

QUEENS UNIVERSITY

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CHARLOTTE

Clubs & Organizations

Starting a New Club or Organization

Updated: August 2019



Starting a New Student Organization

This packet includes the information and steps needed to start a new student organization at Queens University of Charlotte. Included in this packet, you will find:

- Information about the registration process
- Eligibility, privileges, and responsibilities of student organizations
- Sample constitution

If you have any questions, please feel free to contact the Joshua Cauble, Assistant Director of Student Engagement for Leadership Programming at caublej@queens.edu or 704-337-2264.

Steps to Starting a New Student Organization on Campus:

1. **Refine your idea:** Make sure you have a clear idea of what type of organization you want to start. Think carefully about your purpose and activities. This pre-planning will come in handy when completing the following steps.
2. **Visit the Student Engagement Office:** Set up a meeting with Joshua Cauble in Student Engagement. During this meeting, you'll discuss your organization idea and any questions you may have will be answered.
3. **Advertise your organization:** Let other students know about your organization. Put an announcement in QNews, post fliers, reserve sign-up tables in Trexler, and utilize word of mouth.
4. **Meet with potential members:** Hold an informational session about your new organization. Take names, phone numbers, and email addresses from interested students. You need at least 10 members to start a new club/organization.
5. **Identify an advisor:** Find a Queens University of Charlotte faculty or staff member who is willing to advise your organization. You should talk with the advisor about how you will work together, how involved you want the advisor to be in your club/organization, and ask them for help/suggestions on building a strong club/organization.
6. **Create a constitution:** A sample constitution is provided within this packet to make this step easier. Discuss the constitution with your advisor and the organization members. A copy of your constitution must be included with your New Student Club/Organization Request.
7. **Elect officers:** Your constitution will lay out this process.
8. **Request recognition of your Organization:** Complete the New Student Organization Request form online. You will need to attach your member roster, constitution, and provide information for your advisors and executive officers.
9. **Review:** Your request will be reviewed by the staff within the Department of Student Engagement. If there are no questions or problems, your organization will be officially recognized as a Queens University of Charlotte Student Organization.
10. **Register each year:** Don't forget that you must re-register your club/organization during the end of the spring semester for the upcoming academic year.

Eligibility, Privileges, Responsibilities, and Disciplinary Procedures

Registered Student Organization (RSO) Identities:

- **Clubs:** Clubs are groups of individuals that are based on common interest and open for any eligible (enrolled and in good academic standing) student to join.
- **Organizations:** Organizations are identified as groups that require a selection process to join (either by election, selection, or qualifications). Organizations may be identified as:
 - Greek-Lettered Academic Honor Society
 - Social Fraternity/Sorority
 - Academic Funded Organization

As organizations require a selection process and are not accessible to all students on campus, organizations are exempt from certain responsibilities and requirements that are compulsory of clubs. Organizations are also understood to be financially independent, collecting their funding from membership dues or academic departments. If an organization would like to request funding from SGA for a campus-wide program/event, the organization may collaborate with a registered club on campus to use SGA funding or follow the request guidelines found on page 6.

*Eligibility Requirements omitted: 1

*Privileges Extended omitted: 7

*Responsibility Requirements omitted: 1, 2, and 3

To be eligible to be considered a Registered Student Organization (RSO) at Queens University of Charlotte, you must:

1. Be composed of undergraduate students. A minimum of ten (10) Queens University of Charlotte students (enrolled for at least one (1) credit hour) is required to be a registered organization on campus.*
2. Be organized, controlled, and directed by students.
3. Abide by all state and federal laws.
4. Abide by the rules, regulations, and policies of Queens University of Charlotte, in addition to information found within the Student Handbook.
5. Membership and all privileges must be extended to all students without regard to gender, age, ethnic group, nationality, disability, race, religion, sexual orientation, or veteran status.
6. Be advised by a full time faculty or staff member at Queens University of Charlotte. If at any time your club or organization no longer meets eligibility, you will no longer be entitled to the privileges granted to RSO's at Queens University of Charlotte.

Privileges extended to Registered Student Organizations include:

1. Use of the University's name in association with the name of the club or organization.
2. Use of University facilities in accordance with established policies.
3. Solicitation of membership on campus under the club or organization's name in accordance with established policies.
4. Solicitation of funds on campus under the club or organization's name, subject to the approval of the organization's advisor and the Department of Student Engagement.
5. Listing of the organization in official publications.
6. Use of University bulletin boards.
7. Ability to petition the Student Government Association for an allocation of funds to be used for programs, events, and activities.*
8. The right to promote goals, purposes, identity, programs, and events of the organization on and off campus (active promotion includes the wearing of clothing or accessories with the name, symbol, or logo of the club or organization, distribution of written publicity, or display of signs advertising the club, organization, or program/event).

Responsibilities of Registered Student Organizations include:

1. Attend at least 75% (4 out of 6) Inter-Club Council (ICC) Meetings per academic year.*
2. Host one (1) or more campus events per semester.*
3. Host one (1) or more service or philanthropy events per academic year.*
4. Hold regular meetings.
5. RSO's must have a minimum of 20% of RSO membership attend the annual Leadership Summit Conference, held on campus each Spring Semester. The date for 2020 is April 4th.*
6. The President and Treasurer must attend a RSO Training session at the beginning of each academic year.
7. Register your club or organization through Formstack annually with the Department of Student Engagement and provide immediate notification to the Department of any changes in officers within two weeks of the change.
8. Abstain from any discriminatory practices in membership selection and organizational programming.
9. Adherence to the procedures and regulations affecting student clubs or organizations specified within this handbook.
10. Registration with the Department of Student Engagement of all events held on or off campus.
11. Education of all members of the organization of the individual responsibility to represent the club, organization, and University through appropriate activities and behaviors.
12. Take organizational action against an individual member when that individual fails to adhere to the standards of the club or organization or University. The club or organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the club or organization's life and draw attention negatively to the club or organization.
13. Promotion of the mission, goals, and vision of Queens University of Charlotte.

Disciplinary Procedure

If a student club or organization does not comply with the eligibility or responsibilities of a RSO, as described above, disciplinary procedures will be enforced. These procedures are listed as follows:

- **Probation:** A status indicating that the organization's relationship with Queens University of Charlotte is tenuous. Registered Student Organizations put on probation will have thirty (30) business days to correct the issue within their organization. If unable to fix the issues causing the organization to be placed on probation, the RSO will face the probability of more severe disciplinary sanctions, such as organization suspension.
- **Suspension:** Revocation of a student organization's status as an officially recognized and registered organization for fifteen (15) weeks. Any organization that is placed on suspension will be on a trial period in which it must demonstrate a compelling reason for its organizational status to be reinstated by the University. Failure to do so will result in the deactivation of an organization at the end of the suspension period. If an organization is placed on suspension, all rights and privileges of group to self-govern are removed, and any activity or action that is associated with the group, including meetings, whether formal or informal, must be approved by Student Engagement in advance. Generally speaking, only supervised meetings will be allowed to formulate a comprehensive plan for restructuring the organization or addressing the issues that caused the organization to be placed on suspension.
- **Deactivation:** Formal revocation of a student organization's status as an officially recognized and registered student organization. This will include loss of all rights and privileges, which pertain to recognized student organizations. A specified deactivation period may or may not be designated, depending upon the nature of the violation.

Advisor Information

Queens University of Charlotte requires each student organization have an advisor. This advisor must be a full-time faculty or staff member employed by Queens University of Charlotte.

The student organization advisor is responsible for the following:

- Be available to meet with the officers and members of the organization he or she advises.
- Provide assistance to the students in setting goals, planning activities, and strengthening the organization.
- Assist students in developing co-curricular interests consistent with the mission of Queens University of Charlotte.

Meet with your advisor to review the following important questions before requesting them as part of the New Club/Organization Request Form:

- How often will the organization leadership communicate with the advisor?
- How will this communication take place (e-mail, phone calls, meetings)?
- What role does the organization wish the advisor to play?
- Will the advisor be included in all communication between the organization leadership and its members?
- Should the advisor meet with the organization leadership separately from the regular member meetings?

The role of the advisor is largely designed by the organization and the person filling the position. Additional information is provided in the Student Organization Advisor Manual.

Sample Constitution

Your constitution should clearly describe how your organization will conduct business. The constitution should include the following:

1. **Organization Purpose:** Define the purpose of your club/organization. It must be different from any other existing club/organization at Queens.
2. **Membership:** How are members defined?
3. **Officer Roles:** What leadership positions exist and what are their responsibilities?
4. **Officer Elections:** How are officers elected?
5. **Finances and Business:** How money will be handled? How will business be conducted?
6. Define any other operational items.

CLUB/ORGANIZATION CONSTITUTION

Approved by the members of CLUB/ORGANIZATION on DATE.

Article I: Name and Purpose

This organization shall be known as the NAME OF ORGANIZATION. This organization is affiliated with the national organization known as NAME OF NATIONAL ORGANIZATION.

The purpose(s) of this club shall be (insert the purpose of the club).

Article II: Membership

Membership shall be open to all regularly enrolled students who are interested in (the activities of the club). Members should attend meetings regularly and should contact OFFICER if they are unable to attend a scheduled meeting. Members should support the programs and events sponsored by the NAME OF ORGANIZATION with their talents and attendance.

Regularly enrolled students may become members of the NAME OF ORGANIZATION by contacting any executive officer or advisor. (Indicate here any additional guidelines for membership selection. Is there an application to be a member of the club/organization? Selection process?)

Article III: Executive Officers

The elective officers for this club/organization shall be responsible for overseeing the NAME OF ORGANIZATION and supporting the growth of its membership, its exposure to campus, and the fulfillment of its purpose.

Section 1: PRESIDENT

The president of the NAME OF ORGANIZATION is responsible for the following:

1. Serve as the liaison between the NAME OF ORGANIZATION and the Department of Student Engagement.
2. Register the NAME OF ORGANIZATION with the Department of Student Engagement or delegating said task to another executive officer.
3. Attend the Clubs and Organizations Training annually.
4. Attend all Inter-Club Council meetings, sponsored by the Department of Student Engagement, or asking for another executive officer to attend in his/her place.
5. Ensure that NAME OF ORGANIZATION follows all campus policies and procedures as indicated by the Department of Student Engagement.
6. Call meetings of the NAME OF ORGANIZATION on a regular basis. This includes reserving a space for the meetings and completing the necessary event logistics forms.
7. Communicate regularly with the members of the NAME OF ORGANIZATION and its advisor.
8. Any other responsibilities as designated by the club/organization.

Section 2: TREASURER

The treasurer of the NAME OF ORGANIZATION is responsible for the following:

1. Attend the Clubs and Organizations Training annually.
2. Request the club/organization budget from the Student Government Association as needed to fulfill the plans of NAME OF ORGANIZATION.
3. Ensure proper business processes are followed in the use of the funds allocated by the Student Government Association.
4. Communicate regularly with NAME OF ORGANIZATION and its advisor regarding the budget funds used and available to the club/organization.

Section 3: OTHER OFFICERS (add other officers and their responsibilities here)

The OFFICER TITLE of NAME OF ORGANIZATION is responsible for the following:

1. Responsible for...

Article IV: Office Elections

The officers of NAME OF ORGANIZATION shall be elected by the club members to serve a term of one year. Officers will be elected during the month of MONTH. (*the Department of Student Engagement recommends clubs/organizations hold elections in late November/December for a yearly term*)

At least a majority of the members must be present in order to hold officer elections.

In the case an officer resigns from his/her position during their term, an appointment can be made to fill the position, but should be voted on by the NAME OF ORGANIZATION membership at the next official meeting.

Article V: Funding

The funding for the activities of NAME OF ORGANIZATION will be obtained through requests of the Student Government Association (made by the President and/or Treasurer of the club/organization).

Members' Dues: (*This section would be completed if your group needs to pay national membership fees*) Each member must pay \$AMOUNT amount yearly to maintain their membership with NAME OF ORGANIZATION. This payment should be made by DATE and should be provided to the Treasurer of the organization.

Article VI: Amending the Constitution and By-Laws

Proposed amendments to the constitution or by-laws shall be presented by members of NAME OF ORGANIZATION in writing and shall be read at a regular meeting. The proposed amendment shall not be voted upon until the next regular meeting.

After the proposed amendment has been presented to the club/organization, the executive officers should email the proposed amendment to all members at least one week before the next regular meeting and the scheduled vote.

A majority of the members must be present in order to vote on the proposed amendment. Proposed amendments will be approved with a 2/3 vote of the membership.

Any approved changes to the constitution should be emailed to Joshua Cauble, Assistant Director of Student Engagement for Leadership Programming within 1 week of its approved vote.

Article VII: Meetings

NAME OF ORGANIZATION shall meet WEEKLY/BI-WEEKLY/MONTHLY.

Club/organization meetings will be organized by the President of NAME OF ORGANIZATION and should be communicated to members within 3 days of the scheduled meeting time.