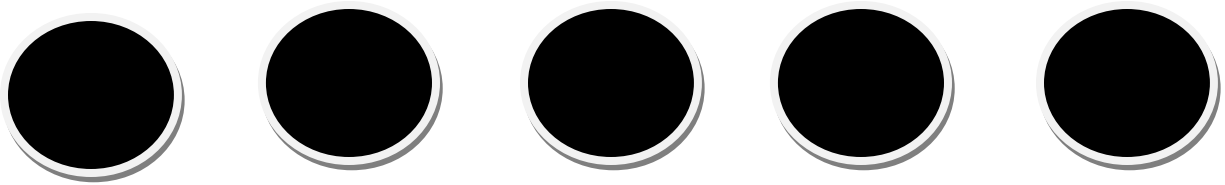


How to Begin a New Student Organization



**This packet describes the five main steps
of how to create (or reactivate)
a student organization at Radford University.**

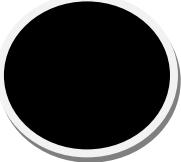


Office of Student Leader Resources

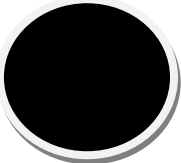
Department of Student Activities
Radford University

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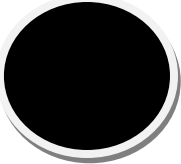
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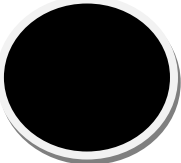
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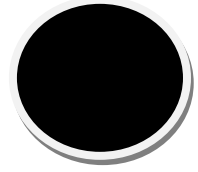
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Introduction



Congratulations! You have decided to begin a new student organization or reactive an inactive organization. Radford University encourages this form of student involvement – for, students benefit substantially from being involved in campus organizations. During the next semester, the Office of Student Leader Resources will offer assistance during your new endeavor.

Getting Started

The first step in beginning or reactivating a new student organization is to let the Office of Student Leader Resources know about the idea. The following page is the Application for Registration. It is the responsibility of the proposed student organization to complete the form and return it to the Associate Director for Student Activities and Leadership in Hurlburt Student Center Room 226. One of the many roles of the Associate Director for Student Activities and Leadership and the Graduate Assistant for Leadership is to provide assistance to students forming or reactivating an organization. The student contact(s) for the proposed organization need to set an appointment immediately with the Graduate Assistant for Leadership or Associate Director for Student Activities and Leadership so the organization can discuss the new idea. Club recognition occurs throughout the year.

Key information required on the Application for Registration:

1. Student contact name, address, phone, and e-mail
2. Faculty/Staff advisor, name, address, phone, and e-mail
3. The name of the proposed student organization
4. General interest meeting information

Application for Registration Proposed Student Organization at RU



Complete the form below and submit it to the Associate Director for Student Activities and Leadership in Hurlburt Student Center Room 226.

Proposed Organization Name:	
Description of Organization:	
Name of Student Contact:	Phone:
Address:	E mail:
Name of Faculty/Staff Advisor:	Phone:
Department and RU PO Box::	E mail:

- Picked up a copy of the “How to Begin” packet from the Office of Student Leader Resources or download it from <http://www.radford.edu/stuact/forms.html>
Date: _____
- Met with the Graduate Assistant for Leadership or Associate Director for Student Activities and Leadership to discuss the “How To Begin” packet.
Date: _____ New Organization Reactivating an Organization
- Schedule three general interest meetings to gather interest on campus. Scheduling is handled through the Information and Event Planning Office, in the main lobby of Hurlburt Student Center.
Meeting #1 date/time/place: _____
Meeting #2 date/time/place: _____
Meeting #3 date/time/place: _____

The Committee on Clubs and Organizations (COCO)

What is COCO?

The Committee on Clubs and Organizations (COCO) is an internal governance committee that is comprised of one faculty member, two students (undergraduate or graduate), the Graduate Assistant for Leadership, and the Associate Director of Student Activities and Leadership. Additional persons may be included as non-voting members as needed to conduct the committee's business.

What is the function of COCO?

The committee recommends, reviews, and administers policy regulating student clubs and organizations. The committee grants official recognition to student clubs and organizations in accordance with the authority delegated to the committee by the Vice President for Student Affairs.

Who is the responsible administrator for COCO?

Recommendations from COCO are submitted for review and comments to the Assistant Vice President for Student Affairs/Director of Student Activities.

Who helps my organization schedule a meeting with COCO?

The contact between the proposed organization and COCO is the Associate Director of Student Activities and Leadership (Hurlburt Student Center Room 226). The Associate Director of Student Activities and Leadership serves as chairperson for COCO.

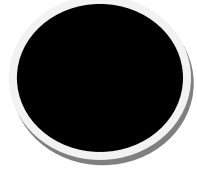
When will new groups present to COCO?

Club recognition occurs throughout the year. New student organizations present their constitution and purpose to COCO only after they have completed each step in the pre-recognition process and the constitution has completed the first step in the review and revision process. Groups are scheduled on a first-come first-served basis. For presentation, groups are invited to bring one to three organization members and an advisor that have worked closely with the formation process.

How will new groups be notified of COCO's decision?

The committee hears all the presentations and then meets in private for discussion. The organization is notified via email by the Graduate Assistant for Leadership within 24 hours of COCO's decision.

Forming a New Organization



Checklist

This checklist provides a way to keep track of the steps in the organizational process of being recognized or reactivated by the University.

- Pick up a copy of the “How to Begin” packet from the Office of Student Leader Resources or download it from the following website:
<http://www.radford.edu/stuact/forms.html>.

- Meet with the Graduate Assistant for Leadership or Associate Director for Student Activities and Leadership to discuss the “How To Begin” packet.

Date: _____ New Organization Reactivating an Organization

- Meet with other students interested in helping start the organization. Schedule three general interest meeting(s) to gather interest on campus. Scheduling is handled through the Information and Event Planning Office, in the main lobby of Hurlburt Student Center.

Meeting #1 date/time/place: _____

Meeting #2 date/time/place: _____

Meeting #3 date/time/place: _____

- After the first or second general interest meeting, begin discussions with other interested students about the organization of the group’s constitution. Student organizations applying for recognition must have at least seven current RU student members and an advisor who is a current fulltime or adjunct faculty/staff member at RU.
- Submit the group’s constitution for initial review via email to the Graduate Assistant for Leadership or Associate Director of Student Activities and Leadership.
- Revisions - If constitution revisions are needed, the proposed organization will meet with the Graduate Assistant for Leadership and makes the necessary changes then resubmits the constitution to the Graduate Assistant for Leadership.

- After the review and revision process is complete, the Associate Director of Student Activities and Leadership will submit your constitution to the Committee on Clubs and Organizations (COCO) for review. The Associate Director of Student Activities and Leadership schedules the proposed organization on COCO's agenda. The proposed organization will have a representative at the review meeting.
 - Presented to COCO/date: _____
 - Decision of COCO: _____
 - Student organization notified: _____

- Make appointment with the Graduate Assistant for Leadership to review COCO's decision and possible constitution revisions.

- Revisions - If further constitution revisions are needed, the proposed organization makes the necessary changes and resubmits the constitution to the Graduate Assistant for Leadership.

- If the organization is approved by COCO, meet with the Graduate Assistant for Leadership for an orientation session (Leadership Odyssey information):
 - Learn about RUInvolved
 - Register your organization on RUInvolved
 - Receive club/organization leader and advisor manual
 - Receive mailbox assignment
 - Discuss setting up an e-mail account and web site

- Schedule regular organization meetings for the remainder of the semester through the Information and Event Planning Office (Hurlburt Student Center).

Student Organization Categories

Radford University has established a system for categorizing all clubs and organizations in order to help students identify the purpose/goal of the organizations. By understanding club categories, one will gain a better understanding of the club's goals, the members' interests, and how the organization fits at Radford University.

Academic Honor Fraternity

Groups associated with a particular major or subject area - membership is by invitation only

Activity

Variety of groups assembled to pursue a particular interest

Curriculum

Groups associated with a specific department, major, or subject area - membership is open to all those interested

Greek Letter

The Interfraternity Council is the governing body for the NIC fraternities on campus. The National Association of Latino Fraternal Organizations, Inc. is the council governing the Latino fraternal organization on campus. The National Pan-Hellenic Council is the governing body for the historically African American sororities and fraternities on campus. The Panhellenic Council is the governing body for the NPC sororities on campus

Leadership (two different categories)

Organizations - groups that have an affiliation with a nationally recognized organization

Representatives - students participate in an application and selection process for positions to represent RU within a department or program

Programming

Groups that are responsible for all-campus programming such as concerts, theater, lectures, comedians, annual events, and movies

Religious

Groups affiliated with a particular belief system or denomination

Residence Hall Associations

Councils involved with programming within the residential halls and community outreach

Service

Groups interested in providing service to the community at-large

Social Action

Groups bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests

Sport & Recreation

Sport enthusiasts competing and interacting on non-divisional competition levels

Student Government Association

Governing council of the student body that exists to facilitate the representation of student opinion

Student Media

Student-run, student-based, media with formats ranging from the newspaper to the World Wide Web

Building a New or Reactivating a Student Organization

Publicity

The hardest part about starting a new organization is letting everyone know about the opportunity! To do this, the new organization should publicize to students, faculty and staff. The best place to start is by designing a flyer. A flyer allows the new organization the opportunity to tell people about the group's purpose, how to make contact, and where the new group interest meetings are held. Organizations can post flyers on bulletin boards across campus simply by seeking permission at a few key offices.

When posting information about an organization, always answer the following questions:

1. Who are you?
2. What is the group's purpose?
3. Why should someone be interested in your group?
4. When are you meeting? Time? Place? Date?
5. Who is the contact?

Interest Meetings

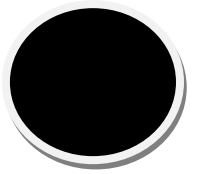
Every new organization is allowed three general interest meetings to gather support and feedback. These meetings can be held within the Hurlburt Student Center or across campus. The location sometimes is vital to the recruitment of members. For example: If the group is a new visual arts organization, the group should consider meeting in Porterfield or Powell, where most of the prospective members take classes.

The purpose of the general interest meetings is to inform people about the organization and gather supporters. Those attending want to hear why the new group is forming and how students can become a part of it.

Suggestions for interest meetings include:

- Provide a variety of times. Do not hold all three meetings on Wednesday at 2 p.m.
- Keep the meetings short, approximately 30 minutes to an hour.
- Allow time for those attending to get-to-know each other.
- The main speakers during the meeting should be the student contacts with supportive comments from the faculty/staff sponsor.
- Allow time for suggestions and questions from the audience.
- Provide information, in writing, to those attending on how to become involved, when the next interest meeting is to be held, and who to contact for questions.

Getting Organized



Organizational Bodies

Executive Board

Elected or appointed officers charged with organizational responsibilities

Advisor

University contact to provide support and advice

Membership

Body of involved students

Executive Board

The following are typical or suggested duties assigned to Executive Board members.

President

- Preside at organization meetings
- Facilitate Executive Board meetings
- Represent the organization to the University
- Meet weekly with the advisor
- Be aware of all money matters
- Assist all executive officers
- Serve as spokesperson for the Executive Board and organization
- Provide motivation for the organization
- Prepare for all meetings
- Coordinate campus wide programs
- Serve on various committees or task forces
- Prepare prior to all interviews
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the Executive Board of other meeting information
- Organize Executive Board retreats
- Prepare for the annual banquet
- Coordinate the Executive Board transition for new officers

Vice President

- Preside at organization meetings in the absence of the President
- Serve as Parliamentarian (if relevant)
- Direct constitutional updating and revision
- Facilitate elections
- Serve as a liaison to committees
- Perform other duties as directed by the President

Secretary/Recorder

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and advisor
- Prepare an agenda with the President for all meetings
- Keep the organization informed
- Maintain attendance (roll call) at all meetings
- Maintain a calendar of events and the office

- Serve as the organization's recognition coordinator
- Maintain a phone and e-mail directory of all members
- Maintain name tags and folders for all members
- Organize an end-of-year slide show or scrapbook
- Reserve meeting rooms for the semester and year
- Advise on public relations
- Perform other duties as assigned by the President

Treasurer

- Prepare the organizational budget
- Serve as chair of finance committee (if applicable)
- Prepare purchase orders, requisition forms, or supply requests
- Audit books twice per semester with advisor
- Maintain a financial history of the organization
- Inform the executive board of all financial department personnel matters
- Serve on various committees and task forces
- Coordinate solicitations
- Claim all stolen or lost equipment
- Maintain an inventory of all equipment and its condition
- Make quarterly reports of all receipts and disbursements
- Perform other duties as directed by the President

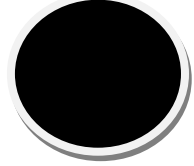
Advisor

- Meet weekly with the organization's President
- Meet weekly with the Executive Board
- Attend organization meetings
- Give a report during the organization meeting
- Keep the Executive Board informed on University matters
- Maintain a relationship with University accounting
- Audit finances with the treasurer
- Attend and advise delegations during trips to conferences, business meetings, etc.
- Provide developmental activities to Executive Board to assist with team development
- Assist the organization with election concerns
- Respect and encourage all organizational functions
- Provide a background history and insight to the organization
- Maintain a history of the organization
- Hold a goal-setting meeting for the Executive Board
- Coordinate an Executive Board retreat annually
- Assist with risk management education/decisions

Committee Chairs

- Hold goal-setting meeting for special projects
- Organize volunteers to handle specific duties
- Report back to Executive Board, Advisor, and membership as progress is made

Writing a Constitution



The Foundation of Your Organization

A strong foundation gives the proposed organization what it needs to last the test of time. The constitution is the most important organizational document. It gives the group purpose, direction, and guidance. The language should be clear and concise, leaving little room for interpretation. Depending on the complexity of the organization, a constitution can be a simple two-page document or can expand to more than twenty pages. The goal is not to answer every possible issue, but to provide a framework so that members can address any issue that may arise. Whether an organization is framing or revising a constitution, several issues should be considered by the organization's leaders.

Constitutional Issues

The following issues are vital aspects to be considered, as recommended by Advising Student Groups and Organizations, written by Norbert Dunkel and John Schun, 1998:

1. The constitution should include all the elements required by the campus office that registers student organizations.
2. If the organization is the custodian of a foundation account, scholarship, or fellowship funds, there should be information about how funds will be distributed if the organization is dissolved.
3. A constitutional committee should be identified by the organization's president to review the document periodically.
4. The advisor should meet with the committee to provide historical perspective and advice on legal or financial matters, and to listen to discussion. The advisor should have a copy of the constitution and should review it at least annually to stay informed as to its contents.
5. Finally, the constitution approval process should be reviewed by the committee to gain an understanding of the time involved for constitutional approval. In most cases, the constitution is approved by a committee, presented to the membership, and adopted by a two-thirds vote of the membership. The constitution then begins the approval process directed by the University.

Constitution Guidelines

All constitutions (and bylaws) must address specific topics. While they do not have to follow this outline exactly, the following format is used by a majority of student organizations.

However, the required statements under each section must be included.

Article I: Name of Organization

Name of organization and national affiliate (if applicable): If the organization has a national affiliate, copies of the national affiliate's bylaws and constitution must be presented for review and be added to your group's folder in the Office of Student Leader Resources.

Article II: Purpose

The purpose should state why the organization exists and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.

Article III: Membership

Section 1. General Requirements

A statement defining who is eligible for membership must be included. Membership can be open to all RU students, faculty, and staff; however the organization is free to decide, for themselves, what they believe and who may be a part of their organization (i.e. Democrats need not include Republicans, vegans can exclude meat eaters, Christian groups can exclude non-believers or those of different faiths, etc.).

As the University carries out its mission to prepare students to live and work in a pluralistic society, it is our hope that all student organizations will recognize the valuable learning experience which is offered through club participation. If this club sponsors a public event in University facilities (e.g., an all-campus dance) or receives University funding for an event, it will permit equal and open access to that event by all members of the Radford University community.

Section 2. Categories of Membership

The types of membership (active, inactive, alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus organizations shall consist only of matriculated students, faculty, and staff of this institution. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:

- 1) Inactive members - persons who have been but no longer are, voting members of the organization, for reason as defined by the organization's constitution and/or bylaws.
- 2) Alumni of the organization who are no longer enrolled at Radford University.
- 3) Special members - a limited number of persons (who may not be affiliated with the University) who qualify for membership according to specifically stated criteria established for special membership. Criteria

for special membership must be sufficiently specific and appropriate to meet with the approval of the Committee on Clubs and Organizations (COCO).

Section 3. Qualification and Privileges

The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that the majority of voting members must be students.

Section 4. Selection Process

The selection process must be listed for each type of membership.

Section 5. Removal Procedures

The reasons for removal and process must be listed for the membership.

Article IV: Meetings

A statement of the quorum (the minimum number of members who must be present before an official meeting can take place) must be included.

Section 1. The number of meetings (e.g., per month/semester/year) should be listed.

Section 2. The specific guide to parliamentary procedure (e.g., Robert's Rules of Order, Newly Revised) must be listed.

Section 3. Quorum defined - A quorum is the minimum number of members who have to be at a meeting for the group's business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended upon to attend to regular meetings.

Section 4. Majority defined - For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

Article V: Dues

Section 1. How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather to explain how the dues will be calculated.

Section 2. When dues will be collected, who will collect the dues, and the checks and balances system. If the organization has rolling membership (meaning that the organization accepts new members year round), what will be the basis for charging of dues?

Article VI: Officers

Section 1. List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

Section 2. All qualifications for holding an office must be stated, including the statement "Only full-time students (12 semester hours) may serve as officers."

Section 3. Duties of each officer explained. This is not an exhaustive list, but does list the main responsibilities.

Section 4. A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period of time.

Section 5. A statement explaining the reasons for removal of an officer and the specific procedure must be included.

Article VII: Advisor

Section 1. A statement requiring the designation of a faculty or staff advisor(s) from Radford University must be included. (Note: The advisor must be a current fulltime or adjunct faculty or staff member at RU.)

Section 2. The advisor's duties must be stated. ***The following statement must be included: "The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with Radford University policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford."*

Section 3. A specific method of election must be explained.

Section 4. A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.

Article VIII: Committees (Optional)

Section 1. Executive Committee

Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

Section 2. Standing Committees

Many organizations establish regular standing committees to handle needs such as membership, publicity, and social events. These committees are lead by one Executive Board member and consist of active members. If this section is applicable, each committee should be listed individually. Items such as the formation procedure and the function of each committee can be addressed in the bylaws or the constitution.

Section 3. Special Events Committees

These committees are formed and dissolved as a specific need is addressed. For example: The group may co-sponsor a community clean up project with another organization on campus. The Executive Board would ask one Board member and a handful of active members to organize the group's efforts. Once the project is complete the Special Events Committee is dissolved.

Article IX: Responsibilities

***The following statement must be included: "The organization will adhere to University policies, the Constitution and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford."*

Article X: Amendments

Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

Section 2. The statement must be included that, “Any revisions to the constitution and/or bylaws must be approved by the Associate Director for Student Activities and Leadership.”

Sample Constitution

Constitution of the XYZ Society at Radford University

Article I: Name

The name of this organization shall be the XYZ Society affiliated with the National Chapter of the XYZ Society at Radford University.

Article II: Purpose

The purpose of the XYZ Society is to prepare members for a better understanding of and appreciation for future club formation at Radford University.

Article III: Membership

Section 1. General Requirements

Membership is open to all Radford University students, faculty, and staff. Members must belong to both the national and local organizations through the payment of dues.

Section 2. Categories of Membership

Active members of XYZ shall be determined by the chapter activity, payment of dues, and national affiliation. Chapter honorary members may be selected by any chapter in recognition of significance or accomplishment.

Section 3. Qualification and Privileges

Active membership carries voting privileges. Privileges include participation in activities and programs sponsored by the organization.

Voting qualifications are as follows:

1. Members must be currently enrolled at Radford University
2. Membership must be in good standing as defined by the current Executive Board
(*define good standing here...*)
3. Members must have paid their dues to the national and local organization

Section 4. Selection

New members can be selected each semester (*describe process here...*).

Section 5. Removal

Members of XYZ may be removed from chapter membership only for just cause by a vote of 3/4th of the entire voting membership. Any such removal must be approved by the chapter advisor.

Article IV: Meetings

Section 1. Meetings will be held twice a month during the academic year and special meetings may be called if necessary.

Section 2. Business will be conducted according to Robert's Rules of Order, Newly Revised. In case of voting tie, the president will cast the deciding vote.

Section 3. A quorum is two-thirds (2/3) of the active members.

Section 4. A simple majority, (50%, plus one) rules.

Article V: Dues

Section 1. Dues shall be a combination of national and local chapter dues to be paid one month prior to initiation of members. Chapter dues shall be set yearly at the first meeting held in the fall semester of each academic year. National dues are set by the National Executive Committee.

Section 2. Dues shall be collected by the treasurer within 60 days of the first meeting of the semester. The president and advisor will review dues collection on a monthly basis.

Article VI: Officers

Section 1. The XYZ officers shall be: President, Vice President, Recorder, and Treasurer. The Executive Board shall be: President, Vice President, Recorder, Treasurer, and Advisor.

Section 2. (Qualification for Officers) Only full-time students may serve as officers. In addition, they must be in members in good financial standing with the organization.

Section 3. Duties of the officers are as follows:

1. President- Provides leadership and overall direction for the campus chapter. Prepares and maintains a calendar of scheduled chapter events and oversee the chapter meetings.

2. Vice-President- Assists the President in the management of campus chapter affairs; fills in for the President in his/her absence; appoints member(s) to serve as coordinator of committee chairs as needed.

3. Recorder- Maintains membership records, conducts correspondence with the members and relevant others, issues announcements at all meetings, prepares and maintains the minutes of all meetings, and maintains historical records of the campus chapter.

4. Treasurer- Receives and disburses funds and manages the financial affairs of the campus chapter, keeps a voucher system to account for all expenses and serves as chairman of the fund raising committee.

Section 4. A majority vote of the active membership will determine the election of officers. Elections will be held mid-Spring semester for the following academic year. Officers will serve a term of one full academic year.

Section 5. Officers can be recommended for removal by the Executive Board for just cause or if they fail to meet membership qualifications, fail to execute the duties of the office, or fail to satisfactorily attend the general and executive board meetings, unless excused by the president or advisor(s). Approval by a majority vote of the active membership is necessary.

In case of resignation or dismissal, the outgoing officer must notify the Executive Board which consists of the officers and advisor(s). The unoccupied position will be filled by appointment by the Executive Board unless the unfinished term of the officer is longer than a month before the annual spring elections, in which case an election will be held to fill the vacancy for the remainder of the term.

Article VII: Advisor(s)

Section 1. A current fulltime or adjunct faculty or staff member of Radford University will be eligible to be the campus chapter advisor.

Section 2. The advisor(s) shall work closely with the organization in coordinating activities to ensure they are conducted in compliance with Radford University policies, and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.

Section 3. The advisor(s) will be recommended by the Executive Board and elected by a majority vote of the active membership. The purpose of the advisor(s) is to help give members guidance in policies and procedures concerning this organization.

Section 4. The advisor(s) will be removed for just cause at the recommendation of the Executive Board and removed by a majority vote of the active membership.

Article VIII: Committees

Section 1. Executive Committee

The Executive Committee consists of the Executive Board and Committee Chairs. On a monthly basis, the Executive Board will meet to discuss issues pertaining to the chapter. All Board members and Committee chairs are required to attend these meetings.

Section 2. Standing Committees

a. XYZ will have the following Standing Committees: 1. Fundraising Committee; 2. Programs Committee; 3. Promotion Committee; 4. Membership Committee; 5. Publications and Service Committee.

b. Members sign up for committees in which they have an interest. A designated Executive Board member serves as chairman for each committee. In case of a voting tie, the chairperson shall cast the deciding vote.

Section 3. Special Event Committees will be set up as needed by the campus chapter. The committee chair will report committee activities at each general meeting as appropriate.

Article IX: Responsibilities

The organization will adhere to University policies, the Constitution, and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford.

Article X: Amendments

Section 1. Proposed amendments to the constitution of the Radford University chapter of the XYZ Society must be brought forth during a regular business meeting. The amendment must then be presented to a quorum of the organization at the next regular business meeting. All active members must be notified in writing of the proposed amendment. A two-thirds vote of the active membership shall be required for adoption.

Section 2. Any revision of the constitution must be reviewed and/or approved by the Associate Director for Student Activities and Leadership.

Committee on Clubs and Organizations Constitution Review Checklist

This is the constitution review checklist used by members of COCO.
This checklist can help you ensure that all major aspects of the constitution are included.

Date: _____

Name of Club/Organization _____

Type of review

- _____ New club or organization
- _____ Reactivation of a former club or organization

Purpose of the organization

- _____ Included
- _____ Not included

Membership

- _____ General requirements (including faculty/staff)
- _____ Categories of membership listed
 - _____ Qualifications
 - _____ Privileges
- _____ State the majority of voting members must be students
- _____ Statement of membership eligibility (*reference page 13 of this guide – membership/general requirements*)
- _____ Selection procedures
- _____ Removal procedures

Dues, who determines (if applicable)

Number/frequency of meetings

Quorum defined

Robert's Rules of Order, Newly Revised or other parliamentary guides

Officers

- _____ List of officers
- _____ State qualifications (must be a full time student)
- _____ Explain duties (including who is responsible for finances)
- _____ Selection process
- _____ Removal procedures

Advisor

- _____ Must be a member of RU faculty/staff
- _____ State responsibilities

- Selection procedures
- Removal procedures

Committees (optional)

- Membership requirements
- Membership responsibilities
- Quorum defined

Responsibility Statement

- Included
- Not included

Amendments

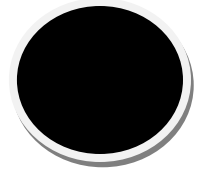
- Proposal and approval procedures
- Percentage vote required for approval
- Reviewed by the Associate Director of Student Activities and Leadership and/or Graduate Assistant for Leadership

Required Constitutional Review Statements

Advisor: “...shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with the RU policies and the laws of the USA, the Commonwealth of VA, and the City of Radford.”

Responsibilities: “The club will adhere to University policies, the constitution and laws of the USA, the Commonwealth of VA, and the City of Radford.”

Grand Opening



Establishing a New Organization on Campus

Now that the new student organization has completed its registration, it is time to let the campus know about the organization.

The first step is to complete the Application for Registration form and return it to the Associate Director of Student Activities and Leadership as soon as possible. This simple step makes it possible for you to receive student leader emails, mailings, information, and also allows for the release of contact information to prospective members.

Recruiting New Members

Increasing the membership pool is usually the top priority of most new student organizations. Take some time to consider creative ways the organization can recruit new members.

During the recruitment process, please be sure to keep in mind that all clubs/organizations are held to the same standards – the Standards of Student Conduct.

Becoming More Involved on Campus

The energy and momentum of a new organization can quickly subside if it is not maintained. To keep the organization active, it must become involved on campus. Here are just a few suggestions to maintain involvement and visibility:

- Participate in Club Fair (once the organization is recognized)
- Attend campus leadership conferences and workshops
- Co-sponsor events on-campus with other organizations
- Attend sporting and/or R-SPaCE events as a group
- Keep an updated profile on RUInvolved

RUInvolved

It is the online communication and management tool for clubs/organizations, student leaders, and advisors. RUInvolved is a site that will revolutionize the way you and your club/organization do everything!

RUInvolved enables you and your organization to:

- Track your student involvement
- Create a student involvement transcript
- Register your organization online
- Manage membership and participation
- Store files and documents
- Communicate with your members
- Hold online elections

Visit RUInvolved today!

- Log into Radford University's portal.
- Click on the green RUInvolved icon (on the top right).
- Create a new account by entering the required information.
- After creating a new account, you may need to log out and then re-enter the site.
- Start browsing clubs and organizations, updating your organization's profile, etc.

**Office of Student Leader Resources
Hurlburt Student Center Room 235
540/831-7127
ruleader@radford.edu**