

# Forming a New Student Organization

The 7-step recognition process is outlined on the following page. The entire process can take a few months because approval is required from the Student Organization Advisory Committee (SOAC), Student Senate, and the President of the University. It pays to be prepared and to keep in contact with the Office of Student Activities and the Assistant Director of Leadership and Organizations regarding your organization's status. The good news is that once you submit the "Intent to Organize" form and it receives approval from the Assistant Director, your organization is granted certain privileges. Therefore, you can start actively recruiting new members, publicizing your organization, and reserving University facilities.

## **Maintaining Recognition**

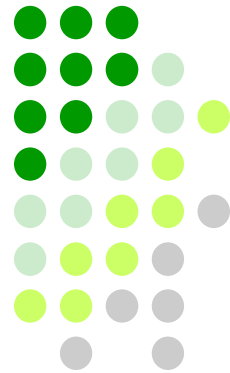
Recognized organizations assume both privileges and responsibilities. In order to maintain recognition status, all organizations must register within three weeks of the start of the Fall Semester every year. Changes in officer status should be reported to the Office of Student Activities when they occur. Organizations failing to register within this time period will become defunct, losing all privileges of a recognized student organization at MSUM. Defunct organizations are eligible to apply for re-admission. The re-admission process for defunct student organization will be the same process as for new organizations.

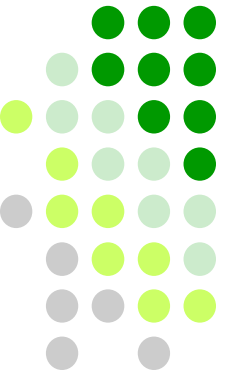
## **Writing a Constitution**

A good constitution contains the basics of how your organization will function. A constitution is the foundation upon which the organization will grow, mature, and perpetuate itself. It is designed to reduce internal conflict, to establish the organization's mission and goals, and to protect the rights of all members and students of the University. The areas that must be included in your constitution are contained in the constitution guidelines (see the Constitution Tidbits or the Student Organization Handbook). All organizations must comply with Equal Opportunity, including Title IX, and the MSUM Student Conduct Code. These issues should be addressed under the membership section of the constitution. Should you need assistance with the writing of your constitution, please contact the Office of Student Activities, CMU 229. If your organization is affiliated with another local, state, or national organization, a copy of that organization's constitution must also be provided. Nationally affiliated organizations must uphold the policies and procedures of their national organization in addition to MSUM policy.

## **Submitting the Constitution to SOAC**

After completing or revising the constitution, your organization must approve it. Three copies of your completed constitution should be submitted to the Office of Student Activities. These copies will be forwarded to SOAC. The committee will review your constitution in detail. If changes need to be made, the Office of Student Activities will return it to you at that time. Your organization will then have another three weeks to return the revised constitution to SOAC. Once SOAC approves your constitution, a liaison will submit it to the Student Senate for approval. The liaison will then submit the constitution to the University President for final approval. The entire process can be completed within a few months. The Office of Student Activities will keep you informed throughout the process.





## **Recognition Process**

### **Step One:**

The first step to form a recognized student organization on the MSUM campus is to complete an "Intent to Organize" form. This form can be found online at [www.mnstate.edu/osa](http://www.mnstate.edu/osa). There must be at least five interested MSUM students in order to begin this process and a faculty or staff advisor. Completion of this online form will grant pending status to groups awaiting formal recognition. This will give the organization the following privileges for 30 days:

- × The right to reserve university facilities for the purpose of holding initial organizational meetings.
- × The right to publicize group meetings.
- × The right to invite membership.

### **Step Two:**

Within 30 days of completing the "Intent to Organize" form, the organization will complete the remaining requirements for recognition:

- × Meet with staff from the Office of Student Activities
- × Complete online Registration
- × Write a constitution (See the Student Organization Handbook for guidelines and policies)

### **Step Three:**

Return all information to the Office of Student Activities (CMU 229) for review by the Assistant Director of Leadership and Organizations.

### **Step Four:**

The Assistant Director of Leadership and Organizations submits request for recognition to the Student Organization Advisory Committee (SOAC). SOAC reviews the request for compliance with local, state, and federal laws and University policy. SOAC recommends acceptance or rejection to the Student Senate.

### **Step Five:**

The Student Senate then reviews the request for recognition and forwards their written recommendation to the University President.

### **Step Six:**

The President of the University confers formal recognition of the organization.

### **Step Seven:**

Official campus recognition is an honor and recognized organizations assume responsibilities and privileges. This is an organizational status and must be maintained. All organizations must re-register by the deadline at the beginning of Fall Semester each academic year. Upon recognition, organizations have the following privileges:

- × Use of University facilities, equipment and services (within MSUM policy guidelines) for purposes relative to organization goals.
- × Permission to conduct fundraising that will benefit the organization.
- × Right to request funds from the Student Activity Budget Committee (SABC) or to access previously allocated SABC funds.
- × Right to participate in all University events.
- × Use of the University name, mailing address and mailbox.
- × Establishment of an agency account with the MSUM business office for financial transactions.
- × Use of desk or storage space in the Activities Resource Center and the organization boards in the Comstock Memorial Union.