

HOW TO ESTABLISH A RECOGNIZED STUDENT ORGANIZATION at IDAHO STATE UNIVERSITY

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STEPS FOR RECOGNITION OF AN ISU STUDENT ORGANIZATION

1. Recruit a minimum of 8 registered Full Fee Paying ISU students to be members of your organization (minimum of 6 registered students required for Idaho Falls & Meridian organizations).
2. Write a constitution for your organization. Constitutions **MUST** include the appropriate non-discrimination clause (see **Conditions for Recognition** sub-point **B**) and **MUST** state that all officers be registered Full Fee Paying ISU students.
3. An advisor who is a full time ISU faculty or staff member.
4. Complete **REGISTRATION FORM** with signatures of at least 8 (or 6 for Idaho Falls & Meridian) registered students and your advisor.
5. Turn in your constitution and registration form to the Student Organizations Office at:

Student Leadership & Engagement Center
921 S. 8th Ave. Campus Box 8170
Pocatello, ID 83209

6. Schedule a meeting with the Student Organizations Program Coordinator to review your constitution.
7. Attend the next ASISU Senate meeting and present constitution for Senate approval. Senate meetings are held at 7:00 pm in the Sargeant Family Board Room, 3rd floor Pond Student Union.

CONDITIONS FOR RECOGNITION

A. LAWS - Student organizations must abide by federal, state, and local laws as well as all University regulations.

B. DISCRIMINATION - The following statement must be included in club/organization constitutions

"This organization will not deny membership to any person on the basis of race, religion, sex, gender, sexual affection/orientation, disability, age, marital status, veteran status, ethnicity, national origin, color, language or creed."

C. MEMBERS - Only currently registered students (full-time and part-time) and currently employed faculty/staff shall be eligible for active membership status in student organizations. Only full fee paying registered students with a minimum 2.0 GPA shall be eligible to serve as appointed or elected officers in recognized student organizations. Persons may be admitted as associate members (non-students) if the organization's constitution or by-laws permit. No faculty, staff, or associate members can hold executive office positions, preside, officiate, or vote within a recognized student organization.

Pocatello campus organizations must have a minimum of eight (8) currently enrolled students as active members at the time recognition is sought.

Idaho Falls & Meridian campus organizations must have a minimum of six (6) currently enrolled students as active members at the time recognition is sought.

In order to retain recognized status, this minimum number of students must be maintained. Should membership status fall below the stated number of members, the organization will be placed on probation by the Student Organizations Office for a period of one academic year. At the end of the probationary period the organization's status will be reviewed by the Student Organizations Office. An updated membership roster showing the required number of members may be submitted to the Student Organizations Office at any time during the probationary period. At that time the club or organization may be released from its probationary status. Recommendations for exemptions to this policy will be made by the Student Organizations Office and sent to the Student Senate for final approval.

- D. PURPOSE** - The purposes of a student organization must not conflict with the educational functions or established policies of the University. No student organization will be granted recognized status if it is determined that its purposes and/or functions duplicate those of an already existing recognized student organization. Furthermore, no student organization will be permitted to retain recognized status if it is determined that it is not fulfilling its constitutionally stated purposes and/or functions.
- E. HAZING** - Recognized student organizations may not engage in hazing activities. Hazing is defined as: any activities that cause exhaustion, loss of sleep, or interfere with study time needed for superior college effort; activities that could cause physical injury to any individual such as requiring feats of endurance; any activities that could cause sickness or death, such as requiring an individual to eat or drink anything, or eating repulsive-looking food from an objectionable container; any act of perversion; subjecting individuals to road trips, kidnaps, or leaving them to find their way home without resources and directions.
- F. RELATIONS OF THE UNIVERSITY TO STUDENT ORGANIZATIONS** - Recognition of student organizations and other ASISU affiliates shall not be construed as agreement, support, or approval by ASISU, but only as a process of recognition which confers certain rights and responsibilities. Further, campus organizations and other ASISU affiliates have a strong obligation to avoid representation or give the impression that their actions reflect the views of ASISU.
- G. DELEGATION OF AUTHORITY FOR RECOGNITION** - The authority to recognize student organizations has been delegated by the University President through the Dean of Student Affairs to the Office of Student Organizations and the Associated Students of Idaho State University.
- H. ADVISORS** - Organizations are required to have an ISU faculty or staff advisor. If the only available advisor is a part-time faculty or staff member the organization must have approval from the Student Organizations Office.

RECOGNITION/REGISTRATION

Student Organizations are considered Recognized and Registered when they have an up-to-date constitution and a current registration form on file with the Student Organizations Office. Organizations are considered Recognized and Inactive when they have an up-to-date constitution on file, but have not completed a registration form for the current academic year.

In order for a student organization to be recognized, they must submit a constitution for approval to the Student Organizations Office. The student organization seeking recognition must have a student representative meet with the Student Organizations Program Coordinator in order to gain recognition. Recommendation will be submitted to the ASISU Senate for final approval.

At the beginning of each fall semester, **ALL CURRENTLY RECOGNIZED ORGANIZATIONS MUST BE REGISTERED** with the Student Organizations Office. A registration form is placed in each club mailbox. This form requires clubs to list officers, contact information, member names, and president and advisor signatures. **Clubs will not be registered until this form is turned in to the Student Organizations Office.**

If an organization is inactive for more than three years, it will lose recognition. To regain recognition, all procedures for initial recognition must be followed.

PRIVILEGES OF RECOGNITION

Upon recognition by ASISU, the student organization will be granted the following privileges:

1. Privilege to be listed as a recognized student organization at ISU.
2. Privilege to sponsor or present a public performance on University property when facilities have been properly reserved and regulations and rules are followed.
3. Privilege to reserve the use of University facilities (some restrictions and fees may apply).
4. Meeting rooms may be reserved free of charge.
5. Privilege to include the name Idaho State University in the club's official title.
6. Privilege to request funds from ASISU subject to the regulations of the University and ASISU Finance Committee.
7. Privilege to conduct fund-raising projects on campus.
8. Privilege to participate in all-University events.
9. Privilege to request co-sponsorship with the Student Activities Board.
10. Privilege to establish organizational dues.
11. Privilege to invite organizational speakers.

12. Privilege to post signs and distribute literature in accordance with University regulations.
13. Privilege to use services of the ISU Motor Pool.
14. Privilege to have posters designed and distributed on campus (some restrictions apply).

ROLE OF ADVISORS IN STUDENT ORGANIZATIONS

The University views the service performed by faculty/staff members advising student organizations as an important contribution to the total mission of the University. Student organizations closely aligned with academic departments or courses of study usually select faculty advisors from those departments. In some instances department chairpersons or Deans assign such responsibility. Student organizations sponsoring extra-curricular activities not directly related to an academic department may select members of the faculty and staff at large as advisors. Each faculty/staff member selected must remain a full-time employee of ISU to retain the status of official advisor. Exceptions must be requested from the Student Organizations Office.

The philosophy of faculty/staff advisorship of student organizations is based upon several premises. The most important of these is that meaningful educational relationships will develop between student groups and their advisors and that these relationships are beneficial to the students, to the advisors and to the University community as a whole. Other benefits to be derived from serving as advisors include the following:

1. Advisors can offer organizations experience to assist in the growth and development of leadership within the organization.
2. Advisors provide a degree of continuity to student organizations whose composition change from year to year as new students enter and graduate.
3. Advisors' knowledge of University operations enable them to assist organizations in facilitating programs and the achievement of organizational goals.
4. As an employee of the institution, the advisor is in a position to assist the University as well as the organization by working with groups to assure that organizational programs and activities are educational in nature, they contribute to the total educational mission of the institution, and ensure the organization is worthy of continuing recognition and association.

The Student Organizations Program Coordinator has the responsibility of approving campus organizations and advisors from the faculty/staff. It is the responsibility of each student organization to submit the names of advisors.

Advisorship is both beneficial and time consuming. Organizations should therefore, attempt to find advisors who are available and have time to devote to the organization. This will assure the group more attention from their advisor and permit the benefits of advisorship to be shared with others on the faculty and staff.

In accepting the position of advisor for a student organization, the faculty/staff member

should be present at as many activities and meetings as possible for the group he or she is advising. Some organizations meet frequently at times this can be inconvenient for a single advisor. However, it is possible for organizations to have more than one advisor.

SPORT CLUBS

Questions concerning the Sport Club Council should be directed to the Director of Campus Intramural's at 282-3516.

FINANCIAL MANAGEMENT

Cash Management

1. All student organizations, except those approved for an exemption, are required to process all financial transactions through the Student Leadership & Engagement Center. The Finance Technician will process all deposits and expenditures for these accounts. Funds **may not** be deposited in off-campus accounts, such as commercial banks or credit unions. Upon registering the club, you will be eligible to apply for ASISU funding after completing the supporting documents and trainings.
2. The Finance Technician will provide monthly account statements. Organizations may obtain up-to-date account information anytime during business hours.
3. Requirements for expenditures are:
 - a. Complete a request for payment form, this form **must have** two authorized signatures.
 - b. Provide original itemized receipts that show the business name and description of goods or services purchased.
 - c. Return unused cash and original receipts within ten (10) working days when a cash advance is given.
4. Reimbursements up to \$200.00 can be issued in the Student Leadership & Engagement Center. Payments in the form of checks may take up to twenty (20) days to process.

Tax Reporting

1. The University and related activities are subject to sales tax and unrelated business income tax (UBIT) regulations. All organizations are responsible for collecting taxes and the University is responsible for all tax reporting and payments from the organization accounts to the appropriate tax agency. Please contact the ASISU Student Affairs Fiscal Officer to determine if activities will be taxable.
2. Donations to your student organization account are considered tax deductible. Donors will receive a receipt from the Foundation Office.

Product Sales on Campus

1. The University holds contracts with vendors to supply the campus with products and services. These contracts often give the vendor exclusive rights for sales on campus; therefore, you may be prohibited from selling some items or services. Please check with, Purchasing, Student Union Scheduling and Event services, and Catering offices before making commitments to sell any products or services.

Cash Funds

1. Change funds may be issued to organizations on a temporary, event-by-event basis. The funds and revenue from the event should be returned to the Student Leadership & Engagement Center within three (3) working days after the event.
2. Cash Advances may be issued up to \$200. These monies should be accounted for with the Finance Technician within three (3) working days after receiving the advance.

DRAFTING OR REVISING A CONSTITUTION

Groups lacking formal structure or a constitution seldom last more than a few months...if that long. A constitution serves as an outline of how a group will function and perpetuate itself without ongoing internal conflict and debate. If prepared well, your constitution will prove itself invaluable.

Constitutions and all revisions/amendments must be submitted for consideration to:

Student Activities Coordinator
Student Leadership & Engagement Center
Campus Box 8170
Pocatello, ID 83209

Certain information must be addressed in a constitution in order for the group to function efficiently and to protect the rights of all members. Constitutions must comply with University policy and local, state, and federal laws. Student organizations are strongly urged to use gender-free terminology in the writing of their constitution.

Following is a sample constitution that will help you write your constitution. It is recommended that you use the same format as shown in the sample. Each section is discussed separately and an explanation of what should be in that section is included. Keep in mind that your constitution should be specific to your organization and is meant to cover the basic functions of your group.

Please feel free to call or visit the Student Leadership & Engagement Center if you have any questions. We are located on the 1st floor of the Pond Student Union, Room 112 or you can call at 282-3451.

HEADING: IDENTIFY THE DOCUMENT AS THE CONSTITUTION, ALONG WITH THE NAME OF YOUR GROUP. CONSTITUTIONS SHALL BE SPECIFIC TO ISU. STATE AND NATIONAL CONSTITUTIONS ARE NOT ACCEPTED.

IDAHO STATE UNIVERSITY
CONSTITUTION OF THE SUPER FANS

PREAMBLE

We, the members of the Super Fans of Idaho State University do hereby constitute ourselves an organization subject to the following provisions.

NAME: STATE THE CHOSEN NAME OF YOUR GROUP IN THE BODY OF THE CONSTITUTION. REMEMBER, THIS WILL BE THE OFFICIAL NAME REQUIRED ON ALL POSTED MATERIALS.

**ARTICLE I
NAME**

The name of the organization shall be Super Fans of Idaho State University. All official documents shall bear this name.

PURPOSE: DESCRIBE THE KEY FACTORS FOR THE EXISTENCE OF YOUR GROUP. CHOOSE A PURPOSE THAT WILL BE ACTIVELY SUPPORTED BY THE MEMBERS IN ORDER TO MAINTAIN RECOGNITION. PURPOSE CAN BE DETAILED (1ST EXAMPLE) OR GENERAL (2ND EXAMPLE).

1st Example

**ARTICLE II
PURPOSE**

Section I Purpose

1. To support all Bengal athletic teams by providing crowd support, pep rallies, fund raising, and other needed support.
2. To work with ISU students, cheerleaders, campus organizations and staff in the improvement of Bengal athletics.
3. To work with the general community in the improvement of Bengal athletics.
- D. To provide an environment at athletic functions where school spirit can be enhanced.

2nd Example

**ARTICLE II
PURPOSE**

The purpose of this organization shall be to establish and strengthen bonds of friendship, to promote the moral and intellectual development of its members, and to advance and promote the field of athletics.

MEMBERSHIP: MEMBERSHIP REQUIREMENTS MUST BE STATED IN THEIR ENTIRETY.

- A. DESCRIBE THOSE ELIGIBLE FOR MEMBERSHIP. STUDENT ORGANIZATION MEMBERSHIP AT ISU IS LIMITED TO CURRENTLY REGISTERED FULL FEE PAYING STUDENTS AND CURRENTLY EMPLOYED FACULTY/STAFF. TO COMPLY WITH FEDERAL AND ASISU GUIDELINES, PLEASE INCLUDE THE FOLLOWING STATEMENT: "THIS ORGANIZATION WILL NOT DENY MEMBERSHIP TO ANY PERSON ON THE BASIS OF RACE, AGE, RELIGION, SEX, SEXUAL ORIENTATION, PHYSICAL HANDICAP, COLOR, MARITAL STATUS, NATIONAL ORIGIN, LANGUAGE OR CREED."
- B. VOTING PRIVILEGES - ADDITIONAL CRITERIA CAN BE REQUIRED FOR MEMBERS TO RECEIVE VOTING PRIVILEGES. THIS HELPS ENSURE THAT THOSE VOTING HAVE A VESTED INTEREST IN THE GROUP. FOR EXAMPLE SOME REQUIREMENTS COULD BE: DUES AND REGISTRATION - A MEMBER MUST HAVE PAID CURRENT DUES AND SIGNED THE CURRENT MEMBERSHIP ROSTER IN ORDER TO BE REGARDED AS A VOTING MEMBER.

**ARTICLE III
Membership**

Section I General Members

Membership in Super Fans is open to all ISU students, faculty, and staff. This organization will not deny membership to any person on the basis of race, age, religion, sex, sexual orientation, physical handicap, color, marital status, national origin, language or creed.

Section II Voting Members

- A. Voting members of Super Fans shall consist of all full fee paying student members who have shown vested interest in the club by having paid club dues for the current school year and have signed the current membership roster.
- B. Each voting member will have only one vote.
- C. Executive officers are appointed from the club membership and will retain voting privileges.

MEETINGS: THIS SECTION SHALL ADDRESS:

- A. FREQUENCY OF MEETINGS - SET A TIME-FRAME FOR MEETINGS, SUCH AS WEEKLY, MONTHLY, OR ANNUALLY. A REGULAR MEETING TIME AND PLACE HELPS ATTENDANCE AND COMMUNICATION.
- B. DISCUSS WHO CAN CALL SPECIAL MEETINGS. FOR EXAMPLE YOU MIGHT DESIGNATE A MINIMUM OF TWO SEPARATE PEOPLE THAT ARE AUTHORIZED TO CALL A SPECIAL MEETING. YOU SHOULD ALSO DESIGNATE THE NUMBER OF HOURS IN ADVANCE OF THE MEETING THAT MEMBERS WILL BE NOTIFIED.
- C. QUORUM - STATE THE PERCENTAGE OF THE MEMBERSHIP THAT MUST BE PRESENT AT A MEETING IN ORDER TO CONDUCT BUSINESS AND HOW DECISIONS WILL BE MADE. FOR EXAMPLE 2/3 OF THE VOTING MEMBERSHIP CONSTITUTES A QUORUM AND 51% OR SIMPLE MAJORITY IS NECESSARY TO PASS AN ISSUE.
- D. STATE THE REFERENCE GUIDE TO BE USED IN PARLIAMENTARY INSTANCES NOT COVERED IN THE CONSTITUTION AND BY-LAWS (EX. ROBERTS RULES OF ORDER).
- E. AGENDA - OUTLINE THE STANDARD AGENDA YOUR GROUP WILL FOLLOW :
 - 1. ROLL CALL
 - 2. READING OF MINUTES
 - 3. OLD BUSINESS
 - 4. NEW BUSINESS
 - 5. ADJOURNMENT

ARTICLE IV
Meetings

Section I Meetings

- A. The Super Fans will meet monthly during fall and spring semesters. Time and place of meetings shall be determined by the executive board.
- B. Special meetings may be called by the president or the advisor, allowing for a 24 hour period of advance notice.
- C. Quorum shall consist of 2/3 of the voting membership. Quorum may pass an issue with simple majority vote (51%).
- D. Roberts Rules of Order shall be used to conduct meetings.
- E. The following agenda shall serve as the standard of meetings for Super Fans:
 - 1. Roll call
 - 2. Reading of minutes
 - 3. Old business
 - 4. New business
 - 5. Adjournment

OFFICERS: LIST EACH OFFICE ALONG WITH THE DUTIES/AUTHORITY OF EACH OFFICE. YOU MUST INCLUDE THE STATEMENT THAT "ONLY OFFICIALLY REGISTERED STUDENTS WITH A MINIMUM 2.0 GPA SHALL BE ELIGIBLE TO SERVE AS ELECTED OR APPOINTED OFFICERS."

ARTICLE V
Administration

Section I Eligibility

Only officially registered students with a minimum of 2.0 GPA shall be eligible to serve as elected or appointed officers of Super Fans.

Section II Duties of Executive Board Officers

- A. President:
 - 1. To preside at all meetings of Super Fans.
 - 2. To enforce the Constitution, By-Laws, and other regulations of Super Fans.
 - 3. To call special meetings.
 - 4. To communicate the needs of Super Fans to ASISU and other organizations.
 - E. To fulfill any duties associated with this office, but not specifically mentioned in this Constitution.
- B. Vice President:
 - 1. To preside in the absence of the president.
 - 2. To assist all committees and keep the president informed of their progress.
 - 3. To serve as parliamentarian.
- C. Secretary:
 - 1. To keep a permanent record of all minutes and committee reports.
 - 2. To keep an accurate and complete roster for all voting members.
 - 3. To ensure distribution of mail to each organization.
 - 4. To act as the communicator between the president and all member committees.
 - 5. To serve as historian of the Super Fans.

D. Treasurer:

1. To keep an accurate record of all financial transactions of the Super Fans.
2. To deposit and withdraw funds of the Super Fans.
3. To execute the appropriate process in order to request and obtain funds from ASISU.
4. To report to the executive board and the general membership on the financial position of the Super Fans.

Section III Executive Officer Attendance

Executive officers are required to attend all regularly scheduled meetings. If an officer misses two meetings, a warning will be issued; if a third meeting is missed, the individual will be subject to removal as determined by the executive board.

Section IV Removal of Officers

Any officer can be removed by a two-thirds (2/3) majority vote of the voting membership of the Super Fans at two consecutive meetings.

ELECTION (OR APPOINTMENT) OF OFFICERS: SOME EXAMPLES FOR PROCEDURES FOR ELECTION OF OFFICERS COULD INCLUDE:

- A. FREQUENCY OF ELECTIONS/ELECTIONS HELD IN THE SPRING/TERM OF OFFICE
- B. METHOD OF ANNOUNCING ELECTION AND LENGTH OF NOTICE REQUIRED.
- C. METHOD OF NOMINATION FOR OFFICE.
- D. QUORUM FOR ELECTIONS - 51% MINIMUM VOTE REQUIRED TO PLACE IN OFFICE.
- E. PROCEDURE FOLLOWED IF OFFICE IS VACATED BEFORE FULL TERM.
- F. OFFICERS MUST HAVE A MINIMUM 2.0 GPA, HOWEVER ORGANIZATIONS MAY SET A HIGHER MINIMUM IF THEY DESIRE.

ARTICLE VI
Elections

Section I Nominations

- A. During the first Super Fans meeting in March, the president will open nominations. Any voting member may nominate any other voting member for office. At the following Super Fans meeting nominations will be closed.
- B. All candidates must be registered full fee paying students and have a minimum 2.0 GPA to be nominated for, or voted into, any Super Fans position.

Section II Elections

- A. The election of officers shall be held at a well-publicized meeting, two weeks after nominations.
- B. Elections will be held by secret ballot. A plurality vote for each position is required.

Section III Transition of Officers

Newly elected officers shall take office after a one month transition period.

FINANCES: LIST THE PEOPLE RESPONSIBLE FOR THE COLLECTION AND DISBURSEMENT OF FUNDS. DESIGNATE WHO WILL BE AUTHORIZING EXPENDITURES. DEFINE MAJOR AND MINOR EXPENDITURES. IT IS SUGGESTED THAT MEMBERS VOTE ON MAJOR EXPENDITURES.

**Article VII
Finances**

Section I Authorization of Funds

The treasurer will be responsible for the collection/disbursement of funds and opening a student organization account in the ASISU office. Major expenditures will be authorized by the membership. Major expenditures (\$100 or more) will be authorized by majority vote of the membership. Minor expenditures (less than \$100) will be authorized by the president, or the vice president in the absence of the president and the faculty advisor. All expenditures shall require the signatures of one of the officers and the advisor.

ADVISOR'S ROLE: DESCRIBE THE RELATIONSHIP OF THE ADVISOR TO YOUR GROUP. FOR MORE INFORMATION SEE "ROLE OF ADVISORS FOR STUDENT ORGANIZATIONS" IN THIS INFORMATION PACKET. IT IS SUGGESTED THAT THE ADVISOR BE ONE OF THE AUTHORIZED SIGNATURES ON THE ORGANIZATION FINANCIAL ACCOUNT.

**ARTICLE VIII
Advisor**

Section I Requirements and Removal

- A. The advisor shall be a full-time faculty or staff employee of Idaho State University.
- B. An advisor can be recommended for removal from the position by the Super Fans executive board if:
 - 1. They are not contributing to the Super Fans in a positive manner.
 - 2. Any reason not mentioned but still deemed appropriate by the executive board.

AMENDMENTS: DESCRIBE THE PROCESS FOR AMENDING YOUR CONSTITUTION AND BY-LAWS. THE FOLLOWING ARE TWO EXAMPLES THAT COULD BE USED:

- A. TIME REQUIREMENTS - AMENDMENTS SHOULD BE READ AT TWO CONSECUTIVE MEETINGS BEFORE THE VOTE IS TAKEN.
- B. PERCENTAGE VOTE REQUIRED - USUALLY AMENDMENTS REQUIRE A MAJORITY VOTE OF 2/3 THE CURRENT MEMBERSHIP TO BE ADOPTED.

**ARTICLE IX
Amendments**

Any member of the Super Fans may sponsor any amendment. The amendment must be approved by a two-thirds (2/3) majority vote of members present. The proposed amendment is not ratified until approved by ASISU.

SIGNATURES: INCLUDE THE SIGNATURES OF THE PRESIDENT AND FACULTY/STAFF ADVISOR, ALONG WITH THEIR UNIVERSITY TITLE, AND DATE SUBMITTED.

President, Super Fans

Advisor, Super Fans

Advisors University Title

Date Submitted

ADDITIONAL ITEMS: ADDITIONAL ITEMS MAY BE COVERED IN YOUR CONSTITUTION, BUT REMEMBER THAT IT SHOULD BE GENERAL INFORMATION THAT WILL NOT CHANGE FREQUENTLY.

ANNUAL REVIEW: ANNUAL REVIEWS OF YOUR CONSTITUTION SHOULD BE CONDUCTED TO ENSURE THE ORGANIZATION IS OPERATING IN ACCORDANCE WITH CONSTITUTIONAL PROCEDURES AND PURPOSES.

For Information Contact:

Val Davids
Student Organizations & Greek Life Coordinator 282-3451
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