Petition for the Formation of a Club or Organization

Club or Organization Name: ___________________________ Date: ________________

Club Category (circle one):  Academic/Educational  Board/Programming  Media  Philosophy/Religion/Activism
Arts (Performing/Visual/Design)  Club Sports  Multicultural  Selective Honorary Organizations
Service  Social/Leisure

Contact Person: ________________________________________
SU Email: ____________________________________________ Phone: ________________

This petition MUST include at least 15 signatures of students interested in joining this club or organization along with an official signature of your advisor. Please designate who your officers are and in what capacity they are serving, i.e., President, Vice President, Secretary, Treasurer.

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Return completed forms to:  Student Association Vice President  Office Hours:  M-F 8:30 a.m. – 4:30 p.m.
Student Senate Office  Office Telephone:  717-477-1651
CUB Room 201  Email:  senvp@ship.edu
SGAC INFORMATION SHEET
(Please write legibly and return to the Student Senate Office, CUB 201)

All groups, whether Senate Recognized or Campus Registered, MUST complete this sheet EVERY TIME new officers are elected OR by September 30 of each academic year.

Name of Student Group ________________________________________________________________
Date ______________________________________________________________________________

(Please circle one)  Senate Recognized  Campus Registered

Senate Recognized Groups are those that function at Shippensburg University and allow open membership. Campus Registered Groups have more exclusive membership. These student groups include, but are limited to, academic co-curricular groups, academic and social fraternal associations.

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Advisors
1) Name ___________________________________________ Phone ____________
   Campus Address ________________________________
   Email _________________________________________

2) Name ___________________________________________ Phone ____________
   Campus Address ________________________________
   Email _________________________________________

Purpose
(This can be your mission statement or a short explanation of what your group is and what your group would like to accomplish.)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
The following sections of this form are to be filled out by

Senate Recognized groups ONLY

Current Membership # ________________________________
Last Year’s Membership # ________________________________
When do you elect your new officers? ________________________________

YOU MUST ATTACH A CURRENT LIST OF MEMBERS
A minimum of 15 members is required in order to be considered a Senate Recognized student group.
ADVISOR CONTRACT
for all SA Clubs and Organizations

Please read and review the following criteria. The Student Groups & Activities Committee (SGAC) of the SU Student Senate is asking that all items be met in order to establish a closer communication link between the group and the advisor.

Please return this sheet to the Student Senate Office, CUB Room 201 as soon as possible.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate group and the Vice President of the Student Association by calling x1651 or emailing at senvp@ship.edu.

Failure to turn in the group’s SGAC Information Sheet and to notify the Student Association (SA) of any changes will result in the club or organization’s loss of recognition privileges, as outlined in the Swataney.

I, (Print Name) ________________________________, agree to the following terms as I am a beneficial advisor for ________________________________ . I shall:

1. Meet with officers at least once a semester.

2. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.

3. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.

5. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.

6. A student group may request to have more than one advisor approved by the Student Group & Activities Committee however; one must be designated as having the responsibility for advising all financial matters of the group.

Advisor’s signature ________________________________/Date ________________________

Faculty/Staff ID# ________________________________
Sample Student Group Constitution  
December 8, 2011

Article I. Name of Organization  
The name of this student group shall be known as the "Student Group Name" at Shippensburg University.

Article II. Purpose  
Here the student group should outline and identify its purpose. This is its mission statement.

Example: The purpose of this student group is to serve the Shippensburg University community through fundraising and community service activities which benefit local community members.

Article III. Membership  
Section 1 This is the definition of your membership criteria:
a. The student group is open to all undergraduate students, regardless of race, gender, sexual orientation, disability, religious/political affiliation or veteran status.

Section 2 This is the requirements for membership of active members:
a. All student group members are required to be in good academic standing with the University (minimum 2.0 GPA).
b. Members must also attend at least ___ meeting(s) and staff at least ___ group event(s) per semester.
c. All members are required to pay dues of $____ per semester. Dues shall be determined by each individual student group.

Section 3 Inactive Members  
Inactive members are defined as:
a. Not attending at least ___ meeting(s) per semester.
b. Not staffing at least ___ event(s) per semester.
c. Not allowed to vote in elections or on agenda business items.

Article IV. Structure  
The structure of the Student Group shall be an executive board, committees and a general membership body.
a. The executive board must consist of four positions that shall run the group.
b. The committees for this group shall be made at the discretion of the Executive Board. Examples include: Membership, Fundraising, and Community Service.
c. The general membership body consists of all active members.
Article V. Officers/Positions
This article will list requirements for elected officers and their duties. Sections 2 – 5 are examples of officer duties.

Section 1 Requirements for elected officers include:
   a. Full-time or part-time undergraduate status.
   b. Must be in good academic standing.
   c. Must be an active member of the group.

Section 2 Responsibilities of the President shall be to:
   a. Serve as Chief Administrative officer.
   b. Preside over all executive board & general membership meetings.
   c. Assume overall leadership which includes filling executive board positions.
   d. Fill out any paperwork and attend any meetings required by the Student Senate.
   e. Manage the student group website in conjunction with the group’s advisor.
   f. Other duties may be added which are beneficial to your student group.

Section 3 Responsibilities of the Vice President shall be to:
   a. Assume the duties of the President in his/her absence and in the case of the President's inability to complete his/her term, to serve as interim President until another appointment has been made.
   b. Act as an ex-officio member of all committees.
   c. Other duties may be added which are beneficial to your student group.

Section 4 Responsibilities of the Treasurer shall be to:
   a. Maintain an accurate record of all group finances.
   b. Prepare the following year’s budget requests in conjunction with the President, Advisors and committees.
   c. Prepare monthly financial statements for each committee.
   d. Process all financial payments, deposits and requests for funds for all committees and officers.
   e. Other duties may be added which are beneficial to your student group.

Section 5 Responsibilities of the Secretary shall be to:
   a. Maintain accurate attendance records of all members to determine active/inactive status.
   b. Prepare all meeting agendas and handouts.
   c. Maintain an accurate record of all meeting notes.
   d. Maintain the student group email account.
   e. Other duties may be added which are beneficial to your student group.

Article VI Elections

Section 1 Term of office for the elected officers shall be for one academic school year (ex. May - April).

Section 2 Eligibility for election:
a. Any member in good academic standing shall be eligible to run for an office/position. (i.e., good standing is defined as having a minimum of 2.0 GPA)
b. Member must have been an active member of the group for at least one semester.

Section 3 Nominations for each office shall be accepted from the floor at the scheduled elections meeting.

Section 4 Voting
a. All active members of the group are eligible to vote.
b. The ballot will include all nominees/positions and will allow one vote per member.
c. Majority vote of 2/3 will determine the winner for each position.
d. If there is a tie, the president will cast the vote to determine the winner.

Section 5 Vacancy
a. If an elected officer position is open the remaining officers shall work together to accomplish the responsibilities of the vacant position, until the position has been filled.
b. If the executive board so chooses they may elect an active member in good standing to fill the vacant position.

Article VII Committees
This article should outline any committees and their responsibilities, if necessary.

Section 1 The committees for this group include membership, fundraising, and community service. The executive board can create ad-hoc as needed or identified by the general membership body.

Section 2 The responsibilities for the General Membership Committee shall be to:
a. Works with the secretary to maintain accurate attendance records.
b. Plans social events for the general membership.
c. Organizes a membership and recruitment campaign.

Section 3 The responsibilities for the Fundraising Committee shall be to:
a. Works with the treasurer to identify fundraising needs.
b. Coordinates all fundraising activities.

Section 4 The responsibilities for the Community Service Committee shall be to:
a. Works with the President to establish community relationships and partnerships.
b. Coordinates all community service initiatives.
c. Maintains accurate records for all service projects.

Article VIII Meetings
This article shall outline how often your group will meet. All student groups are required to meet at least once per semester.
Section 1 Executive Board Meetings:
a. All executive board members shall be in attendance unless an emergency arises or prior notification is given to the President for an excused absence.

General Member Meetings:
a. Will be held at least ___ (per semester/month) and the day and time will be determined by the officers.
b. Special meetings may be called by the President or other officers as the need arises.

Committee Meetings:
a. All committees shall meet at least ___ (per month/semester) as determined by the committee chairperson.
b. Special meetings may be called by the committee chairperson as the need arises.

Section 2 Notice of all meetings will be emailed to all members and may be posted on social media (Facebook, Twitter, etc.).

Section 3 Quorum for all General and Committee meetings shall consist of 2/3 of active members.

Article IX Ratification
Section 1 A review of the constitution shall be conducted by the Executive Board in conjunction with the general members and advisor.

Section 2 Discussion on the proposed amendments or changes will be discussed at a general meeting and will require a 2/3 vote of all active members.

Section 3 Changes to the constitution are not final until they are approved by the Student Group Committee and the Student Senate

Article X Advisor
Section 1 The advisor of this group shall be ________________.

Section 2 The duties of the advisor shall include:
a. All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration or University affiliate.
b. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
c. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.
d. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After
a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.

e. A student group may request to have more than one advisor approved by the Student Group & Activities Committee however; one must be designated as having the responsibility for overseeing all financial matters of the group.

f. To manage the Student Group website in conjunction with the President.

g. The primary advisor shall advise and assist the Treasurer in all financial concerns.

h. Provide contact information:
   - University position
   - University office location
   - University phone number
   - University email address

Article XI  External Affiliation
The Student Group does not have any external affiliations with outside organizations
*If groups are affiliated with an organization on a national, state, or local level this information should be listed here.

Article XII  Impeachment and Removal of Officers

Section 1  Executive Board Members may be removed from the group for infringements of our Constitution or Shippensburg University policies.

Section 2  Removal of an Executive Board Member:

a. A written statement outlining the infringements of the Constitution or Shippensburg University policies must be submitted to the Executive Board requesting removal of an executive board member(s):
   - Indicating the reasons for removal.
   - The charged member(s) full name(s).
   - The individual(s) filing the complaint, contact number and email.

b. The Executive Board will notify the member(s) of the removal request and the infringements outlined for removal within 48 hours of reviewing the request.

c. A meeting of the general membership will be held for the removal proceedings.
   - At this meeting the individual(s) filing the complaint and the charged member(s) will both have an opportunity to present their case.
   - A two-thirds vote of the active general membership shall be required to vote in favor of the removal.
   - If a member is removed, he or she is thereby removed from his or her position.

Section 3  If an Executive Officer is removed, a new Student Group & Activities Information Sheet shall be submitted to the Student Senate Office, CUB 201.
By-Laws

If your group has specific by-laws that they would like to include this should be a separate document attached with the constitution. By-laws may include the following:

a. Any standing rules for your group (ex. Office hours, required events, etc)

b. Statements of beliefs (ex. Mission Statement, quotes, etc)

c. Operating procedures (ex. Ticket sales)

d. Governing rules and policies through external affiliations (the organization you have an external affiliation with must be listed in Article XI of this constitution.)