

# Student Organization Recognition Packet



Student Senate  
Campus Organizations Committee  
Megan Monaco, Chair

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*Rev. 4-2-06*

# RECOGNITION OF STUDENT ORGANIZATIONS

## I. PURPOSE

1. The purpose of student organizations is to promote the educational, cultural, social, and recreational well-being of students attending Ohio Northern University.
2. In order to function, student organizations must be recognized by the University. Recognition entitles student organizations to:
  - a. the use of the Ohio Northern University and the ONU name;
  - b. the use of University facilities; and
  - c. the eligibility to apply for Student Senate and/or University funding.
3. Without recognition:
  - a. a student organization may not use the names “Ohio Northern University,” “ONU,” any other official University name;
    - i. a student organization may not use the name of any University academic department in its official name or infer, in any manner whatsoever, that the University recognizes the organization’s existence;
  - b. a student organization will be charged regular off-campus rates for facility usage;
  - c. a student organization is ineligible to apply for or receive Student Senate or University funding; and
  - d. a student organization may not participate in campus-wide activities (e.g. Welcome Fest).
4. Student organizations are recognized by Student Senate and the University Student Activities Committee as outlined by the “Student Organization Recognition Procedure” established by Student Senate.
5. Student organizations may engage in certain types of activities depending on where it is in the recognition process.
  - a. Before the student organization is approved by the University Student Activities Committee, the organization may only engage in “organizational” activities (e.g. meetings to write constitution and bylaws, brainstorming ideas for the organization). The student organization may not function, sponsor events, host speakers, or travel for field trips until approval by the University Student Activities Committee is granted. Student Senate approval does not qualify for official approval; it is merely one step in the process.
  - b. After the student organization is approved by the University Student Activities Committee, the organization is entitled to the privileges listed above (I.2.a-c).

## II. GENERAL STUDENT ORGANIZATION RECOGNITION PROCEDURE

1. Students interested in forming a new student organization should pick up the New Student Organization Recognition Packet from the Office of Greek and Student Activities in McIntosh Center.
2. Students in the proposed organization should complete the New Student Organization Recognition Packet, write a constitution, and write bylaws.
3. Return the completed Student Organization Recognition Packet, constitution, and bylaws to the Office of Student Senate. The Student Senate Campus Organizations Committee Chair will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.

4. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
5. The Student Senate Campus Organizations Committee Chair will notify the student organization when it may present itself at the General Assembly of Student Senate.
  - a. At the Student Senate General Assembly meeting during which Senate is approached by a student organization for recognition, the organization may be questioned by Senators.
  - b. Recognition of the student organization in question will be brought to a vote at that meeting.
  - c. If approved, the Campus Organizations Committee Chair will forward the said student organization's constitution and bylaws to the University Student Activities Committee.
    - i. The Campus Organizations Committee Chair will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
    - ii. The Campus Organizations Committee Chair will notify the Office of Greek and Student Activities of the approval of the proposed student organization.
  - d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
    - i. If approved, the student organization continues with the recognition process.
    - ii. If not approved, the student organization may reapply for recognition with Student Senate after four weeks.
6. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
7. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.
8. After the constitution and bylaws of the student organization have been revised to the approval of the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the student organization.
  - a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Greek and Student Activities, and the Vice President of Student Affairs.
    - i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
  - b. If the student organization is not approved by the University Student Activities Committee, the organization must reapply for recognition and go through the entire recognition procedure after a period of twelve weeks has passed.
9. The Office of Greek and Student Activities will register and establish a file for the new student organization.

### **III. FRATERNITY/ SORORITY RECOGNITION PROCEDURE**

1. Students interested in forming a new student organization should pick up the New Student Organization Recognition Packet from the Office of Greek and Student Activities in McIntosh Center.
2. Students in the proposed organization should complete the New Student Organization Recognition Packet, write a constitution, and write bylaws.

3. Return the completed Student Organization Recognition Packet, constitution, and bylaws to the Office of Student Senate. The Student Senate Campus Organizations Committee Chair will distribute copies of the Recognition Packet, constitution, and bylaws to the Interfraternity Council (fraternities) or Panhellenic Council (sororities) for their approval.
4. If Interfraternity Council/Panhellenic Council approves the student organization, then it will notify the Student Senate Campus Organizations Committee Chair. The Campus Organizations Committee Chair will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.
5. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
6. The Student Senate Campus Organizations Committee Chair will notify the student organization when it may present itself at the General Assembly of Student Senate.
  - a. At the Student Senate General Assembly meeting during which Senate is approached by a student organization for recognition, the organization may be questioned by Senators.
  - b. Recognition of the student organization in question will be brought to a vote at that meeting.
  - c. If approved, the Campus Organizations Committee Chair will forward the said student organization's constitution and bylaws to the University Student Activities Committee.
    - i. The Campus Organizations Committee Chair will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
    - ii. The Campus Organizations Committee Chair will notify the Office of Greek and Student Activities of the approval of the proposed student organization.
  - d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
    - i. If approved, the student organization continues with the recognition process.
    - ii. If not approved, the student organization may reapply for recognition with Student Senate after four weeks.
7. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
8. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.
9. After the constitution and bylaws of the student organization have been revised to the approval of the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the organization.
  - a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Greek and Student Activities, and the Vice President of Student Affairs.
    - i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
  - b. If the student organization is not approved by the University Student Activities Committee, the organization must reapply for recognition and go through the entire recognition procedure after a period of twelve weeks has passed.
10. The Office of Greek and Student Activities will register and establish a file for the new student organization.

#### IV. RELIGIOUS STUDENT ORGANIZATION RECOGNITION PROCEDURE

1. Students interested in forming a new student organization should pick up the New Student Organization Recognition Packet from the Office of Greek and Student Activities in McIntosh Center.
2. Students in the proposed organization should complete the New Student Organization Recognition Packet, write a constitution, and write bylaws.
3. Return the completed Student Organization Recognition Packet, constitution, and bylaws to the Office of Student Senate. The Student Senate Campus Organizations Committee Chair will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.
4. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
5. The Student Senate Campus Organizations Committee Chair will notify the organization when it may present itself at the General Assembly of Student Senate.
  - a. At the Student Senate General Assembly meeting during which Senate is approached by an student organization for recognition, the organization may be questioned by Senators.
  - b. Recognition of the student organization in question will be brought to a vote at that meeting.
  - c. If approved, the Campus Organizations Committee Chair will forward the said student organization's constitution and bylaws to the University Student Activities Committee.
    - i. The Campus Organizations Committee Chair will notify the Chair of the University Religious Affairs Committee that a meeting of the University Religious Affairs Committee is needed.
    - ii. The Campus Organizations Committee Chair will notify the Office of Greek and Student Activities of the approval of the proposed student organization.
  - d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
    - i. If approved, the student organization continues with the recognition process.
    - ii. If not approved, the student organization may reapply for recognition with Student Senate after four weeks.
10. When the University Religious Affairs Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
11. The University Religious Affairs Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Religious Affairs Committee.
12. After the constitution and bylaws of the student organization have been revised to the approval of the approval of the University Student Activities Committee, the University Religious Affairs Committee will vote either approve or deny recognition of the organization.
  - a. Upon approval of the student organization, the University Religious Affairs Committee will notify the Student Campus Organizations Committee Chair.
  - b. If the student organization is not approved by the University Religious Affairs Committee, the organization must reapply for recognition and go through the entire recognition procedure after a period of twelve weeks has passed.
13. The Campus Organizations Committee Chair will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
  - i. The Campus Organizations Committee Chair will notify the Office of Greek and Student Activities of the approval of the proposed student organization.

14. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
15. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.
16. After the constitution and bylaws of the student organization have been revised to the approval of the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the organization.
  - a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Greek and Student Activities, and the Vice President of Student Affairs.
    - i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
  - b. If the student organization is not approved by the University Student Activities Committee, the organization must reapply for recognition and go through the entire recognition procedure after a period of twelve weeks has passed.
17. The Office of Greek and Student Activities will register and establish a file for the new student organization.

## **V. LAW STUDENT ORGANIZATION RECOGNITION PROCEDURE**

1. Students interested in forming a new student organization should pick up the New Student Organization Recognition Packet from the Office of Greek and Student Activities in McIntosh Center.
2. Students in the proposed organization should complete the New Student Organization Recognition Packet, write a constitution, and write bylaws.
3. Return the completed Student Organization Recognition Packet, constitution, and bylaws to the Office of Student Senate. The Student Senate Campus Organizations Committee Chair will distribute copies of the Recognition Packet, constitution, and bylaws to the Interfraternity Student Bar Association for its approval.
4. If the Student Bar Association approves the student organization, then it will notify the Student Senate Campus Organizations Committee Chair. The Campus Organizations Committee Chair will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.
5. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
6. The Student Senate Campus Organizations Committee Chair will notify the organization when it may present itself at the General Assembly of Student Senate.
  - a. At the Student Senate General Assembly meeting during which Senate is approached by an student organization for recognition, the organization may be questioned by Senators.
  - b. Recognition of the student organization in question will be brought to a vote at that meeting.
  - c. If approved, the Campus Organizations Committee Chair will forward the said student organization's constitution and bylaws to the University Student Activities Committee.
    - i. The Campus Organizations Committee Chair will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.

- ii. The Campus Organizations Committee Chair will notify the Office of Greek and Student Activities of the approval of the proposed student organization.
  - d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
    - i. If approved, the student organization continues with the recognition process.
    - ii. If not approved, the student organization may reapply for recognition with Student Senate after four weeks.
- 7. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
- 8. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.
- 9. After the constitution and bylaws of the student organization have been revised to the approval of the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the organization.
  - e. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Greek and Student Activities, and the Vice President of Student Affairs.
    - i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
  - f. If the student organization is not approved by the University Student Activities Committee, the organization must reapply for recognition and go through the entire recognition procedure after a period of twelve weeks has passed.
- 10. The Office of Greek and Student Activities will register and establish a file for the new student organization.

## **VI. CONDITIONS FOR MAINTAINING RECOGNITION STATUS**

In order for any officially recognized student organization to remain recognized by Ohio Northern University, it must adhere to the following procedure:

1. The student organization must have a current (current is defined as within the last five years) constitution and bylaws on file with the Office of Greek and Student Activities.
2. The student organization must submit a current officer list and current roster to the Student Senate and the Office of Greek and Student Activities.
3. A roster and officer list must be submitted by the end of fall quarter or fall semester annually, at a date set by the Campus Organizations Committee.
  - a. A revised roster and officer list must be submitted by the end of spring quarter or spring semester annually, by a date set by the Campus Organizations Committee. Alternatively, at the approval of the Campus Organizations Committee Chair, a student organization may submit the revised roster and officer list following the student organization's spring quarter officer election.
  - b. The roster and officer list must include the students' ID numbers, the president's or leader's email address and campus address, and must be verified by the faculty advisor.
  - c. The Campus Organizations Committee and the Office of Greek and Student Activities shall decide and execute the best method to collect and maintain information each year.
4. Within two weeks after a student organization elects, selects, or appoints new officers, the organization must notify the Campus Organizations Committee of the new officers.

5. If the student organization does not comply with sections 1-4 above, it will be declared “inactive” for a minimum of one quarter until it is in compliance with the recognition procedure. If there are unusual or extreme circumstances surrounding the noncompliance, the Campus Organizations Committee reserves the right to reconsider the penalty.
6. If the student organization is inactive for three consecutive quarters, the Campus Organizations Committee will notify the Office of Greek and Student Activities that the organization is inactive.
7. Once a student organization is declared inactive, it will be removed from the Student Handbook and lose all privileges associated with being a recognized student organization of Ohio Northern University.
8. To regain recognition, a student organization must follow the procedure for becoming a recognized student organization as enumerated in the Student Organization Recognition Procedure.

## **VII. EXPEDITED RECOGNITION PROCEDURES FOR HONORS DAY ORGANIZATIONS**

- A. An Honors Day Organization is an organization which (a) is faculty initiated, (b) is chartered by a national honors society, and (c) has as its sole function the designation of students to be honored for their academic achievement. The determination of whether an organization is an Honors Day Organization shall be made by the Office of the Vice President for Academic Affairs.
- B. An Honors Day Organization may obtain recognition by utilizing informal procedures established by the Office of the Vice President for Academic Affairs. When those expedited procedures are followed, the organization does not follow the procedures set forth above in Sections II through VI.

# *Student Organization Application for Recognition*

- Instructions:
- 1) Read the Student Organization Recognition Procedure
  - 2) Complete the Student Organization Application for Recognition
  - 3) Complete the Student Organization Officer Form
  - 4) Create an organization constitution and bylaws (guidelines are attached)
  - 5) Submit the Application for Recognition, Officer Form, constitution, and bylaws to the Office of Student Senate, Campus Mailbox #1050. ***Email a Microsoft Word version of the constitution and bylaws to the current Campus Organizations Committee Chair, Megan Monaco, at m-monaco@onu.edu.***

Date: \_\_\_\_\_

Proposed Name of Organization: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_ Student ID: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## Proposed Faculty/Staff Advisor(s)

I, \_\_\_\_\_, am willing to serve as the advisor to said organization.  
(print name)

I, \_\_\_\_\_, am willing to serve as the advisor to said organization.  
(print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Phone

## Explanation of purpose:

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## Membership Qualifications:

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## National/Regional/Local Affiliation (If Applicable):

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## Time of Year When Officer Election/Appointment Occurs (Be specific):

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Please affix the names, signatures, and student ID numbers of at least seven (7) proposed charter members.

Name	Signature	Student ID
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

*Please submit this application, officer form, constitution, and bylaws, to the following address:*

*Office of the Student Senate  
c/o Megan Monaco  
Campus Organizations Chair  
Campus Mailbox #1050*

*In addition, the constitution and bylaws must be submitted electronically via email attachment to the Campus Organizations Chair of Student Senate, Megan Monaco (m-monaco@onu.edu).*

For Office Use Only			
Date Received: _____	Initials: _____	Date Processed: _____	Initials: _____

# *Student Organization Officer Form*

The Student Organization Officer Form is required to be completed by an organization applying for recognition and by any recognized organization within two weeks after its officer elections or appointments.

Organization Name: \_\_\_\_\_

<b>Officer Title</b>	<b>Name</b>	<b>Email Address</b>	<b>Student ID</b>

Time of Year When Elections Occur (Be specific):  
\_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

*Please submit this application, officer form, constitution, and bylaws, to the following address:*

*Office of the Student Senate  
c/o Megan Monaco  
Campus Organizations Chair  
Campus Mailbox #1050*

*In addition, the constitution and bylaws must be submitted electronically via email attachment to the Campus Organizations Chair of Student Senate, Megan Monaco (m-monaco@onu.edu).*

# GUIDELINE for Writing a Constitution for a Student Organization

*This document is a guideline for writing a constitution for an organization. A constitution states the purpose and overall structure of an organization; it is the foundation of the organization and should not have to change often. By no means is this document the ultimate authority on writing a constitution, but it is merely a guide for the major sections you should include in a constitution.*

CONSTITUTION  
NAME OF ORGANIZATION  
OHIO NORTHERN UNIVERSITY  
ADA, OH

Article I. **Name of Organization** (The name of this organization shall be \_\_\_\_)

Article II. **Statement of Purpose**

Section 1. State purpose of the organization.

Section 2. It is the responsibility of (name of the organization) to uphold the Student Handbook, University policies, and the educational mission of Ohio Northern University.

Article III. **Membership**

Section 1: Elected Members

1.1 Qualifications

1.2 Duties

1.3 Term

1.4 Vacancies

1.4 Succession of officers

Section 2: Appointed Members (if applicable)

2.1 Qualifications

2.2 Duties

2.3 Term

2.4 Vacancies

Section 3. General Membership

3.3 Eligibility of members (Who can be in the group? Students living in Residence Halls? Engineering students? Sophomores and juniors?)

3.1 (Name of the organization) must accept new members without regard to race, religion, national or ethnic origin, gender, age, or disability.

3.2 Membership is limited to enrolled students and/or faculty, staff, and administration of ONU.

3.3 Students should comprise fifty percent plus one member of the total membership.

Article IV. **Committees**

Section 1: Purpose of committees (how and why are they important to the function of the organization)

Section 2: Establishment of committees (how are they established and eliminated)

Article V. **Advisors**

Section 1. (Must include the following statement.) (Name of organization) will have an advisor who is a member of the administration, faculty, or staff at Ohio Northern University.

Section 2. (Name of organization) shall select an advisor (describe how organization shall select advisor and how long he or she may serve as an advisor)

Article VI. **Method to Amend Constitution**

Section 1. Describe who may propose to amend constitution

Section 2. Describe how members will be notified of proposed change

Section 3. Describe how member may propose amendment

Section 4. Describe how proposed amendment may be voted upon (2/3 vote of the membership is required to pass amendment)

Date Revised: \_\_\_\_\_

# GUIDELINE for Writing Bylaws for a Student Organization

*This document is a guideline for writing bylaws for an organization. Bylaws should describe the internal functions and procedures of the organization, and it should be a flexible document. By no means is this document the ultimate authority on writing bylaws, but it is merely a guide for the major sections you should include in bylaws.*

BYLAWS  
NAME OF ORGANIZATION  
OHIO NORTHERN UNIVERSITY  
ADA, OH

Article I. **Membership**

- Section 1. Describe who may become a member and when she may do so
- Section 2. Describe types of members (active, inactive, honorary, etc.)
- Section 3. Describe provisions for removal/expulsion of a member if she is not fulfilling her role. Describe the grounds on which members may be removed.

Article II. **Committees**

- Include sections outlining standing (permanent) committees and their duties
- Include sections on special committees and how they are created and dissolved

Article III. **Finances** (must include the following sections)

- Section 1. The ultimate responsibility for financial obligations of (name of organization) rests with the membership.

(Select one of the following statements that is an appropriate description of the means in which your organization will administer funds.)

- A. On-Campus Account (Funds deposited and expended through the Office of the Controller and Purchasing Office following their guidelines.)
- B. Off-Campus Account (Funds deposited through a banking institution in Ada following University guidelines)
- C. No Account Necessary (Include only if your organization does not intend to generate money.)

Section 2. (Statement of whether or not dues shall be collected and when they are due. Include a section on how it is decided how much dues should be.)

Section 3. Statement(s) on how funds will be distributed (e.g. Members shall submit a request to the treasurer for funds, which must be approved by the treasurer and president)

Article IV. **Elections**

- Section 1. Name who is responsible for conduction election
- Section 2. Elections shall occur (time of quarter/year)

- Section 3. Describe percentage of votes necessary to be elected (usually a majority)
- Section 4. Method of balloting (open/secret)
- Section 5. New officer shall assume office (describe when)

Article V. **Meetings**

- Section 1. Describe when regular meetings occur
- Section 2. Procedure for Special Meetings (indicate who has authority to call special meeting and the minimum period of time given to members for notification of special meeting)

Article VI. **Method to Amend Bylaws**

- Section 1. Describe who may propose to amend bylaws
- Section 2. Describe how members will be notified of proposed change
- Section 3. Describe how member may propose amendment
- Section 4. Describe how proposed amendment may be voted upon (2/3 vote of the membership is required to pass amendment)

Article VII. **Quorum**

(Statement of what fraction of members constitutes a quorum. A quorum is needed to conduct votes (elections, amendments to constitution/bylaws).

Article VIII. **Parliamentary Authority**

Include source of parliamentary authority—usually Robert’s Rules of Order

Date Revised: \_\_\_\_\_