

BALL STATE UNIVERSITY

INTENT TO ORGANIZE FORM

FOR GROUPS INTERESTED IN BECOMING
RECOGNIZED BALL STATE STUDENT ORGANIZATIONS

Name of Group: _____

Purpose of Group: _____

Acting President
or Chairperson: _____ (This person must be a Ball State student)

Address: _____

Telephone: _____ E-mail: _____

Additional Officers/
Student Contacts: _____ E-mail: _____

_____ E-mail: _____

Organization's on-campus mailing address: _____

Faculty Advisor: _____ Department: _____

Telephone: _____ E-mail: _____

Signature of President
or Chairperson: _____ Date: _____

Signature of Advisor: _____ Date: _____

Submit completed Intent To Organize form and constitution to Student Life, AC 402. Questions? Call 285-2621.

This section for office use only

The privileges accorded a temporary group will be in effect until this date:

Date ITO received:

Date constitution received:

Date sent to SAC:

BECOMING A RECOGNIZED STUDENT ORGANIZATION

What To Do To Become a Recognized Student Organization:

1. Review the information in the Intent To Organize packet.
2. Submit to Student Life (AC 402) a completed Intent To Organize form and a constitution for your organization.
3. Wait for approval from the Student Activities Committee.

Things To Consider Before Beginning the Process:

There are specific guidelines that must be followed in order to form a new student organization and become recognized at Ball State. But before you begin the process, there are other issues to consider so as to effectively organize your new student group.

1. Purpose –
 - How will your organization be defined?
 - What are your proposed goals?
 - What are you hoping to accomplish?
 - How do you fit in on campus?
 - What role do you want to play?
 - How will you pick an advisor?
 - Is there a department with whom you can or will be affiliated?
2. Membership –
 - Are there other people you already know who would want to join?
 - How are you going to identify other potential members?
 - How will you convince them to join your organization?
 - What will this group have to offer? Can people find this elsewhere?
 - What kind of commitment will members have to make?
 - What makes this group unique?

Details on Becoming a Recognized Student Organization:

1. Completing the Intent To Organize Form (ITO):
 - a. Ball State students interested in starting a student organization that is recognized by the university must complete and submit the ITO form.
 - b. All student organizations are required to have an advisor who must be a Ball State faculty member or professional staff member.
 - c. All student organizations are required to have an on-campus mailing address. If you do not currently have an on-campus address, there are mailboxes located in the Student Center that are available to student organizations. If you are interested in securing a mailbox, you may speak with the support staff in the Office of Student Life and one will be assigned to your organization. ***(Because of construction at the Student Center, mail may be picked up from the Student Life office in its temporary location at AC 402.)***
2. Creating and Submitting a Constitution:
 - a. Follow the requirements as stated in the Constitution Construction Guide contained in this packet.
 - b. All organizations submitting constitutions for consideration shall be required to include in their constitutions a statement regarding membership which **limits** regular membership to Ball State University students, faculty, and staff. If the

statement “membership is open to...” is included, the constitution will not be accepted for consideration.

****Please note that once a student organization becomes recognized, it will be difficult to change the name of the organization in the future. The new student organization database interacts with the Alumni Center’s database and changing a group’s name once the organization becomes recognized will causes issues with the database interaction.****

Once the Intent to Organize form is completed and the constitution is created, submit the completed ITO form and constitution to the Office of Student Life, located in AC 402. The ITO form and constitution will then be forwarded to the Student Activities Committee. The Committee, which convenes approximately once a month during the academic year, will review the materials. Any constitutions submitted during the summer months will be reviewed at the first committee meeting in the fall. The Committee will consider as many proposals as time allows during each meeting and the group will be notified by email of any revisions have been requested by the Committee or notified in writing if recognition as a campus organization has been granted.

NOTE: Groups interested in eventually becoming a social sorority or fraternity will be referred to the appropriate local governing council (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Council) for additional consultation. Final approval for these groups depends upon meeting the requirements established by the appropriate national governing organization as well as those of the university. Until approved by the local governing council, organizations are not permitted to use the name or designations of the inter/national Greek organizations specifically affiliated with IFC, NPHC, or PHC.

Student Organization Privileges

1. Completion and submission of the ITO form to the Office of Student Life confers the following campus privileges upon the new group for a limited period of time:
 - Inviting membership
 - Obtaining an organization mailbox in the Student Center
 - Publicizing the meetings of the group
 - Reserving meeting rooms

2. Once the constitution has been approved by the Student Activities Committee, and the group is a recognized student organization, the following privileges will be granted:
 - Holding fund-raising activities
 - Opening a financial account through the Controller’s Office (AD 301)
 - Obtaining an organization username and password for the purpose of a webmail account or web space on the Ball State server
 - Participating as a group at University-sponsored functions (i.e. Activity Fair, Homecoming events)
 - Utilizing counsel from Student Legal Services (SC L-17)

CONSTITUTION CONSTRUCTION GUIDE

The Constitution Construction Guide outlines the basic elements of a constitution. It will be helpful to use as a reference when creating your organization's constitution and bylaws.

A constitution sets forth the purpose, describes the structure and establishes the identity of an organization. Items that are central to your organization should be included in your constitution, while items subject to revision should be placed within the bylaws.

It is important that your constitution be able to withstand year after year. Refrain from including information that may change, such as specific amounts for dues or a certain time for meetings.

Preamble

The preamble is a statement about the establishment and purpose of the constitution. The name of the organization, a reference to the membership, and a brief purpose of the organization should be included.

We the members of [name of organization], subscribing to the policies and regulations of Ball State University, do hereby establish this constitution to govern the matters within our organization.

Article I – Name

State the name of the organization. Also be sure to add any appropriate acronyms the organization may be referred to and include any national or local affiliations.

The name of this organization shall be [formal name of organization] henceforth referred to as [formal name of organization] and/or [acronym/shortened name].

Article II – Purpose

The purpose of the group should be stated in a single comprehensive, yet concise, sentence. This statement can be similar to a mission statement. Lettered subparagraphs should be used in the case that parts of the purpose need explanation. State the purpose and activities of your organization in a way that will be easily understood by individuals who may not be familiar with your organization.

Points that generally appear in purpose statements may answer, but are not restricted to, the following questions:

- What is the mission of the organization?
- To what ends was the organization formed?
- What are the organization's objectives?
- How does the organization fit into Ball State University's Mission Statement?
 - Ball State University is an innovative, supportive academic community that inspires students by:
 - Offering action-oriented learning, including immersive out-of-class experiences, research, and study abroad.
 - Providing extraordinary access to and collaboration with professors who create scholarship to advance knowledge, improve teaching, and transform learning.
 - Engaging state, national, and international communities to enhance educational, economic, and cultural development.
(Ball State University Mission Statement, accessed online at www.bsu.edu)

If the group is a branch of a national organization, include a statement distinguishing this group from the national organization. For example, "The Ball State University History Club is a local chapter of the National History Club." If the constitution of the national organization is submitted,

it *will not* be approved by the Student Activities Committee. The constitution must be tailored to fit the local organization.

The purpose of [name of organization] shall be to [name points] in order to [name benefits to those in membership] in accordance with the Ball State University mission to [include part of mission statement that fits with benefits and points].

Article III – Membership

Identify who is eligible for membership in the organization and include a non-discrimination policy. This section *must* contain a statement that *limits* organization membership to Ball State University faculty, staff, and currently enrolled students (alumni or community members are not eligible to be members). Recommended items to include in a non-discrimination statement are as follows: race, religion, color, gender, sexual orientation, physical or mental disability, national origin, or age in selection of members.

Include a description of different types of members (if applicable to the organization) such as “active”, “associate”, “honorary”, etc.; how they become members; and any distinct rights or limitations of these members.

The qualifications for membership should be included in this article. The number of meetings or activities that members are required to attend (if applicable) should be specified. Keep in mind that membership distinction cannot conflict with the paragraph above regarding the statement that members must be current students, faculty, or staff.

If there are fees or dues required, include that information in this article. It is recommended that you not include a specific dollar amount, but rather use a general statement. A separate article for financial obligations can be added immediately following this article if the financial obligations are complex. If this organization is a local organization affiliated with a national organization and national dues are required, include a general statement in the article regarding national dues.

Include a section regarding how a member can voluntarily withdraw and how they can change status (if applicable to the organization). A section may also be necessary regarding the involuntary removal of members: the process, the grounds, an appeal process, etc.

You will need to define a quorum in a later article, but it may be necessary to add the number needed for quorum in the case of voting on membership or to expel a member. You will need to choose a number for attendance to cast a vote and how many of these members have to vote a particular way to pass a vote (e.g. In order to expel a member, three-fourths of the membership must be present with a majority vote to pass the expulsion).

Section 1. Membership Eligibility. Membership in [formal name of organization] shall be limited to Ball State University faculty, staff, and students currently enrolled at the University and include [name other eligibility requirements]. Members of [organization name] can be classified as [insert classifications, i.e. active, associate, etc.] with members of [insert classifications] having voting rights. Individuals become members by [insert way to become a member].

Section 2. Non-discrimination Policy. [Name of organization] shall not discriminate against any individuals by refusing membership based on age, race, religion, color, gender, sexual orientation, physical or mental disability, or national origin.

Section 3. Membership Responsibilities. Members of [organization name] shall attend [meeting requirements] and pay [dues requirements] each semester. [List any other requirements for maintaining organization membership.]

Section 4. Resignation. Members shall be asked to resign from [organization name] if they [meeting and dues requirements and/or other requirements]. A quorum of three-fourths of the group's membership must be present in order to conduct a vote to request the resignation of an officer, with a majority vote necessary to pass the vote. If a member

wishes to resign from the organization voluntarily or resign from an officer position, they shall [list the protocol].

Article IV – Officers/Advisor

This article should include the officers of the organization, listed in order of rank, how they are elected, and the length of the term of office. A description of officer duties should also be included.

If the organization has an executive council of officers, state which positions sit on the executive board and what roles the council hold in regard to the entire operation of the organization. Also be sure to list any officer committees and sub-organizations, members who are involved in them, and what their purpose is to the rest of the organization.

Identify the role of the advisor. Provide a description of the advisor's role in the organization. The advisor also serves as the liaison to the Office of Student Life.

Section 1. Elected Officers. Elected officers of the [name of organization] shall be [list the elected officer positions]. A quorum of [list election quorum] shall be present in order to select the elected officers with a majority vote needed to pass the vote. Elected officers shall serve a term of [include term], at which time new officers will be elected.

Section 2. Appointed Officers. Appointed officers are selected by [list elected officers or who will be appointing officers and the process]. These officers are [list the positions]. Appointed officers will serve a term of [include term], at which time the new [include appointing members] will select new officers.

Section 3. Officer Duties.

A. [First Officer title]

1. [Job duties]

2. [Job duties]

B. [Second Officer title]

1. [Job duties]

2. [Job duties]

Section 4. Executive Council. The [list officers on the executive council] shall serve as the executive council for [name of organization]. This board will [insert the charge of the executive council].

Section 5. Committees. [Add this section only if it applies to your organization. This will look similar to the executive council section.]

Section 6. Advisors. The advisor of [name of organization] shall [include job description]. The advisor is also the liaison to the Office of Student Life.

Article V – Meetings

If the organization has a regular meeting day that will not change from year to year, you may name the day that regular meetings are to be held. However, if the organization's meeting day may change, rather than having to revise the constitution each time a meeting day is changed, it is recommended that the group state the meeting day in general terms (i.e. once a month). Define types of meetings (i.e. formal, informal, paper, etc.) and what constitutes that type of meeting (if applicable to your organization).

Define a quorum for meetings. A quorum is required for all meetings and is the minimum number of members who must be present in order for an organization to "legally" conduct business. The quorum should be as large a number of members as can reasonable be depended on to be present at any meeting. Common specifications for quorums are one-third, one-half, two-thirds, or three-fourths of the total membership. The number of quorum may change for different types meetings. For example, an organization may just need one-half to conduct business, but may require two-thirds to elect officers. Specify any of the differences in quorum requirements your organization may have.

It is a good idea to require a minimum of two officers present at every meeting. One officer would conduct the meeting and the other officer would take notes (minutes) of the meeting.

Meetings will be held [include meeting time]. Dates and times will be determined by the Executive Council. At least [list quorum] of the total membership of [organization name] must be present to conduct business in a regular meeting setting, two of which must be officers. [Include any variations of quorum for voting purposes or special meetings here as well.]

Article VI – Parliamentary Authority

Every organization should adopt a book of parliamentary procedure, such as the current edition of *Robert's Rules of Order*, to be the guide and parliamentary authority of their organization.

The rules contained in the current edition of Robert's Rules of Order shall govern the [name of organization].

Article VII – Amendments

Identify a process for amending the constitution. Amending the constitution should not be too simple of a process. This allows for stability within the organization. The constitution should always carry the precise date it was last revised. Quorum to pass an amendment to the constitution should also be higher than that of a regular business meeting. Notification of an amendment should be given at the regular meeting prior to the meeting at which an amendment will be voted.

Also, a section should be added as to when the constitution will be revised. Your organization may not need amendments for many years, but it is a good idea to look over the constitution at least every four years to make sure procedures are still occurring in the manner they are stated in the bylaws. Make sure to include this date on the constitution's latest revision.

For meetings in which the [organization name] wishes to amend their constitution, [insert quota and voting requirements]. The proposed amendment must be announced at the meeting preceding the meeting where the amendment vote will occur. The constitution shall include the date it was last revised.

Also, the constitution shall be reviewed for revisions every fourth year by the executive committee of [organization name]. The executive committee will decide if any amendments need to occur, but in the event that the constitution needs no revisions, a majority vote of the entire executive council shall pass the constitution until the following fourth year.

BYLAWS

Most organizations do not need bylaws, rather the information can be incorporated into the constitution itself and will suffice. Bylaws incorporate sections that have information and requirements that may change year to year. Larger organizations may find it necessary to add bylaws, in which case, sections should deal with the following areas:

- I. Detailed material concerning members; that is rights, duties, resignation, and expulsion procedures. Provision for honorary, associate members, or honorary officers if the organization so desires.
- II. Provision for initiation fees, if any, dues and assessments should be covered here; also details regarding delinquencies (i.e. fines, service hours, etc.).
- III. Time and method of electing officers and duties of officers if they change from year to year.
- IV. Duties, authority, and responsibilities of an executive council.
- V. The names of the standing committees and the method of choosing chairmen and committee members. The duties of the committees should also be stated.
- VI. The number or proportion of the group constitution a quorum if it changes or in the case of emergency situations.
- VII. A method to amend the bylaws. Usually a majority vote, this process should be much easier than amending the constitution.

You do not need bylaws to accompany your constitution in order to be approved as a student organization. Only use bylaws if you have more than one area that would change each year (i.e. meeting times, appointed officers, fines, etc.).

SAMPLE CONSTITUTION

This is a sample constitution for a fictional organization at Ball State University. It is intended to provide you with an illustration of a working constitution. It is NOT intended to be the required format for all constitutions. You should tailor your constitution to fit the unique qualities and needs of your organization. Use this as a guide.

CONSTITUTION OF THE BALL STATE UNIVERSITY COFFEE CLUB

PREAMBLE

We the members of the Ball State University Coffee Club, subscribing to the policies and regulations of Ball State University, do hereby establish this constitution to govern the matters within our organization.

ARTICLE I – Name

The name of this organization shall be the Ball State University Coffee Club henceforth referred to as the Ball State University Coffee Club and/or BSUCC.

ARTICLE II – Purpose

The purpose of the Ball State University Coffee Club shall be to celebrate and gain appreciation for the many fine qualities of coffee while sampling and engaging in intellectually stimulating conversation in order to better understand how and where coffee is grown and produced, the processes associated with coffee production and the cultural events of the countries of origin of the coffees being discussed in accordance with the Ball State University mission to “offer action-oriented learning, including immersive out-of-class experiences, research, and study abroad.” (Ball State University Mission Statement, accessed online at www.bsu.edu)

ARTICLE III – Membership

Section 1. Membership Eligibility. Membership in the Ball State University Coffee Club shall be limited to Ball State University faculty, staff, and students currently enrolled at the University. Members of the Ball State University Coffee Club can be classified as active or associate members with active members having voting rights. Individuals may become general members by filling out the membership form obtained from any current member of the organization.

Section 2. Non-discrimination Policy. The Ball State University Coffee Club shall not discriminate against any individuals by refusing membership based on age, race, color, gender, religion, national origin, physical or mental disability, or sexual orientation.

Section 3. Membership Responsibilities. Members of the Ball State University Coffee Club shall attend meetings monthly and pay dues at the beginning of the semester in order to become active members and have voting privileges.

Section 4. Resignation. Members shall be asked to resign from the Ball State University Coffee Club if they are absent from three consecutive meetings or have not paid their dues. A quorum of three-fourths the voting membership must be present in order to conduct a vote to request the resignation of an officer with a majority vote needed to pass the vote. If a member wishes to resign from the organization voluntarily or resign from an officer position, they shall submit a letter in writing to the president of the organization.

ARTICLE IV – Officers/Advisor

Section 1. Elected Officers. Elected officers of the Ball State University Coffee Club shall be the President, Vice-president, Secretary, and Treasurer. A quorum of three-fourths of total voting membership must be present in order to conduct a vote to select these officers with a majority vote needed to pass a vote. Elected officers shall serve a term of one full academic year, at which time new officers will be elected.

Section 2. Officer Duties.

A. President

1. Shall be responsible for the overall operation of the Ball State University Coffee Club.
2. Shall conduct all meetings.

3. Shall make sure that the officers of the club are performing the duties pertaining to their office.
 4. Shall serve as liaison between the Ball State University Coffee Club and Ball State University.
 5. Shall meet regularly with the Ball State University Coffee Club faculty advisor.
- B. Vice President
- a. Shall assume Presidential duties in the absence of the President, or in the event that the President departs from office.
 - b. Shall assist the President, when necessary, with organizational planning of meetings or activities.
 - c. Shall serve as the chairman for all committees within the Coffee Club.
- C. Secretary
- a. Shall handle all communication media association with the Coffee Club.
 - b. Shall be responsible for keeping up-to-date records of all club members and any other club affairs.
 - c. Shall be responsible for arranging and distributing meeting agendas along with schedules of events pertaining to organization events and activities.
 - d. Shall be responsible for recording and distributing minutes of the Coffee Club meetings.
- D. Treasurer
- a. Shall oversee and handle all financial matters affiliated with the Coffee Club.
 - b. Shall collect all membership dues from organization members and issue all receipts.
 - c. Shall notify the Secretary with regard to members who are delinquent in paying dues.
 - d. Shall keep up-to-date records of any organization accounts and will aid in the creation of the annual budget.

Section 3. Executive Council. The President, Vice President, Secretary, and Treasurer, as well as the faculty advisor, shall serve as the executive council for the Ball State University Coffee Club. This board will oversee all operations of the Ball State University Coffee Club.

Section 4. Advisors. The advisor of the Ball State University Coffee Club shall attend all meetings and advise the president in overseeing the operations of the organization.

ARTICLE V – Meetings

Meetings will be held monthly. Specific dates and times will be determined by the members of the Executive Council. At least one half of the total voting membership must be present in order to conduct business in a regular meeting setting, two of which must be officers. For voting on elected officers or to expel a member, three-fourths of the total membership must be present with a majority vote needed to pass.

ARTICLE VI – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Ball State University Coffee Club.

ARTICLE VII – Amendments

For meetings in which the Ball State University Coffee Club wishes to amend their constitution, three-fourths of the voting membership must be present and a majority vote is needed to pass the amendment. The proposed amendment must be announced at the meeting preceding the meeting where the amendment vote will occur. The constitution shall include the date it was last revised.

Also, the constitution shall be reviewed for revision every fourth year by the Executive Council of the Ball State University Coffee Club. The Executive Council shall decide if any amendments need to occur, but in the event that the constitution needs no revision, a majority vote of the entire executive council shall pass the constitution until the following fourth year.