. 3 posters provided by [Student Affairs Media Production](#)
 - c. 3 entries on the Campus Calendar via Triton Connect request
4. Complete the [New Student Group Application](#) on Triton Connect. After all materials are submitted, you will be contacted by a staff member in Student Involvement to review the constitution and by-laws. *(Please note that you may need to revise the constitution and bylaws after it has been submitted the first time. You should be prepared to revise the constitution several times before moving forward in the process)*
5. Once your Application is complete, and your Constitution and by-laws have been approved by the Office of Student Involvement. The Office of Student Involvement will take it for review by the Student Affairs Committee of the University Assembly on your behalf. *(Student organizations may be Approved, Provisionally Approved, or Denied)*
6. Following review by the Student Affairs Committee, the OSI will notify you of the results. If your application is approved, you will be asked to schedule an appointment with the Office of Student Involvement to complete new student group training and set up your Triton Connect portal.

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 Involvement 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,

Michaela Wells

Coordinator for Student Groups & Fraternity and Sorority Life

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New Student Group Checklist

Use this checklist to ensure you have everything required by the Office of Student Involvement.

- New Student Group Interest Form
- Consultation meeting with the Office of Student Involvement
- President, Treasurer, and SGA Rep selected
- Faculty/Staff Advisor selected (*must be .75 FTE*)
- Sufficient number of members (*10 currently-enrolled UMSL students*)
- Roster submitted
- Constitution and/or By-laws

Mission and purpose Member qualifications Officer Responsibilities Election process Removal of officers Meetings Advisor selection and removal Quorum
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Dues and other financial support Policy and amendment adoption processes Deferral to Robert's Rules of Order Non-discrimination statement*** Non-hazing statement*** Compliance with University regulations***
--

- National By-laws and/or Constitution (only if affiliated with a National Organization)

Recognized Student Groups

Privileges & Responsibilities

Recognized groups have the following privileges:

1. Use of University's name for identification purposes.
2. Participation in University sponsored events.
3. Use of campus facilities and services as provided by university regulations, which include 1-3 posters per event (from our graphic designer), reservation of meeting and conference rooms, and the opportunity to promote and flyer on campus for events.
4. Ability to receive mail at the Office of Student Involvement.

Recognized Student Organizations & University Sponsored Student Organizations have the following responsibilities:

1. Must have a faculty or staff advisor that is currently 0.75 FTE (30 hrs/week or greater employment at the university).
2. Must complete the RSO renewal process on an annual basis.
3. Must update Triton Connect page anytime a change of officers occurs.
4. Must submit a membership roster of a minimum of ten (10) names annually.
5. Must submit an update of the organization constitution and bylaws annually.
6. Officers must attend the Office of Student Involvement SOLE (Student Group Leadership Education) training session prior to the beginning of each academic year.
7. Voting seat in the Student Government Association (SGA).
8. Eligibility to apply for financial support from the Student Activities Budget Committee (SABC).
9. Eligibility to receive student leadership award honors and outstanding organization awards.
10. Must comply with Student Involvement, Student Government Association, and University of Missouri System policies in order to maintain recognition.
11. Must be responsible for the whereabouts of equipment items purchased with Student Activity Budget Committee funds.

Holding the status of a recognized student group does not mean that the University supports the views held by an organization. All recognized student groups are expected to comply with policies, procedures, and regulations of the University. Responsibility for violations of any laws (federal, state, or local) or University regulations must be assumed by the organization and (or) individual officers and members. An organization's inability to adhere to these responsibilities may result in suspension of the student group and/or the forfeiture of the group's privileges.

Types of Recognized Student Groups

I. Recognized Student Organizations

Recognized Student Organizations are responsible for following all University Collected Rules and Regulations, policies set forth in the Registered Student Organization Handbook, and other campus guidelines and policies applicable to recognized student organizations, including financial and administrative responsibilities for its activities. Recognized Student Organizations are eligible to apply for Student Activity Budget funding. Signed approval from the Chief Student Affairs Officer (or their designee) and is required for recognition under this classification.

Tier 1

A **Tier 1 Student Organization** is a recognized student organization that operates under its own Tax Identification Number (if applicable), is legally a separate entity from the University of Missouri - St. Louis, and functions solely under the direction and control of its student members with advisor input. The activities and operations of these organizations are not affiliated with UMSL. These organizations may enter into agreements with an UMSL department to access department support and resources. A faculty/staff advisor is required for recognition under this classification. Additionally, all organizations in this category must ensure all events follow all proper University procedures (reservations, food exemptions, Triton Connect approval, etc.) and may be required to show proof of insurance to be recognized.

Tier 1 Characteristics

- An association of students with similar interest(s)
- Low to medium-risk groups
- Simple organizational structure

Tier 1 Requirements

- Annual Advisor Agreement and training required
- Event permits/registration may be required
- May require proof of insurance
- Annual Student Organization Leadership Education Training required (SOLE)
- May be required to file taxes with the State and Federal Governments

Tier 2

A **Tier 2 Student Organization** is a recognized student organization that operates under its own Tax Identification Number (if applicable), is legally a separate entity from the University of Missouri - St. Louis, and functions solely under the direction and control of its student members with strong advisor input. The activities and operations of these organizations are not affiliated with UMSL. Due to the risk level of the organization, a faculty/staff advisor who is knowledgeable in the subject area is recommended for recognition under this classification. Additionally, all organizations in this category must complete risk management training(s), must ensure all events follow all proper University procedures (reservations, food exemptions, Triton Connect approval, etc.) and may be required to show proof of insurance to be recognized.

Tier 2 Characteristics

- An association of students with similar interest(s)
- Medium to high-risk groups
- More complex organizational structure
- Has strong working connection with the University where possible

Tier 2 Requirements

- Annual Advisor Agreement and training required
- Event permits/registration may be required
- May require proof of insurance
- Risk Management Training required
- Annual Student Organization Leadership Education Training required (SOLE)
- May be required to file taxes with the State and Federal Governments
- While an organization may receive support from a MoCode account, that account cannot be used as an account for RSO activity. (i.e. if University Staff books or pays for travel on behalf of an RSO, it is considered a University trip)

II. University Sponsored Student Organizations

University Sponsored Student Organizations (recognized student governments or councils) that operate under the University's Tax Identification Number, are official entities of the University of Missouri, and function under the supervision of employees whose duties are to oversee the success of the organization as outlined in their job description. However, students are still the primary driver of the organization and a high level of student control is given to these groups. They select their own leadership, direct funding, have access to apply for Student Activity Budget funding and can possibly disband without the consent of the University per their organization's constitution. The activities and operations of these organizations are strongly affiliated with UMSL. University Sponsored Student Organizations are responsible for following all University Collected Rules and Regulations, the Business Policy Manual, and the Business Policy and Procedure Manual, including financial and administrative responsibilities for its activities. Governments or councils that do not have access to University student fees may apply for funding through the Student Activity Budget Committee (SABC). If an organization receives an allocation of student fees, students must make recommendations to the appropriate UMSL employee who approves all spending. Written approval from the Chief Student Affairs Officer (or their designee) is required for recognition under this classification. Written approval must address the following:

- The organization's contribution to the UMSL student experience and the Strategic Plan
- Faculty/staff involvement in the organization and office/department approval
- Control and use of funds/monies
- Funding source(s)
- A risk management plan
- Possible insurance requirements
- University sponsor and support they are being provided with
- Organization may be responsible for setting additional community guidelines for student organizations within their jurisdiction

III. University Student Led Programs

University Student Led Programs are governed by and responsible for following all University Collected Rules and Regulations and other campus guidelines and policies applicable to campus departments, including financial and administrative responsibilities for its activities. A Student Led Program operates under UMSL's Tax Identification Number and its activities are considered department activities.

These programs may provide students with positional roles of leadership as employees or volunteers of UMSL. Departments fully support the success of these programs through

supervision of its members, professional development, mentoring, and advising. Student Led Programs are composed primarily of UMSL students as determined by the department and are not Recognized Student Organizations, thus they are not eligible for Student Activity Budget funding.

The key distinction between a Student Led Program and Recognized Student Organizations is the ability to dissolve the group or leave the department it is overseen by. If a student would never be allowed to dissolve a group or decide to find a new advisor in a different University department, then that is a Student Led Program of the University. If a student would potentially have the authority to dissolve the group or find a new advisor at the University, then it is a Recognized Student Organization.

IV. Policies to consider about each designation of recognized groups

Tax Exempt Policy

Recognized Student Organizations are not permitted to use the University Tax ID number.

Use of University of Missouri Name

Recognized Student Organizations are not considered an extension of the University. Rather, they are considered to be a separate entity that is recognized by the University as a student-run organization. Recognized status does not mean the University supports or condones the views held by an organization. An organization's inability to adhere to these responsibilities may result in loss of recognized status and/or forfeiture of organization privileges. Use of the University name for identification purposes must be labeled as " _____ at UMSL".

Recognized Group Financial Policies

There are two types of financial accounts possible for Recognized Student Organizations and Student Sponsored Student Organizations; fundraising accounts and gift accounts. See below for details on each account type.

Fundraising Accounts

A Fundraising account can be set up for your organization if your group envisions raising funds for the organization via fundraisers. This account's money can roll over and is not swept back to the University at the end of the fiscal year, as the general operating accounts are. This money cannot be donated to an outside organization and must be for your student organization. Membership dues cannot be funneled into a fundraising account. These monies are NOT swept back to the University at the end of the fiscal year.

Gift Accounts

A Gift account could be set up for your organization through UMSL Advancement Services if the group believes they will have money donated to them by an outside entity. This could be from an alumni, an area business, etc. A "gift" is a voluntary

transfer of funds, property or other items of value by a person or organization to the University without any consideration of value or compensation to the donor.

Monies in a gift account must be spent according to the stipulations on how the gift account was set up through UMSL Advancement Services. These monies are NOT swept back to the University at the end of the fiscal year.

One thing to note about each account type, once money is deposited into the account it CANNOT be withdrawn. It may only be spent.

Fundraising Accounts	Gift Accounts
<ul style="list-style-type: none"> ● Money cannot be withdrawn once deposited - only spent ● Must be generated by fundraising activities, for the good of the organization ● Cannot be donated to an outside organization or group ● Membership dues are NOT fundraising dollars and cannot be deposited into this type of account ● Cannot be used to pay taxes on purchases. Purchases must be tax-exempt ● Subjected to University financial guidelines and policies ● Balance DOES roll over from fiscal year to fiscal year ● Managed through the Office of Student Involvement 	<ul style="list-style-type: none"> ● Money cannot be withdrawn once deposited - only spent ● Would be appropriate for alumni donations ● Must be spent according to the gift account’s stipulations ● Set-up and managed by UMSL’s Advancement Services ● Balance DOES roll over from fiscal year to fiscal year ● Subjected to University financial guidelines and policies ● May be subjected to guidelines based on the donor’s designation

Student Group Advisors

Student Group Advisors are essential to the execution of the group's daily operations throughout the academic year as well its annual officer transition process. All recognized student groups are required to have at least one faculty or staff advisor that is .75 FTE (30 hrs/week). By understanding UMSL policy and procedures, advisors are able to serve as a resource for student members to ensure the group's functionality and compliance with the Office of Student Involvement.

Advisor involvement is mostly contingent upon the organization's purpose and corresponding level of activity; however, the University has an expectation that advisors will adhere to the following guidelines:

- To understand and convey University policies and procedures governing UMSL students and student groups
- To assist with the officer transition process.
- To share knowledge of University and community resources.
- To understand and convey proper usage of University funds.
- To be aware of and approve all organizational programs, activities, and use of University funds.
- To advise the organization on how to make practical decisions when planning events.
- To encourage collaboration with other student organizations and University departments.
- To ensure that the organizations activities are aligned with its purpose.
- To assist the organization in assessing its relevance among UMSL's general student body.

The knowledge possessed by an advisor is vital to the group's members' development of life, professional, and leadership skills. Advisors should openly offer suggestions and reasonable criticisms that are geared toward the advancement of the student leader.

If you need assistance identifying potential advisors, contact the Office of Student Involvement.

Student Group Budget Management

Because student groups with *Pending* status are not yet active with the Office of Student Involvement, they do not have the same privileges as Recognized groups. In order to protect these privileges, all *Pending* status groups are subject to the following terms:

- Student groups that are *Pending* may not hold fundraisers or collect dues from current or potential members. The Office of Student Involvement is not responsible for any funds or transactions of *Pending* status groups.
- *Pending* student groups may not receive co-sponsorships from other student organizations. Room and space reservations through the Millennium Student Center must be recruitment-based.
- *Pending* groups are not eligible to request or receive SABC allocations.

Consultation Meeting

The consultation meeting is an important part of the recognition process. During this meeting the Office of Student Involvement (OSI) will walk your student organizers through the recognition process and answer any questions you might have. It is also a chance for the OSI to meet the student organizers and learn more about the organization you are forming. It is important for the OSI to have a clear understanding of the new student organization in order to help it become recognized and be successful at UMSL. At times, multiple groups with the same purpose or mission are attempting to form at the same time or a group is forming when a current organization of that nature already exists. This meeting is also a chance for the OSI to help student organizations make connections with other student that have the same interest in an organization.

3x3x3 Rule of Pending Organizations

All new student groups must gain recognition from the Student Affairs Committee of the University Assembly. Prior to gaining Recognized status, a group may be placed into Pending status, a provisional status granted by Student Involvement.

While under Pending status, organizations can request:

- 3 posters from the Student Affairs Media Production
- 3 reservations with MSC Operations (space for recruitment & informational meetings only)
- 3 submissions to the Campus Calendar via Triton Connect

These limited privileges are extended to Pending student groups as a courtesy to assist in the recruitment of members. It is imperative that discretion is exercised when deciding to utilize them, as they are not renewable. If a pending group exhausts these privileges, it may resubmit the New Student Group Interest form at the beginning of a new academic year to access these privileges again. The 3x3x3 Rule of Pending Organizations is valid for no more than one academic year. If, after one year, the organization has failed to move beyond provisional status, student organizers must re-submit the New Student Group Interest form and work with the Office of Student Involvement to continue in the recognition process.

Posters from the Student Affairs Media Production

Poster requests can be submitted via the [Art Request System](#) found on the Student Involvement website. These poster designs must be for general recruitment information or recruitment events only. All other events and poster designs will not be approved by the graphic artist.

Reservations with MSC Operations

Room reservations can be made via the online form found on the [Millennium Student Center website](#). All room and tabling reservations must be for recruitment purposes only. Any event that cannot be easily identified as a recruitment event will not be approved. Any event that is deemed as “fronting” for another organization will not be approved and the *pending* organization will lose all privileges.

Campus Calendar Submissions

Events may be submitted to the UMSL Campus Calendar by creating an event on the Triton Connect calendar; events on Triton Connect that are marked as Public will automatically feed onto the UMSL Campus Calendar. All submissions must be regarding upcoming recruitment events being held on campus. All Student Involvement policies must be followed for all events and programs.

Tips & Deadlines

- New Student Group Interest forms and New Student Group Applications will only be accepted during the Fall and Spring semesters. This gives the Office of Student Involvement time to update necessary documents and policies for student organizations. No interest forms or applications will be accepted after the first week of April or before the first week of September.
- The Student Affairs Committee only meets 2-3 times per semester and does not meet between May and August. Being prompt with submitting the Application and changes to the constitution and bylaws will move the process along faster and help ensure your organization is recognized within the same year that the process is started.
- Be patient and plan on having at least 2-3 rounds of changes for your constitution and bylaws after your initial submission with the New Student Group Application. These documents govern your organization so it is important that they are accurate and consistent.
- Student groups looking to become a Recognized Student Group through the Office of Student Involvement must fill out the New Student Group Interest form and have a consultation meeting **before** submitting the New Student Group Application.
- The Office of Student Involvement **will not** begin the review process for your organization before all documents have been submitted including:
 - Roster of at least 10 currently enrolled student members
 - Faculty/Staff Advisor
 - Constitution and Bylaws
- Deadlines:
 - New Student Group Interest forms will not be accepted after March
 - New Student Group Applications will not be accepted after the first week of April

Student Group Constitution and By Laws

This Constitution writing guide assists student groups at the University of Missouri St. Louis (here after referred to as UMSL) to use when writing/revising their constitution. Student groups may govern and structure themselves in any way deemed appropriate, as long as it does not violate University policy. In other words, specific articles and/or text may vary from this template, but should follow the same basic pattern. Student groups will have varying restrictions and requirements on membership, different officers, so these guidelines are intentionally general and may need to be adjusted for specific student organizations.

Pertinent notes, University, and/or SGA policies will follow the section in italics. All articles and sections found here should be included in your Constitution (you may add other articles and sections as needed). Additionally, **all asterisked statements must be included in the Constitution word-for-word.**

- **Constitutions** outline the structure and purpose of your organization. They describe the objectives of the organization, qualification for membership
- **Bylaws** outline in writing the day-to-day rules for your organization and provide comprehensive guidelines to keep things running smoothly.

The constitution and by-laws 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 group reviews 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.

Below is a list of the preferred and/or required procedures and structures for student organizations:

- | | |
|---|---|
| <input type="checkbox"/> Quorum defined | <input type="checkbox"/> Dues and other financial support |
| <input type="checkbox"/> Election process | <input type="checkbox"/> Officer Responsibilities |
| <input type="checkbox"/> Removal of officers | <input type="checkbox"/> Member qualifications |
| <input type="checkbox"/> Mission and purpose | <input type="checkbox"/> Deferral to Robert's Rules of Order |
| <input type="checkbox"/> Meetings | <input type="checkbox"/> ***Non-Discrimination Statement |
| <input type="checkbox"/> Advisor selection and removal | <input type="checkbox"/> ***Non-Hazing Statement |
| <input type="checkbox"/> Dues and other financial obligations | <input type="checkbox"/> ***Compliance with University regulations statement |
| <input type="checkbox"/> Amendment adoption processes | |

[Student Group Name] Constitution

Article I. Introduction

This article is meant to provide an introduction and overview of the organization. It sets the context for which the rest of the Constitution is interpreted and read. This section of the Constitution is vital, because it provides an understanding of what and who the organization is. The sections generally included in this article are name, mission statement, and objectives.

Section I: Name

This section states the name of the organization; along with any acronyms and nicknames the organization uses to identify itself (if the organization wants to refer to itself using an acronym or nickname throughout the Constitution for short, it needs to be stated here).

Example: “The name of this organization shall be (name of organization), hereinafter referred to as (shortened name of the organization, perhaps an acronym, as it will appear throughout the Constitution [optional]).”

Points of Consideration: A recognized student organization may only use UMSL to describe the location of the organization. For example, an organization *cannot* use the name “University of Missouri St. Louis Jumping Jack Club.” Rather, the group can use “Jumping Jack Club at University of Missouri St. Louis.”

Section II: Mission Statement

The mission statement should encompass the organization’s overarching purpose. It will impact decisions related to what are appropriate (and inappropriate) spheres of activity for the organizations to be engaged in. This statement should be broad enough to allow for flexibility within the organization, while fulfilling its mission, but specific enough to convey understanding of the uniqueness and purpose of the organization.

Example: “The purpose(s) of this organization shall be...”

Points of Consideration:

- 1) What is the overarching purpose/mission of the organization?
- 2) What is the intended impact of the organization on the UMSL community?
- 3) What services will be provided and for whom?

Section III: Objectives

Objectives should be written as action statements (“to...”), which act as specific things the organization strives to achieve in order to fulfill its mission. These statements are specific concepts, ideas, or issues that provide tangible examples of what the organization does.

Example: “To provide resources and support for constitutional writing and revision.”

Article II. Organizational Structure

This article is a detailed description of the structure of the organization. The description provides an opportunity to define responsibilities of the executive board/officers. This allows for current and future members to understand the role of executive board positions and provides an ability to create a culture of accountability within in the organization.

Section I. Executive Board

This section details the executive board positions and their position duties/responsibilities. When drafting this section, it can be either in bullet style (numbered or lettered) sentences or paragraph form. The different responsibilities should be general, yet specific enough to allow for understanding of the positions.

A. List of Executive Board Positions

- 1) President and Treasurer are required positions for all student organizations.
- 2) Are there other positions that should be considered part of your executive board?

B. Qualifications for Becoming an Officer

- 1) Who is eligible for office?
- 2) Only UMSL students can hold executive board positions.
- 3) GPA requirement – 2.0 for executive board and for presidents
- 4) Specific skills and/or relevant experience desired or required to be eligible to hold an officer position.

C. Terms of Office

- 1) Specify time frame (e.g. semester, academic year, etc.)
- 2) When do officers assume their positions?
- 3) Officer transitions. When are elections held? When does the officer transition or officer training occur?
- 4) Suggestion: Elect officers in March, use the rest of the semester to train and transition new executive board members, have the new board officially take office May 1, so the old board can help train and advise while the new board is shadowing/training.
- 5) Make sure terms of office are consistent with election/selection processes.

D. Resignation

- 1) What is the process for withdrawal from the organization?
- 2) Timeline for resignation (i.e. 2 weeks' notice, until the position is filled, etc...).

Section II. Membership

This article outlines the requirements and expectations for membership to be granted into the organization. It typically includes three levels of eligibility: general membership, committee membership, and executive board/officer membership. These sections detail the initial requirements to be eligible for participation.

A. Membership Qualifications

- 1) Who is eligible for membership (e.g. UMSL students, students in a particular field of study, etc.)?
- 2) Are there any specific qualifications needed or criteria that need to be met for membership (e.g. minimal GPA requirements, dues, etc.)?
- 3) Ongoing requirements in addition to requirements to join the organization. (i.e. attending meetings, participating in events, etc.)

- 4) Organizations may, at their discretion, also include in its membership other members of the UMSL community, including faculty, staff, and community members. These individuals will be known as associate members. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of an active member. Associate members may not hold office, vote, or otherwise conduct official organizational business, nor solicit funds on behalf of the organization.

Section III: Committees

This section should be used to describe **any necessary committees** within the organization, if there are necessary committees. The description should provide an overview of what the role/purpose of the committee is within the organization. Note: Committees will vary according to the purpose and activities of the organization. Not all organizations have committees and those listed below are merely to serve as a guideline.

A. Types of Committees

- 1) State the names, purposes, and responsibilities of the various standing committees (i.e. executive board, publicity, fundraising, etc.)
- 2) How are members selected for each committee?
- 3) How is the head of the committee chosen?

B. Temporary/Special Committees

- 1) How and when are such committees formed?
- 2) What are the purposes and responsibilities of special committees?
- 3) What is the duration of a temporary or special committee?

Section IV: Advisor

The Advisor is a person who is selected by the organization to provide guidance and advice in the operations of the organization, and acts as a resource for the organization. Advisors are educators outside of the classroom and serve a variety of roles within the organization (i.e. mentor, teacher, leader, and follower). The advice of the advisor to the organization should be welcomed and viewed as valuable, but the decision making and goal setting for the organization should remain in the hands of the student membership.

A. Selection of Advisors

- 1) How is the advisor selected (i.e. election, appointment, or selection)?

B. Qualifications

- 1) Are there any specific criteria for selecting an advisor?
- 2) At least one faculty or staff advisor that is .75 FTE (30 hrs/week)

C. Terms of Office

- 1) How long of a term does/can the advisor serve?
- 2) Some organizations keep their advisors for long periods, where as other organizations choose to change their advisor. Please consider when, if ever, the organization wants to review the advisor's status/role within the organization, and the process to find another.

Article V. Meetings

This article should detail any meeting the organization holds, which can vary from executive board meetings, committee meetings, general body meetings, and special meetings. The process of how and who can call a particular meeting, who runs the meeting, and the purpose of the meeting should be outlined. Each different type of meeting needs to have its own section so full understanding of the process and procedures can be conveyed.

Section I: Time and Occurrence of Meetings

How often meetings are held (e.g. weekly, monthly, etc.) and is there a set date for meetings?

Section II: Special Meetings

What are the circumstances under which special meetings may be called? Who can call the meetings?

Section III: Quorum

Quorum usually consists of the next whole number above one half of the total active membership. However, the number should be determined according to the organization's need. For example, quorum could be defined by an individual organization as "Two-thirds of the eligible voting membership."

- 1) Note that the purpose of the quorum is to insure that enough members are present and expressing their opinions for the decisions made at this meeting to be considered valid and meaningful to the organization. You may wish to state this in this section of the constitution.
- 2) State the percentage or number of members needed for quorum.
- 3) What happens if quorum does not exist at a meeting? What if quorum is not reached for a few meetings?

Section IV: Parliamentary Procedure

The rules contained in the most recent edition of Robert's Rules of Order shall guide this organization in all cases that they are applicable and in which they are not inconsistent with the Bylaws and special rules of order the organization may adopt.

Section V: Voting

This article should outline voting procedures and processes. This should also include and describe who votes, method in which voting occurs, any exceptions to voting procedures, and any other pertinent information about voting.

- 1) Who is eligible to vote?
- 2) How does the voting occur? (i.e. voice, secret ballot)
- 3) Is it a simple majority vote or more?

Article VII. Constitutional Amendments

This article overviews the process and procedure to amend the organization's Constitution. It should include an amendment and ratification section.

Section I: Amendment

This section should outline who can propose a constitutional amendment, how the amendment is affirmed or denied, and any other steps in the process needed to confirm the proposed amendment.

- 1) Who can propose an amendment and what is the procedure (e.g. verbal, written, how much time must pass between an amendment being introduced and it being voted on, etc)?
- 2) When can an amendment be proposed?
- 3) Is there any notice required in advance for amending the constitution?
- 4) How many members must be present for adoption of the amendment?
- 5) Who can vote on the amendment?
- 6) How many votes are required for affirmation?

Section II: Ratification

This section should outline how and when the Constitution becomes in effect for the organization and its members. A Constitution needs to be affirmed by the members for it to be used as the governing document of the organization. Note: If an organization's Constitution is changed in any way, one new copy of the Constitution must be submitted to the Office of Student Activities.

- 1) How many votes are required for ratification?
- 2) When does a newly ratified constitution become in effect? (i.e. upon ratification, the following semester, the following academic year, etc...)

Article VIII – Not-for-Profit Statement

This is a not-for-profit organization.

- 1) This statement is not required by the University; rather, we simply suggest that you include this to confirm that your organization is not-for-profit.
- 2) Whether you include this statement or not, recognized student organizations are typically not-for-profit by default.

******ARTICLE IX – Statement of Non-discrimination******

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, or status as a protected veteran. Sexual harassment shall be considered discrimination because of sex.

- 1) An exception for restricted membership may be granted to fraternities, sororities, professional, and honorary societies only if the following three conditions are met: (1) It is in the interest of the organization to restrict membership to individuals with higher GPAs, other academic or merit-based credentials, or area of study in a particular field; (2) All such restrictions are mandated by the national level of an organization, or appeal is made to the Student Affairs Committee; and (3) Membership is only restricted by criteria other than those listed above. If an organization has a restricted membership, the constitution must contain the following statement

(to replace the one above): “Membership decisions shall not be made on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or veteran’s status.” Fraternities and sororities may omit “sex” from the preceding statement.

*****ARTICLE X – Statement of Non-Hazing*****

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

The University of Missouri St. Louis and **[Insert Organization Name]** does not condone nor tolerate hazing of any type by any organization, or by an individual against another individual.

*****ARTICLE XI – Statement of Compliance with Campus Regulations*****

This organization shall comply with the University Of Missouri Board Of Curators Standard Of Student Conduct

*****Asterisked items MUST be included AS IS in the organization’s final official constitution.*****

[Student Group Name] By-Laws

Article I. Executive Board Duties

This section is used to define the duties and responsibilities of each officer.

- 1) Be sure to include all of the officers that are listed in the constitution
- 2) What are the expected duties of each officer? Allow for flexibility for the person assuming the position to make it their own (i.e. do not state how a person should complete a responsibility, because each person has their own working that is most effective for them).

Article II. Role of the Advisor

Use this section to outline the roles and duties of an Advisor.

- 1) What are the responsibilities of the advisor?
- 2) What are the groups' expectations for the involvement of the advisor?

Article II. Executive Board Election/Selection Process

This article outlines and details the process and procedures for electing/selecting executive board positions. There are various methods to selecting officers or executive board positions, which can include: selection committee and interview, nomination and vote, or appointment. The elements contained within this section depend upon the method the organization decides to utilize. What should be stated in this section is who oversees the process; requirements to enter the selection process; how the process operates; how a new officer/executive board member is affirmed or selected; and when their term begins and ends.

March of Spring Semester is recommended as all student organizations must update their roster with the Office of Student Involvement in April to maintain their status as a recognized student organization on campus. Also, this allows for new officers/executive board members to shadow departing members for at least a month before the incumbent leaves their position. This shadowing provides a vital period of learning and training for the coming year ensuring a smoother transition and greater passage of knowledge and information.

Section I: Time and period when election/selection occurs

- 1) How often and what time of year is selection held?
- 2) Are there any special elections?
- 3) Training and transition

Section II: Nominations

- 1) How are nominations made?
- 2) Are there self-nominations?
- 3) Is an application process required for nomination?
- 4) Does a nomination committee exist that monitors the nominating process?

Section III: Election Procedures

- 1) What is the specific procedure followed for elections?
- 2) Is there a secret ballot taken, or is it hand or verbal vote?
- 3) Who is eligible to vote?
- 4) What quorum is necessary for elections to be complete (e.g. 2/3, etc.)? How many members must vote for someone in order for that person to be elected?

Section IV: Notification and Posting of Elections

- 1) What is the process for notifying others or posting information regarding elections (e.g. letters, flyers, poster, announcements, etc.)?
- 2) How long is the notification and posting period?

Section V: Procedure for Filling Vacated Offices

- 1) Are special elections held?
- 2) Is ascending order used (moving up the rank order of officers to fill a position)? What is the order of succession (the rank order of officers to be used in ascending order)? Is the order of succession used for each position down the ladder, or can it stop along the way?3) Are appointments made, or are interviews coordinated?

Article V: Meeting Minutes and Records

Meeting minutes and other records are vital for an organization's success. Elections results, impeachment of an officer, removal of a member, approval of a budget or expense and confirmation of an amendment approval are just a few of the important items that meeting minutes are used to validate/verify.

- 1) Who is responsible for taking notes and/or meeting minutes?
- 2) How are these records stored and who is responsible for them?
- 3) How does the organization share the meeting minutes with the membership to solicit corrections to the minutes?

Article VI. Removal of Officers, Advisors, and Members

This article provides the outline of the impeachment process, which empowers members the ability to recommend the removal of an executive board member or officer. This allows members to hold each other accountable for their responsibilities and actions. Within this article, grounds for removal, the procedure for impeachment, and the procedure for appeal of impeachment should be outlined.

Section I: Removal of Officers

This section outlines the grounds for, procedure, and appeal process for removal of officers, members, and advisors. All criteria for removing a person from their position or membership in the organization should be objective. Removals may be conducted by the executive board but should always be confirmed by the general membership of the organization to promote transparency

A. Grounds for Removal

- 1) What are the grounds for removal of an executive board member (i.e. under what circumstances would/could this occur, votes required, etc.)?
- 2) Who can initiate the removal of an executive board member?

B. Procedure for Removal

This section details and describes the impeachment procedure. It should include how impeachment is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.

- 1) What is the process for removal of a member of the organization? (Outline due process, including charges, response to charges [argument], appeal, and removal/reinstatement process). This should be framed in the following way:
 - a) Charge or complaint brought against an individual
 - b) Evidence to support complaint presented
 - c) Individual given opportunity to argue a defense and offer counter evidence
 - d) Vote is taken (vote count must be specified in the Constitution)
- 2) What type (secret ballot, voice vote, roll call vote, etc.) of vote is required for removal? Is voting determined by eligible voters present or by individuals present?

C. Procedure for Appeal of Removal

This section outlines the person's right for appeal. It should include how an appeal is called, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

- 1) Is there a set time period to carry out an appeal?
- 2) What steps are involved with the appeal?
- 3) Who oversees the appeal process?

Section II. Removal of Advisor

A. Grounds for Removal

- 1) What are the grounds for removal of the advisor (i.e. under what circumstances would/could this occur, votes required, etc.)?
- 2) Who can initiate the removal of an advisor?

B. Procedure for Removal

This section details and describes the removal procedure. It should include how removal is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.

- 1) What is the process for removal of a member of the organization? (Outline due process, including charges, response to charges [argument], appeal, and removal/reinstatement process). This should be framed in the following way:
 - a) Charge or complaint brought against an individual
 - b) Evidence to support complaint presented
 - c) Individual given opportunity to argue a defense and offer counter evidence
 - d) Vote is taken (vote count must be specified in the Constitution)

- 2) What type (secret ballot, voice vote, roll call vote, etc.) of vote is required for removal? Is voting determined by eligible voters present or by individuals present?

C. Procedure for Appeal of Removal

This section outlines the person's right for appeal. It should include how an appeal is called, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

- 1) Is there a set time period to carry out an appeal?
- 2) What steps are involved with the appeal?
- 3) Who oversees the appeal process?

Section II. Removal of Member

A. Grounds for Removal

- 1) What are the grounds for removal of an executive board member (i.e. under what circumstances would/could this occur, votes required, etc.)?
- 2) Who can initiate the removal of an executive board member?

B. Procedure for Removal

This section details and describes the impeachment procedure. It should include how impeachment is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.

- 1) What is the process for removal of a member of the organization? (Outline due process, including charges, response to charges [argument], appeal, and removal/reinstatement process). This should be framed in the following way:
 - a) Charge or complaint brought against an individual
 - b) Evidence to support complaint presented
 - c) Individual given opportunity to argue a defense and offer counter evidence
 - d) Vote is taken (vote count must be specified)
- 2) What type (secret ballot, voice vote, roll call vote, etc.) of vote is required for removal? Is voting determined by eligible voters present or by individuals present?

C. Procedure for Appeal of Removal

This section outlines the person's right for appeal. It should include how an appeal is called, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

- 1) Is there a set time period to carry out an appeal?
- 2) What steps are involved with the appeal?
- 3) Who oversees the appeal process?

ARTICLE IX – Financial Obligation

This section should be used to determine the financial obligation of organization members. If the organization will not charge dues to members, consider using the example below.

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

- 1) Will dues remain the same each year?
- 2) Dues should be approved by the general membership before being charged
- 3) When will dues be collected? (i.e. each year, each semester, etc.)

Article VII. Bylaw Amendments

This article overviews the process and procedure to amend the organization's Bylaws. It should include an amendment and ratification section.

Section I: Amendment

This section should outline who can propose an amendment to the bylaws, how the amendment is affirmed or denied, and any other steps in the process needed to confirm the proposed amendment.

- 1) Who can propose an amendment and what is the procedure (e.g. verbal, written, how much time must pass between an amendment being introduced and it being voted on, etc)?
- 2) When can an amendment be proposed?
- 3) Is there any notice required in advance for amending the constitution?
- 4) How many members must be present for adoption of the amendment?
- 5) Who can vote on the amendment?
- 6) How many votes are required for affirmation?

Section II: Ratification

This section should outline how and when the By-laws become in effect for the organization and its members. A Constitution needs to be affirmed by the members for it to be used as the governing document of the organization. Note: If an organization's Constitution is changed in any way, one new copy of the Constitution must be submitted to the Office of Student Activities.

- 1) How many votes are required for ratification?
- 2) When does a newly ratified constitution become in effect? (i.e. upon ratification, the following semester, the following academic year, etc...)

******Asterisked items MUST be included AS IS in the organization's final official constitution******