



# New Student Organization Application

Center for Student Involvement



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# Center for Student Involvement

## Contact Information

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## The Center for Student Involvement Staff Members

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# Information about Registered Student Organizations

## Purpose of Registered Student Organizations at Agnes Scott College

What are your interests, and where will they take you? Explore the possibilities through over 50 student run organizations advancing academic, cultural, athletic, political, social, religious, and service objectives. The Center for Student Involvement encourages students to get actively and intentionally involved, and serves as a primary resource for diversity, leadership, service and wellness programs and activities.

Registration of an organization is a privilege, not a right. It expresses a willingness of organizations to host programs and events in conjunction with the College that comply with the College's policies and city, state, and federal laws. It should also be noted, Organizations that host events/programs do so with the understanding that they represent the College and its students. However, registration of an Organization does not directly reflect the College's beliefs or standpoints but are the personal opinions/views of the Organization itself.

## Allocated versus Non-Allocated Student Organizations

**Allocated:** These types of student organizations receive funding from Student Government Association. They receive their status as an allocated student organization from Senate and are given a budget based on their need through the Allocations Committee in the spring semester.

**Non-Allocated:** These types of student organizations receive no funding from Student Government Association.

## Inter-Organizational Council

The Inter-Organizational Council (IOC) is the governing body for all student organizations on campus. It is the umbrella organization by which all organizations receive information about policies and procedures as a student organization at Agnes Scott College. IOC hosts meetings once a month and a representative from each organization must be in attendance. If an allocated student organization does not attend a meeting, they will lose 10% of their budget (i.e. miss 2 meetings in a year, your organization will lose 20% of its budget in the next budget cycle). Also note that any policies or information shared at these meetings may impact all student organizations on campus, so non-allocated student organizations are encouraged to attend. All organizations should also be aware that they are responsible and must adhere to any and all information disseminated at these meetings. Any member in your organization can attend an IOC meeting but it is recommended that you send a Vice President since important information is shared at these meetings that can have implications on how your organization runs.

# Requirements to be considered for registration as a student organization

## Requirements:

*Organization registration is a process. Organizations must renew every year to be recognized. Organization years run by the academic year, fall semester to spring semester.*

- Organization Name (cannot have “Agnes Scott College” preceding the name)
- Classification of Student Organization
- Recruit a full-time faculty/staff member as your organization advisor, employed by Agnes Scott College
- Advisor Roles and Responsibilities of Student Organization form
- Advisor/Organization Expectations Contract
- Minimum of 10 full-time students (4 Executive Board Members included) as members using *@agnesscott.edu* email
  - Officers include but are not limited to: President, Vice President, Secretary and Treasurer
- Organization Constitution
- Acknowledgement and agreement of Alcohol and Drug Policy form
- Review registration requirements with student organization advisor, prior to registration submission to the Center for Student Involvement.

***\*\*If you are registering as a new student organization, please complete the Letter of Intent (p.9) and engage in a conversation with a member of the Center for Student Involvement before submitting any of the above requirements.***

## **Responsibilities and Expectations of Registered Student Organizations**

- Register/renew your organization annually based on deadlines set by the Center for Student Involvement.
- Accept responsibility and be accountable for sponsoring events and/or programs.
- Review and adhere to the policies and procedures in the Student Organization Manual.
- Ensure that all organization's activities comply with Agnes Scott College's policies and regulations.
- Maintain current forms and files with the Center for Student Involvement.
- Assign one representative to attend monthly IOC meetings.
- Set and follow expectations for communication and involvement of the organization's advisor.
- Follow regulations regarding fiscal procedures including: budget allocation, p-card usage, expenditures, ticket sales, financial reporting, etc.
- Maintain an updated organization member roster.
- Participate in leadership development opportunities provided by the Center for Student Involvement.

# Classifications of Student Organizations

## **Academic**

An organization representing a certain academic area of study

## **Arts**

An organization dedicated to the encouragement of the arts (visual, decorative, performing, etc)

## **Honors Society**

An organization whose membership is based on academic merit and whose purpose is to recognize excellence among peers in a variety of areas

## **Language**

An organization whose purpose is to further knowledge and learning surrounding languages

## **Multicultural**

An organization representing a social or educational theory that encourages interest in many cultures within a society

## **Political**

An organization associated with a political party, a political or social movement, or advancing a political candidate

## **Recreational/Sports/Leisure**

An organization whose focus is recreational and/or leisure activities that may or may not include competition

## **Religious/Spiritual**

An organization whose focus is to actively engage its members on the basis of faith and/or other belief structures. Also, an organization whose focus is the exploration, education, practice, fellowship or creation of awareness of faith(s) or other belief structures

## **Service**

An organization whose purpose is service to the campus or community and who may or may not focus on an established project or National/Local Organization utilizing philanthropy, direct service, advocacy and awareness

## **Social/Programming Activities**

An organization whose focus is bringing social programs to the campus and/or community

## **Student Publications**

An organization whose focus is the creation of technical, media arts for the campus and/or community



# New Student Organization Process

## Preliminary Processes:

- 1). Submit Letter of Intent to the Center for Student Involvement.
  - Review your purpose and ensure that your organization is not similar to any other student organization on campus.
- 2). Meet with Tonya McPherson, Director of Student Involvement and Leadership, to review your documents and walk you through the registration process.
  - Discuss the role and impact your student organization will have on campus to ensure your student organization supports the needs of the student body.
- 3). Select an advisor for your student organization. This advisor must be a full time faculty member or staff member of Agnes Scott College.
- 4). Recruit members for your organization. Your organization must have at least 8 members, 4 of which are officers.

## Allocation Status Process:

- 1) Create a projected budget outline for your organization.
  - Consider all the needs your organization might need for the year.
  - Consider how your financial needs and programs will support the student body.
  - Make sure to compare your projected budget with the budget policy for all student organizations that are allocated.
- 2) Senate reviews your application and requests a meeting with every new student organization to determine whether or not they will be a student organization.
  - At this meeting, Senate will also determine the status of your student organization as an Allocated or Non-Allocated organization.
- 3) Senate will schedule a meeting with you a few weeks after the online registration form.

## Registration Process:

- 1) Complete an online form sent out by the Center for Student Involvement to submit all your paperwork.
- 2) Make sure to complete every question listed on the online form since this information will be relayed to Senate as content that will help determine the status of your student organization.

# Student Organization Registration Form

**Organization Name** \_\_\_\_\_  
(Cannot have "Agnes Scott College" in the title of the organization)

**Please check one of the options below:**

New Organization     Continuing/Current Organization

Allocated     Non-Allocated (see pg. 4 for explanations)

**Organization Purpose/Mission Statement** (A mission is a guiding statement for the purpose and direction of activities and events sponsored by the organization):

What purposes, needs, and/or interests will your organization fulfill that are not currently being met by another student organization (For new student organizations only):

What events will your organization conduct (eg.: service projects, lectures, etc)?

**Category of Organization (Choose ONE, see pg. 7 for explanations)**

Classification of Organizations does not define the purpose of the Organization; rather it helps individuals in locating student groups of interest.

Academic

Arts

Honors Society

Language

Multicultural

Political

Recreational/Sports/Leisure

Religious/Spiritual

Service

Social/Programming Activities

Student Publication

Meeting Information: Days: \_\_\_\_\_ Time: \_\_\_\_\_

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\_\_\_\_\_  
Organization Faculty/Staff Advisor (Print name)

\_\_\_\_\_  
Organization President (Print name)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Mailbox No.

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Submit this form to the Center for Student Involvement (Alston 216).**

# Organization Constitution Checklist

**Description:** Below are recommendations for how a student organizations constitution could be written. There are pieces below that are suggestions and there are other parts that are mandatory (they are clearly defined if they are mandatory). Use this checklist to ensure your constitution is up to date and fulfills the needs of your organization.

Adopted *Month, Year*

Revised *Month, Year*

\_\_\_ **Article I** (Name)

*State the name of the Organization (Cannot have "Agnes Scott College" in the title of the organization)*

\_\_\_ **Article II** (Purpose)

*State the purpose, objectives, mission statement, and/or aims of the organization*

\_\_\_ **Section 1:**

\_\_\_ **Section 2:**

\_\_\_ **Section 3:**

\_\_\_ **Article III** (Membership)

*State the requirements for membership including what keeps a member in good standing*

**Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. **(Mandatory clause used by all Registered Student Organizations)**

\_\_\_ **Section 2:** Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
  - B. Agnes Scott College faculty and/or staff
  - C. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

\_\_\_ **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

*Establish how and when a person becomes a member; if there is a process there must be sufficient reason. Can include but not limited to: sign up, apply, interview process etc.*

*Include requirements for members to be in good standing; academically and non-academically.*

\_\_\_ **Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

\_\_\_ **Section 1:** President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor
- F. *Add any other pertinent requirements for your organization President(s)*

\_\_\_ **Section 2:** Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event if the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President
- H. *Add any other pertinent requirements for your organization Vice-President*

\_\_\_ **Section 3:** Secretary

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary
- H. *Add any other pertinent requirements for your organization Secretary*

\_\_\_ **Section 4:** Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer
- G. *Add any other pertinent requirements for your organization Treasurer*

\_\_\_ **Section 5: Advisor (mandatory)**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (**Mandatory guideline followed by all Student Organizations**)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
  - g. *Add or augment any requirements you want your Advisor to have*

\_\_\_ **Section 5+:** *Any other Officers your Organization may require*

\_\_\_ **Article V** Elections and Removals (**mandatory guidelines followed by all Registered Organizations**)

\_\_\_ **Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement (**mandatory**)
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- F. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election (**mandatory**)
- H. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (**mandatory**)
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

\_\_\_ **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

\_\_\_ **Section 3: Time of Elections (*Mandatory guidelines followed by all registered student organizations*)**

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

\_\_\_ **Article VI Meetings (mandatory)**

\_\_\_ **Section 1: Organization Meetings**

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly
- C. *Adjust required meeting times you want your organization to have*

\_\_\_ **Section 2: Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings
- C. *Add or adjust required meeting times you want your organization to have*

\_\_\_ **Article VII Amendments (*mandatory guidelines followed by all registered organizations*)**

\_\_\_ **Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

\_\_\_ **Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

\_\_\_ **Section 3:** An amendment must be approved by the organization Advisor before final ratification

## Organization Members

Organization must have 10 currently enrolled full-time students, 4 of which are officers, using valid *@agnesscott.edu* email address. If you have additional members, please add pages until all members are listed.

	Name	Email ( <i>@agnesscott.edu</i> only)	If exec. member, list position (Vice president, secretary, treasurer, etc)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			



# Advisor Roles and Responsibilities of Student Organizations

Registered Student Organization Advisors must agree to and abide by the following:

- Must be employed full-time faculty or staff at Agnes Scott College
- Review organization's constitution and purpose before agreeing to be the organization's advisor
- Review Agnes Scott College's Student Handbook with organization to know all College policies and procedures
- Sign all required paperwork
- Review and sign the Advisor/Organization Expectations Contract (p. 16)
- Advise organization on issues of risk management and organization leadership
- Review yearly allocated budget with Executive Board members
- Schedule and record monthly meetings with Organization Executive Board members at times all parties have agreed upon

I, \_\_\_\_\_, agree to the following terms and accept the  
(Print Name)

responsibilities of being the Advisor to \_\_\_\_\_ for the  
(Organization Name)

\_\_\_\_\_ 20 - 20 \_\_\_\_\_ school year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to the Center for Student Involvement (Alston 216).**

# Student Organizations Advisor/Student Contract

Listed below are some potential expectations to be discussed between student organization leaders and their advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role.

For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be. The officer and advisor will initial next to each statement as they are agreed upon or as alternatives are decided.

Attend all executive board meetings.
Attend all general body meetings.
Call meetings with the executive committee when believed to be necessary.
Act as a resource regarding Agnes Scott College policy.
Explain relevant University policy to the entire group at the first meeting of each semester.
Depend on the officers to observe University policy throughout their term.
Meet with the chief student leaders on a regular and consistent basis.
Help the chief student leader or other officers prepare an agenda before each meeting.
Speak up during discussion when the advisor notices violations of policies or an oversight being made by the group.
Meet regularly with the treasurer to assist in budget management.
Be available for advice regarding student organization ideas and activities.
Initiate ideas for discussion when the advisor believes they will be helpful to the group.
Be one of the group, except for voting and holding office.
Attend all group activities, events, etc., if possible.
Request to see the treasurer's reports at the end of each semester.
Review official University correspondence before it is sent.
Keep official and ongoing files for the organization.
Inform the group of infractions of the organizations constitution.
Make the group aware of its stated objectives and University policy when planning events.
Veto a decision when it violates a stated objective, the organization constitution, or Agnes Scott policy.
Mediate interpersonal conflicts that may arise.
Insist on an evaluation or event wrap-up form for each activity by those students responsible for planning it.
Represent the group in any conflicts with members of the University staff.
Be familiar with Center for Student Involvement resources and procedures that affect the organization's activities.
Act as an information resource during officer transitions.

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**President Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Acknowledgement of Alcohol and Drug Policy

The undersigned has read and understood the Agnes Scott College Alcohol and Drug Policy as set forth in the Student Handbook. We will enforce these policies at all social functions sponsored by our organization. We will also make our members aware of these provisions with the understanding that they will be followed at all organizational events.

It is the responsibility of the entire organization to comply with the College's policy. Failure to do so will result in the liability of the Organization's Executive Officers and Advisor.

Name of Organization \_\_\_\_\_

Organization President (Print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization Vice President (Print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization Treasurer (Print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization Secretary (Print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization Advisor (Print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to the Center for Student Involvement (Alston 216) *each year and/or each time new Executive Board members are elected.***