

# Starting a New Organization

All student organizations must be recognized as official organizations in order to receive funding from student service fees. In order to be recognized and receive funding, the organization in question must contact the Office of Student Development and complete the appropriate submission in Engage.

All NEW RSO's must submit their requests to start a new organization before September 1<sup>st</sup> in order to receive funding. Any new organization requests received after September 1<sup>st</sup> can be approved as a registered student organization but will not receive funding from the Student Fee Advisory Committee.

## STEPS TO BECOMING A REGISTERED STUDENT ORGANIZATION:

- Step 1: The organization must have a President, Vice President, Secretary, and Treasurer.
- Step 2: The organization must have at least 10 interested members in addition to the 4 officers.
- Step 3: The organization must have a UNTHSC faculty or staff advisor.
- Step 4: The Organization must prepare a written constitution/ by-laws.
- Step 5: The Organization must submit the constitution/ by-laws, risk management policy, a list of a minimum of ten interested members, the top 4 officers, and the advisor name to the Office of Student Department by registering through Engage.

## The Constitution and By-laws

According to *Robert's Rules of Order*, an organization forming a constitution and by-laws should begin by reviewing copies of those documents that have been adopted by similar organizations. Select one as a basis for your own and amend each article to reflect your organization's goals and objectives.

It is recommended that both a constitution and by-laws be created as two separate sections of one document. A constitution is the rules that the society consider so important that they cannot easily be changed or suspended. The constitution should contain the primary characteristics of the society and how it functions:

- Name of organization
- Organizational History
- Purpose of Organization
- Qualification(s) of members
- Officers and duties
- How to amend the constitution

The by-laws should contain all other standing rules of the society. The by-laws should be much easier to change than the articles of the constitution. The by-laws should contain the rules of the society:

- Officer election process
- Meetings of the society (essential only)
- Membership Dues
- Committees
- Rules of Order
- How to amend the by-laws

\*For resources on how to develop a constitution or by-laws, you may request the “Roberts Rules of Order” book via a payment request through Engage. The payment request must be a minimum of \$25.00.

# Sample Constitution

Article I:	Official Name of Organization
Article II:	Organizational History (date founded and founders)
Article III:	Purpose of Organization
Article IV:	Membership Requirements and procedure for joining and recruitment
Article V:	Officers Prerequisites of each officer Job descriptions for officer positions Appointed positions Volunteer positions Officer replacement
Article VI:	Amendments Passing requirements (2/3 majority, etc.) Time frame for notice to be given

# Sample By-Laws

Article I:	Officer Elections Nomination procedures and time frames Election procedures and time frames
Article II:	Meetings Frequency of regular meetings Procedure for calling emergency or special meetings Identify who presides in absence of the president Proxy authorization Identify quorum for voting Identify voting and non-voting membership
Article III:	Rules of Order Brief statement of how meetings will be conducted Quorum (% needed for a vote)
Article IV:	Membership Dues
Article V:	Committees
Article VI:	Amendments Passing requirements (2/3 majority, etc.) Time frame for notice to be given

## **Risk Management**

In accordance with House Bill 2639, each student organization must adopt a risk management policy. This policy must be updated and on file with the Office of Student Development by **September 1<sup>st</sup>** of each academic year. We now have a Standard Risk Management Policy that can be found by clicking [HERE](#) or by searching under the “Forms” heading in Engage.

A strong risk management policy, at minimum, should include the following topics/concerns:

- Risk Control (travel, personal liability, health, insurance)
- Transferring risk through third-party waivers, hold-harmless agreements, and vendor contracting
- Drug/Substance Abuse
- Sexual Abuse/Harassment/Discrimination
- General Health and Safety
- Individuals with Disabilities
- Periodic evaluation of risk management policy