

## **MIAMI UNIVERSITY HAMILTON**

### **PROCEDURES FOR STARTING NEW STUDENT ORGANIZATIONS**

Starting a new student organization at Miami University Hamilton is easy! Just follow these simple steps in order to obtain campus recognition for your organization:

1. A contact person must meet with the Coordinator of Student Activities to discuss the purpose of the proposed student organization and to review the procedures for getting started. A written statement of purpose not to exceed one full page should be submitted at this meeting or within 48 hours of this meeting.
2. Signs and announcements must be posted on campus to inform the campus community about the proposed organization. Be sure to post all signs in accordance with the guidelines regarding the utilization of campus bulletin boards. The announcements must include:
  - a. Name of the proposed organization;
  - b. Purpose of the organization;
  - c. Purpose of the organizational meeting (to elect temporary officers);
  - d. Time, date and place of the organizational meeting; and,
  - e. Name and telephone number of contact person for more information.
3. The proposed organization must select an adviser from the faculty or staff at Miami University Hamilton. Exceptions to this rule will be considered by the Coordinator of Student Activities
4. Temporary leaders must be elected in an acting capacity as president, vice president, secretary and treasurer for the proposed organization.
5. The acting president must submit a temporary registration form for the proposed organization with original signatures of all acting officers and adviser to the Office of Student Activities. The temporary registration form must be submitted within 3 days of the organizational meeting. The organization will be permitted to continue using campus facilities during the recognition process when the temporary registration form is submitted.
6. The proposed organization must draft a constitution. An outline for a constitution is included in this packet. The constitution must be clearly written and concise. Assistance in drafting a constitution is available through the Office of Student Activities. Sample constitutions are available in the Office of Student Activities.

The following types of statements must be included in an organization's constitution:

- The organization does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, or sexual orientation;
- Membership is open to all students on campus regardless of the number of credits a student is carrying;
- Membership within the organization may encompass individuals from the outside community, however no less than 80% of the total membership must be currently enrolled students at Miami University Hamilton; and,

- **Only** currently enrolled Miami University Hamilton students can hold officer positions in the organization.
7. The recognition process requires three review meetings with representatives of the proposed organization. The purpose and the constitution of the organization must be discussed and accepted at each review meeting in the following order:
    - a. Coordinator of Student Activities;
    - b. Student Concerns Committee; and,
    - c. Miami University Hamilton Senate.
  8. Upon acceptance by the Miami University Hamilton Senate, the new student organization must hold official elections for all officers within 2 weeks of the Senate meeting. The newly elected president must submit a registration form with original signatures of all officers and advisers to the Office of Student Activities within 3 days of the election meeting. A copy of the organization's current constitution must also be submitted with the registration form.
  9. The following benefits are provided to all recognized, active student organizations at Miami University Hamilton:
    - a. Use of campus facilities for meetings, programs, mail distribution and advertising
    - b. Authorization to submit request forms to conduct organization fund raisers
    - c. Assignment of a four digit code by the Student Services Internal Audit Office necessary for any financial activity to take place
    - d. Involvement in the network of student organizations on campus through leadership programs, recruitment fairs, social events and joint ventures
    - e. Eligibility to submit budget proposals to the Fund Allocation Committee for review and consideration

**PLEASE NOTE:**

RECOGNIZED STUDENT ORGANIZATIONS ARE NOT GUARANTEED FUNDING THROUGH THE UNIVERSITY. PLEASE REFER TO THE ELIGIBILITY CRITERIA AS OUTLINED IN THE MIAMI BULLETIN.

10. An organization is an "active" organization if the organization registers with the Coordinator of Student Activities annually and a copy of the organization's current constitution is on file in the office. "Inactive" organizations lose all benefits as specified above.

**MIAMI UNIVERSITY HAMILTON**  
**OUTLINE FOR STUDENT ORGANIZATION CONSTITUTIONS**

- Article I**                    **Name of Organization**
- Article II**                    **Purpose of Organization**  
*Briefly describe the purpose of the organization. List the objectives or goals of the group.*
- Article III**                    **Membership**  
*List the requirements for membership, voting status, and a statement of non-discrimination.*
- Article IV**                    **Officers and Duties of Officers**  
*List the titles and specific duties of the officers.*
- Article V**                    **Adviser**  
*List selection procedure and expectations of the adviser. Do not include the name of the adviser.*
- Article VI**                    **Nomination Election and Installation of Officers**  
*Specify the procedures for nominating, electing and installing officers. Define voter eligibility and specify the frequency and general time frame for elections in the organization.*
- Article VII**                    **Recall, Replacement and Removal of Officers**  
*Specify the procedures and criteria to recall, remove and replace officers in the organization.*
- Article VIII**                    **Meetings**  
*Specify how often the organization will meet.*
- Article IX**                    **Quorum**  
*Define a quorum for the meetings of the organization.*
- Article X**                    **Amendments**  
*Specify the procedures to amend the constitution.*