

September 2009

Fellow Blue Jay,

Congratulations on your interest in improving our campus by increasing student involvement! In order to be recognized for funding by the Elizabethtown College Student Senate, the organization must submit the following to the Student Senate Judicial Committee:

1. A proposed club constitution that meets the requirements of the enclosed constitution.
2. A letter from a College Faculty or Staff member willing to serve as an advisor to the club, and describing the advisor's duties.
3. A list of the inaugural Officers of the club, along with mailbox numbers, phone numbers, and Elizabethtown College email addresses.
4. A petition containing at least ten (10) signatures in support of the formation of the club.
5. A signed letter from the inaugural Officers indicating they have read and understand the rights and requirements of the clubs in the Student Senate Bylaws.

Please submit these to the Chair of the Student Senate Judicial Committee, box 398.

To facilitate your efforts, please find enclosed with this letter the Student Senate Judicial Committee contact information, a copy of the Student Senate Constitution and Bylaws (with pertinent information highlighted), a petition for inaugural Officers and an example club constitution.

The Judicial Committee anticipates welcoming your club to the campus. If you have any questions, please do not hesitate to contact me.

Best wishes,

Alexandra D'Angola
Chair
Student Senate Judicial Committee
Enclosures (5)

ECSS-00910-JU-002.a
New Club Packet

2009-2010 Judicial Committee Contact Information

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Elizabethtown College Constitution and Bylaws

Student Senate

Appendix B: Recognition of a Student Club

A. Recognition of a student club at Elizabethtown College implies neither approval or disapproval of the purposes, objectives, and policies of the club. Rather, recognition constitutes an acceptance of the club's ability to conduct business on the college campus. In order to be eligible for recognition by the Elizabethtown College Student Senate, student clubs must meet the following criteria.

1. Type A Club (Inclusive)

The club must draw a majority of its membership from the student body.

Membership in the club must be open to any member of the campus community.

Officers of the club must be from the student body.

Membership in the club must not be denied to any individual regardless of race, color, religion, creed, national origin, ancestry, handicap, or sex.

The club must not be a social fraternity or sorority.

The club must not have any major goal or purpose, which duplicates any established club.

The club must have at least one member present at the mandatory monthly Club Council meetings.

2. Type B Club (Exclusive)

The club must draw a majority of its membership from the student body.

Prerequisites (i.e. tryouts, auditions, academic qualifications) for the club must be open to any member of the campus community.

Officers of the club must be from the student body.

Membership in the club must not be denied to any individual regardless of race, color, religion, creed, national origin, ancestry, handicap, or sex.

The club must not be a social fraternity or sorority.

The club must not have any major goal or purpose, which duplicates any established club.

The club must have at least one member present at the mandatory monthly Club Council meetings.

3. Religious Clubs

All clubs with a religious affiliation shall be required to gain a written letter of approval and/or endorsement from the Chaplain after the club's constitution has been reviewed by the Chaplain.

In order for a club to maintain status and funding, they must abide by the document, **Religious Life at Elizabethtown College: Guidelines and Policies (10/2004)**. The club will, in turn, be responsible to the Chaplain as well as Student Senate.

B. A club requesting recognition renewal by the Student Senate must submit to the Judicial Committee an application that shall include the following:

1. A proposed constitution for the club;

2. A list of the club's officers, addresses, and phone numbers;

3. A signed letter from an Elizabethtown College Faculty or Staff member who is willing to serve as the advisor;

4. A petition of ten names of Students supporting the club; and

5. All amendments to club constitutions must be sent to the Student Senate for approval.

C. All amendments to club constitutions must be sent to the Student Senate for approval.

D. Clubs recognized by the Student Senate shall have the following privileges;

1. Eligibility to use College facilities in accordance with college policy.
2. Sponsor and promote activities, distribute literature, flyers, posters, banners.
3. Solicit funds through fund-raisers and programs in accordance with College policy.
4. Use college services/resources such as purchasing, printing, transportation, computer, mail services, and the club mailboxes (Student Organization Resource Center) in accordance with college policy.

E. All recognized student clubs must:

1. Register with the Office of Student Activities during the first full week of each semester in order to maintain their recognition. The registration process requires that each club submit a listing of the names, addresses, and phone numbers for each of the officers and the advisor, as well as the completion of any requirements from the Office of Student Activities. Any student club that fails to meet the deadline may be required to re-initiate the recognition process with the Student Senate.
2. Submit any changes in their constitution to the Judicial Committee. All changes must be approved by the Senate.
3. Submit a constitution and pertinent information for review by the Judicial Committee when notified about their third-year renewal. Failure to do so may result in the club's allocations being withheld.

F. Recognition of a student club may be revoked for:

1. Failure to comply with the requirements of the **Constitution and Bylaws** of the Student Senate.
2. Failure to comply with its own constitution or bylaws.
3. Failure to comply with the college policies.
4. Irresponsible use of funds, including failure to comply with the restrictions on the use of such funds, or failure to adequately document the expenditure of such funds.
5. Failure to submit a revised constitution for the three-year constitution review process.

G. Recognition shall be revoked only by a two third vote of the voting members of the Student Senate.

H. Requests for removal of recognition must be presented to the Executive Cabinet by any members of the Student Senate or the College Life Office. Decisions must be made by the Student Senate within thirty (30) days of the request.

Student Senate Constitution and Bylaws Sign-Off for New Club Officers

We, the inaugural officers, have read the Student Senate Constitution and Bylaws and understand the rights and requirements of student groups. We will contact the Judicial Committee with any changes in the officers' contact information, constitution, etc. We understand that we must have an approved Constitution by the Judicial Committee before we are eligible for funding.

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Name: _____ Position: _____
Signature: _____ Date: _____

Sample Constitution

Please find a sample constitution below that you can use as a template for your group's constitution. Note that sections in [] square brackets are optional clauses, _____ blanks are to be filled in by the group and sections in *italics* are notes to the reader.

Article I- Name

The name of this organization shall be the _____.

Article II- Object or Mission Statement

The object or mission statement of this group shall be to...

Article III- Members

Section 1. Any Elizabethtown College student will be eligible to join the group upon fulfillment of the following requirements:

A. [Whatever eligibility requirements the group uses.]

[Section 2. The initiation fee shall be \$___.] *Note: This section is optional.*

[Section 3. The annual dues shall be \$__ and shall be payable on or before MM/DD of each year.] *Note: This section is optional.*

[Section 4. The treasurer shall notify members delinquent of dues by (grace period the group wishes to use) those members shall pay the dues or (*whatever ramifications the group chooses to imposes on Members for not paying dues, i.e. forfeiture of membership, etc.*) Any reinstated member shall be treated as a new member.] *Note: This is an optional section.*

Article IV- Officers

Section 1. The officers of this club shall be the President, Vice President, Secretary, Treasurer [and any additional officers deemed necessary by a national charter or the group.]

Section 2. The officers shall perform the duties as described in Article VI.

Section 3. The officers shall be elected by ballot at the last meeting of the academic year to serve a term of one year and until their successors are elected. Their term of office shall begin upon adjournment of the meeting during which time they are elected.

Section 4. No person shall hold office if he is not a member, and no member shall hold more than one office at a time.

Section 5. Duties of the Officers

- A. President: The president shall preside over meetings and _____ (*whatever other duties the group wants the president to perform.*)
- B. Vice President: The Vice President shall serve as assistant to the President, and will serve as an interim officer if vacant from a meeting. The Vice President shall also perform _____ (*whatever other duties the group wants the vice president to perform.*)
- C. Secretary: The Secretary shall serve as custodian of all records of the group. The Secretary shall record all discussions and business performed during meetings of the group and shall report the minutes to the group at the following meeting. The Secretary shall also perform _____ (*whatever other duties the group wants the secretary to perform.*)
- D. Treasurer: The Treasurer shall maintain accurate records of all financial concerns of the club. The treasurer shall be given the right to access funds and accounts through the Elizabethtown College Business Office and shall allot monies as mandated by the membership of the group. The Treasurer shall also perform _____ (*whatever else the group wants the treasurer to perform.*)

Article V- Meetings

Section 1. A regular meeting of the group shall occur every _____ (*however often the group chooses to meet. Do not use dates or times, only frequency, i.e. twice a month, once a week, etc.*)

[Section 2. A special meeting shall be held upon the decision of the president.] *Note: This section is optional.*

Section 3. _____ Members shall constitute quorum. (*Quorum is the minimum number of attendees needed to hold a meeting. You could choose that only the officers need be present, ½ of the members be present, 2/3 of the members be present, etc. depending on the needs of the group.*)

Article VI- Amendment to the Constitution

Section 1. This constitution may be amended at any regular or special meeting by a two-thirds vote of the members present, provided that notice of the amendment was given to the members at least _____ days in advance.

Section 2. Upon ratification, amendments shall be sent to the Student Senate Judicial Committee and shall be put into effect upon approval from the Committee.

NOTE: Please include an article about attendance, if your group chooses to keep attendance. List what constitutes excused absences, repercussions from x-amount (whatever amount of unexcused absences you decide upon) of accrued unexcused absences, an appeal process, etc.