



***Guide to Forming a
New Student Club or Organization
Starter Packet***

Provided by the Office of Student Involvement

(708) 524-6527

beinvolved@dom.edu

Starting New Clubs or Organizations

The Office of Student Involvement encourages the formation of new clubs and organization that meets the interests of our students. However, we recommend that you first consult Rachel Costello, Student Involvement Coordinator, to make sure a club that meets your needs doesn't already exist. If you perceive a need, this packet will give you the information you need to get forming a club of your own.

Requirements to being a new club at Dominican University are:

1. Identify a full time faculty or staff advisor who has/will complete the mandatory advisor training process
2. Complete a Petition for Recognition Form
3. Complete a Club and Organization Registration Packet
4. Create a constitution
5. Present your group to the Student Government Association for consideration

It is highly recommended that you read through this packet thoroughly. It contains essential information regarding policies and procedures that are your organization's responsibility to know and understand.

Included in this packet:

1. Checklist for you to complete
2. Request for Recognition form
3. Petition for Recognition Form
4. Information on Advisors and the Advisor Agreement Form
5. Constitution Outline
6. Organization Annual Registration Packet

Please feel free to contact me about this process—I am committed to working through this with you. I recommend that you make an appointment to meet with me to learn more or answer any questions with the process.

Rachel Costello
Student Involvement Coordinator
rcostello@dom.edu or (708) 524-6511

Process of Recognition for New Student Clubs or Organizations

There is a checklist found on page 4. Be sure to fill it out and hand it in with the rest of your paperwork.

STEP 1: Complete the REQUEST FOR RECOGNITION sheet found on page 5. This lets the Office of Student Involvement know that you are in the process of seeking recognition. Please turn this form into Rachel Costello, Student Involvement Coordinator, in Coughlin 040.

STEP 2: Complete the PETITION FOR RECOGNITION found on pages 6-8. You must collect the signatures of 100 Dominican University students that are in favor of having your club or organization exist on campus. (A suggestion for gathering signatures would be to walk around the dining hall and cyber café during meal times and ask students to sign.) Make sure you inform each student about your group and its purpose before they sign.

STEP 3: The final forms to complete are the CLUB AND ORGANIZATION REGISTRATION FORMS found on pages 11-13. These are annual forms that all student clubs and organizations must have on file in the Office of Student Involvement and includes the need of a CONSTITUTION. An outline of a sample constitution is found on page 10. Hand in all of this paperwork to Rachel Costello, Coughlin 040.

STEP 4: Once all of the paperwork has been handed into Student Involvement and approved, the fourth and final step is to contact the Student Government Association at sga@dom.edu and request to be added to their next meeting's agenda. They will vote on your organization and decide if your group will become recognized.

Request for Recognition

This form needs to be submitted to the Office of Student Involvement to indicate your intent to form a new student group.

Submission of this form to the Office Student Involvement will grant you "Pre-Recognition Status" as a group. This means you will receive some privileges granted to formally recognized student clubs and organizations to assist in the development of your group. In addition, your group will be responsible for upholding all university policies as outlined in the Student Handbook, the Student Involvement Manual, and all other university publications.

Proposed Name of Club or Organization: _____

The proposed name may not duplicate or mimic the name of any currently recognized student group.

Primary Student Contact's Name: _____

Address: _____

Phone Number: _____

DU Email Address: _____

Name of Faculty/Staff Advisor: _____

Phone Number: _____

DU Email Address: _____

Justification for and Purpose of the Club or Organization: _____

Petition for Recognition

Proposed Name of the Organization: _____

Purpose of the Organization: _____

By signing this petition I support the recognition of this organization on Dominican University's campus.

Printed name	Signature
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Proposed Name of the Organization: _____

Purpose of the Organization:

By signing this petition I support the recognition of this organization on Dominican University's campus.

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Proposed Name of the Organization: _____

Purpose of the Organization:

By signing this petition I support the recognition of this organization on Dominican University's campus.

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Expectations and Responsibilities of a Student Organization Advisor

As an advisor, please note the following:

- Advisors must be a full-time Dominican University staff or faculty member.
- All advisors must sign the Advisor Agreement each year in the registration packet.
- Advisors must sign off on all organization check requests and event request forms. (Please ask questions regarding all charges and events before you offer your signature.)
- All new advisors are required to complete mandatory training sessions and complete/return the associated content quizzes by the stated deadlines.
- Additional required advisor training will be held once a year and ALL advisors will need to complete this training and complete/return the associated content quiz by the stated deadline.
- Organizations whose advisors do not complete the mandatory training session requirements may lose certain privileges until the training is completed.
- There are 2 optional and informal advisor roundtables each semester. These will be listed on the Student Organization Advisors myDU site. These are OPTIONAL, but advisors are free to attend and bring questions, concerns and announcements.
- Advisors will be cc'd on any official correspondence to your organization. Please read this information so you can stay in the loop with your group. (The advisor will not receive non-official correspondence i.e.. email reminders, volunteer requests)
- The organization president will be cc'd on any official correspondence with the advisor. (The president will not receive non-official correspondence i.e..email reminders)
- Advisors are asked to work with the officers in your organization and complete the Learning Outcomes Tool (LOT) with each officer each semester.
- Advisors should use the Advisor Manual and encourage student officers to use the Student Involvement Manual to help answer questions that may arise throughout the year.
- Advisors should contact the staff in the Office of Student Involvement if any questions or training needs arise.

Advisor Agreement Form

I agree to be the advisor of the _____ organization. I have received copies of and read the university's regulations contained in the Student Handbook and the Student Involvement Manual. I recognize that the requirements of an advisor are listed on page 9, yet if I have any questions, I am free to contact the Office of Student Involvement.

Name: _____

University Department: _____

Title: _____

Office Location: _____

Phone Number: _____ DU Email: _____

Signature: _____ Date: _____

Club and Organization Constitution Outline

Every club and organization is required to have a constitution on file in the Office of Student Involvement. This outline is to help you through the process of writing your organization's constitution. If you would like to see any examples, please contact the Office of Student Involvement.

Article I NAME

State what the club will be called.

Article II PURPOSE

State what the club will do to fulfill the needs of the membership. The more general the statement the better. Example: The purpose of this club or organization is to broaden the horizons of the intellectual reasoning through readings and discussions.

Article III MEMBERSHIP

Membership in a student club must comply with Title IX of the U.S. Higher Education Amendments of 1972. There shall be no restriction on membership based on race, religion, nationality, gender, physical ability, sexual orientation or preference, or political conviction.

Article IV OFFICERS

State what positions will comprise an executive board and what some of the responsibilities for each are. Officers must maintain a 2.5 semester GPA and overall GPA during their term. Officers of student clubs must be full-time registered Dominican University students in good academic, financial, and disciplinary standing.

Article V ELECTIONS

Indicate what time of the year elections will be held, and who is eligible. Indicate what will happen if there is a tie and indicate the process for removal from office.

Article VI MEETINGS

State when this club will have its regularly scheduled meetings, what constitutes a quorum, and under what circumstances a special meeting may be called.

Article VII FINANCES

State if funding will be sought directly from Student Government. Fundraisers should be mentioned here.

Article VIII RECALL

State whether a member can be expelled for not attending meetings and/or events.

Article IX AMENDMENTS

Any other information should be included in the form of amendments.

Article X RATIFICATION

State the manner in which the constitution can be changed, quorum vote.

By-laws are usually listed here; however, they are not essential to all constitutions. These by-laws can be issues related to forming committees, creating honorary member status, a commitment to programming certain events each year, and so on.

Club and Organization Registration Forms

Section One: General Information

Official Name of Organization (if acronym or abbreviations, also provide full name.)

Type of Organization:

Departmental Only undergraduate
 University Organization (undergraduate & graduate) Only graduate

Check one as to type of organizational structure:

Departmental Cultural/ Ethnic Special Interest
 Club Sport Honor Society

Description of Organization: _____

Traditional events sponsored by organization: _____



**PLEASE ATTACH A COPY OF YOUR CURRENT CONSTITUTION
AND/OR BYLAWS.
YOUR REGISTRATION IS NOT COMPLETE WITHOUT THEM.**

Section Two: Organization Email Information

All student organizations are required to have an organization email account. Please write down your current organization email account. If you do not have an email account, please indicate your desired email address below. Rachel Costello will contact you to get your email account set up.

My organization has an email account

My organization needs an email account

Current or Desired Organization Email Address: _____

Section Three: Club and Organization Officers

We have read and understand that our organization must comply with all university rules and policies governing student organizations including, but not limited to the following: Posting Policy, Dance Policy, Fundraising Policy, Film Policy, the 2009-2010 Student Handbook and the Student Involvement Manual. We have informed the members and potential members of our organization of these policies. All events by our organization will comply with these policies.

All officers agree that they hold a minimum cumulative GPA of 2.50 and are in good academic and disciplinary standing, as required by the Office of Student Involvement.

Club and Organization Officers

Pres: _____

Name (please print)	ID #	Signature
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Address	Phone	Email
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VP: _____

Name (please print)	ID #	Signature
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Address	Phone	Email
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Sec: _____

Name (please print)	ID #	Signature
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Address	Phone	Email
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Treas: _____

Name (please print)	ID #	Signature
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Address	Phone	Email
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Other officers, titles, ID numbers and DU email addresses:

All correspondence will be addressed to the president and placed in the organization's mailbox located in the Student Involvement Resource Center – Coughlin Hall 040

Section Four: Nondiscrimination and Hazing Policies

Club and Organization Nondiscrimination Policy

Dominican University is committed to the principles of affirmative action and equal opportunity, incorporated in the following overall policy:

“Dominican University does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, age, marital status or sexual orientation. In addition, Dominican University does not discriminate on the basis of disability, in accordance with section 504 of the Rehabilitation Act of 1973 (<http://www.hhs.gov/ocr/504.html>).”

Student organizations must be open to all students in accordance with the university’s non-discrimination policy.

The _____ organization has read and understands Dominican University’s commitment to nondiscrimination and will uphold this policy in all of its actions.

Signature of President

Date

Signature of Advisor

Date

Club and Organization Hazing Policy

In accordance with the Dominican philosophy, Dominican University strictly prohibits hazing of any member of the community.

Hazing is defined as any action taken or situation created, on or off university premises, whether psychological, physical or emotional, which subjects another person, voluntarily or involuntarily, to discomfort, embarrassment, harassment, intimidation, mistreatment, humiliation or ridicule that, or which may in any fashion compromise his or her inherent dignity as a person.

Hazing and/or physical mistreatment of any individual is forbidden. Anyone involved in such action is subject to university discipline. All members and prospective members of an organization must be treated in a manner consistent with the educational and ethical mission of the university.

Organizations found guilty of participating in hazing may have their recognition revoked and individuals will be subject to university discipline.

Dominican University supports the State of Illinois Hazing Act 720 ILCS 120.

Hazing is a Class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony.

The _____ organization has read and understands the hazing policy and will communicate this policy with its membership.

Signature of President

Date

Signature of Advisor

Date

You've completed the New Organization Packet...NOW WHAT?

Great Question! The next steps to getting your organization recognized are:

1. Make sure the checklist on page 3 is complete. If complete, the president, Rachel Costello, and Cari Cook must all sign the checklist.
2. Make copies of all of your paperwork for your records and hand in your paperwork to Rachel Costello in the Student Involvement Resource Center (Coughlin 040).
3. Email the Student Government Association (sga@dom.edu) and request to be added to their next meeting's agenda. One representative from your organization must attend the meeting and SGA will vote on the approval of your organization.
4. Finally, a representative from your organization must attend one of the New Organization Nuts and Bolts workshop. There are 2 workshops for your organization to choose from. The two meetings for the Fall are Thursday, October 8 and Thursday, November 12 from 2:30p.m.-3:15p.m. in the Springer Suites. The two meetings for Spring 2010 are Thursday, February 11 and Thursday, March 18 from 2:30-3:15pm in the Springer Suites.
 - a. At these meetings, you will learn how to get things done at Dominican University. You will also be introduced to the responsibilities of being a student organization.
 - b. If you absolutely cannot make these meetings, please make an appointment with Rachel Costello. She will instruct you through the next steps.

For any other questions, comments, or concerns, please contact:

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Student Involvement Coordinator
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AIM: RachelOSI