

STUDENT ORGANIZATIONS
GUIDEBOOK

2009-2010

ATSU

A.T. STILL
UNIVERSITY

Ron Gaber, Ed.S.
Vice President for Student and Alumni Services

Beth Poppre, M.Ed.
Assistant Vice President for Student and Alumni Services

Wendy Pinkerton, B.S.
Director of Student Administrative Services

Dustin Smith, B.A.
Student Services Coordinator

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STARTING A NEW STUDENT ORGANIZATION AT A.T. STILL UNIVERSITY

Steps to starting a new student organization:

Step 1: Research, Research, Research

With numerous student organizations at ATSU, there are already many interests that are being met. Check out the website www.atsu.edu or visit the Student Services office to learn about existing student organizations at ATSU.

Step 2: Recruit members and find an advisor

To start a new organization at ATSU, an organization must have a minimum five members and an advisor. The primary advisor must be a faculty member of ATSU.

Step 3: Complete the paperwork

Students desiring to form a new organization and who wish to have official recognition by ATSU must submit:

- A copy of the constitution/bylaws which include statements of non-discrimination and a risk management policy.
- Roster of members.
- Must contain information concerning the requirements for membership and dues structure. Organizations affiliated with national organizations must file the same information.
- Must submit signatures of interested members, and a letter from faculty agreeing to be an advisor.

Step 4: The approval process

- The ATSU Arizona/Missouri SGA will initially review all potential organizations and will consider whether the constitution, bylaws, and other documents meet the philosophy and mission of ATSU and the SGA.
- The SGA will submit a recommendation to the Vice President for Student and Alumni Services (Missouri) or the Assistant Vice President for Student and Alumni Services (Arizona) for a new organization.
- The Vice President for Student and Alumni Services (Missouri) or the Assistant Vice President for Student and Alumni Services (Arizona) will review the recommendation and documentation for the proposed organization and make the final decision to approve or not.

Step 5: Requirements to acquire official recognized status

- Abide by all ATSU policies, federal, state and local laws and ordinances.
- Have at least one ATSU faculty as an advisor who is actively involved in meetings and events.
- Have on file in the Student Services Office the following:

- Constitution and bylaws
- Executive officer roster updated by May 1 of each year
- Membership list updated by October 1 of each year
- Dates elections are to be held before October 1 of each year for remaining vacant positions.
- Times and place of regular meetings
- Statement of non-discrimination and risk management policies.
- Have the organization president submit an annual report by February 15 to the SGA 2nd vice president for review by the Executive Council at their spring meeting.

Step 6: Remember to re-register! (Arizona Campus only)

Every organization on the Arizona campus is required to re-register each new academic year beginning July 1st. Student organizations need to re-register to take advantage of services offered only to registered student organizations at ATSU.

- Requirements: In order to maintain official recognized status, organizations must:
 - Abide by all ATSU policies, federal state, and local laws
 - Have at least one faculty as an advisor who is actively involved in meetings and events.
 - Have on file in the Student Services Office the following
 - Constitution and bylaws
 - Office roster updated by August 1 of each year
 - Membership list updated by October 1 of each year
 - Dates elections are to be held by October 1 of each year for remaining vacant positions.
 - Times and place of regular meetings
 - Statement of non-discrimination
 - Dates elections to be held by
 - Have a Risk Management Policy on file in the Student Services Office (guidelines for this are available from Student Services)
 - Have the organization president submit an annual report by March 15 to the SGA president for review by the Executive Council at their spring meeting.

CREATING A STUDENT CONSTITUTION

A Constitution is one of the most important organizational documents. It outlines the basic rules governing the organization, allows for continuity and addresses situations that may arise within an organization, such as member conduct. A constitution should not be a static – it should be reviewed at least annually to ensure that it fits the current needs of the student organization.

The language should be clear and concise, leaving little to interpretation. The length can vary from one page to several pages, depending on the complexity of the organization. In general, more detailed information that deals with the day-to-day operations (such as the meeting times) can be included in the organization's bylaws.

Important Components to be included in your constitution:

- Name and purpose- State the official name of the student organization and the purpose/goals.
- Officers- List the titles and responsibilities of each officer, including qualifications to become an officer and the removal process for officers that do not fulfill the responsibilities.
- Members- List the qualifications, requirements, right and all other conditions for membership, and also the removal process for members.
- Elections- State the method and frequency of elections, who is eligible to vote and all other conditions that must be met before members become candidates for office.
- Advisors- State the general duties and responsibilities of the faculty/staff advisor.
- Amendments- Include any requirements for the form or manner in which the amendment is written, and limitations for the presentation or ratification of an amendment, and what margin of votes an amendment shall be required to receive for passage.
- Bylaws (Separate from Constitution)- Bylaws are intended to deal with the day-to-day rules governing the organization (meetings, standing committees, etc.) These may change more often in order to accommodate new conditions of circumstances. Bylaws should be reviewed and updated annually.
- Non-discrimination statement
- Risk Management Policy
- Date – A date stating when the constitution was last updated.

USEFUL TOOLS TO USE WHEN CREATING A CONSTITUTION

Work with your club advisor in drafting your constitution, and be sure to provide your advisor with any updates that can be kept in a permanent file.

See “sample constitution” on page 21

CREATING AN EFFICIENT BUDGET

Purpose: Organizations are required to create their own effective budget. Electing a responsible and efficient treasurer will be key to the financial success of the organization.

An efficient budget includes the following:

- **Budget Organization:** Organizations hold fundraisers to gather funds to support the organizations events. Request forms to hold fundraisers, sales or donations can be found in the office of Student Services. A copy of the program approval form is included at the end of the *Student Organization Handbook*. The Student Government Association may provide limited funds to student organizations at the discretion of the SGA.
- **Budget Delegation:** A treasurer may be responsible for the delegation of the organization's funds. Student Organizations may be managing a small budget, which will require responsibility in delegating funds to the organization's projects.
- **Accessing your organizations finances:** Prioritize the organization need of funds. Define how much each project and event will cost to the organization. Keep track of the organization's expenditures to ensure that the organization is within the budgetary limitations.
- **Keep a record:** Organizations should use financial tools to track their budget through record keeping, online banking and keeping all receipts of payment and credits.

ORGANIZATION BANK ACCOUNTS AND TAX ID

Student organizations are responsible for opening their own bank account through a bank of their choice.

- You can apply for an EIN online at:
<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>. The best option for "type of club" is Social. This ID# does NOT make the Club/organization tax-exempt. You CANNOT solicit donations and tell the donors it is tax-deductible; donations given to individual club/organizations. *Clubs cannot use the ATSU tax-exempt ID for their purposes.*
- After you get the EIN #, then you can open the checking account using this number.
- Your advisor and two club members must be signers on the account.
- not for profit status.

RISK MANAGEMENT PLANNING

Purpose: All A.T. Still University organizations plan, sponsor and coordinate a variety of activities. Each activity has its own potential risks. It is the organization's responsibility to identify those risks and make appropriate decisions that avoid negligence and reduce the risk of liability.

A good risk management plan

Considering the individual and organization investment, ATSU's expectation is that each organization has a risk management policy that considers the three following objectives:

- Recognizes and responds to potential issues that could interfere with the organization's function.
- Identifies threats to an organization's continuing operation.
- Controls loss by taking steps to reduce the severity should a loss occur.

The five basic steps of risk management:

• **Step 1 - Acknowledgement**

The failure to recognize that accidents happen may expose an organization to potential danger or misunderstandings.

• **Step 2 - Identification**

Look for and report dangerous conditions or impermissible conduct to risk manager officers and/or advisors.

• **Step 3 - Evaluation**

Not all risks are equal. Some risks may result in minor annoyances or the waste of resources while others may bankrupt an organization. The organization should prioritize and evaluate each risk while estimating the likelihood of occurrence and potential severity of any loss.

• **Step 4 - Decision and Implementation**

Avoidance: A well-defined mission statement helps to evaluate which risks are integral to the mission and which risks needlessly jeopardize resources. Modification: Proper precautions and common sense can reduce or eliminate risk. A creative approach may reduce risk while improving the quality of service. Transfer: Someone else may accept a risk on behalf of the organization. Two strategies are to use (1.) charitable organization benefactors and (2.) personal "liability shields" (i.e. waivers, releases, hold-harmless, informed consent). Retention: Risks not otherwise addressed are retained as the responsibility of the organization.

• **Step 5 - Supervise, and appropriately revise, "The Plan"**

Appoint a risk manager to supervise the implementation of the risk management plan, educate members, collect information, facilitate periodic review, and reassess the choices.

THE STUDENT ORGANIZATION ADVISOR

Registered student organizations are required to have at least one ATSU faculty member serve as advisor to the club. The advisor can be indispensable in helping the officers and members develop effective events and activities within the framework of university policies, but only if the advisor is utilized and actively involved. Advisors should maintain regular contact and interaction with the officers and members, through periodic attendance at club meetings, meetings with key officers, or receiving email updates and meeting minutes.

Advisor Requirements

- Advisors must be employees of A.T. Still University (faculty or staff).
- Advisors must be signers/co-signers on any financial accounts (checking accounts, savings accounts, etc.) for the club/organization.
- Advisors must sign all event-request forms before handing the form into Student Services for approval (Arizona campus only).

Advisors' other responsibilities include, but are not limited to:

- Invited to attend the annual student leadership workshop coordinated by the Office of Student Services.
- Reading the student club manual, the organization constitution, and the ATSU university handbook.
- Managing compliance with campus policies and procedures when it comes to your group's activities.
- Being aware of and abiding by campus guidelines regarding use of the ATSU wordmark or name, letterhead stationery, etc.
- Assists with new member orientation.
- Advises members and officers of A.T. Still University policies, risk management planning and advises the creation and implementation of an effective budget.
- Schedules meetings with officers (once/month).

Role of Advisors

Advisors play an important role in their involvement with student groups and their activities. They serve to help students understand how the University operates, how to plan successful events by addressing important details and anticipating situations that might arise. While the University realizes that advisors are often volunteers who have many other demands on their time, there are some expectations about times when advisors must be present at events that involve the following activities or characteristics. Advisors, a substitute, or designee should plan to be present for the entirety of any event which involves:

- Alcohol present at the event
- Travel out of town
- Over 100 attendees/participants
- The community at large (outside of ATSU) is invited
- High risk or hazardous activities are planned
- Minor children are involved or invited

- The event occurs outdoors after dusk
- Whenever rituals or rites of passage are involved

There may be other times when an advisor recognizes the need for their oversight of an event that is not included in this list. When in doubt, it is advisable to call the Vice President for Student and Alumni Services (Missouri campus) or the Assistant Vice President for Student and Alumni Services (Arizona campus) what would be adequate supervision for an event.

Working with your Advisor

Once your organization has established a relationship with an advisor, it is the membership and officers' responsibility to inform your advisor of the plans and actions of the organization and to seek advising and assistance from him/her.

Your advisor is not responsible for setting goals and/or policies for your organization; instead, s/he will act as a guide and encourage you to accept responsibility for your organizational objectives.

It is essential that your organization maintain regular contact and interaction with your advisor because s/he will assist with your goals and will act as a mediator from one year to the next by encouraging the development of leadership within the group and by remaining as a constant fixture during transitions within your organization.

Your advisor is here to help you and can assist your organization if you take advantage of the knowledge and suggestions s/he can provide.

And remember...

Thank your advisor for volunteering their time and efforts to help your club. On the Arizona campus you can consider nominating your advisor for the "Outstanding Advisor" Award as part of the SGA Hall of Fame held each Spring. Information and nomination forms are available from the SGA Program Representative. You can also nominate your advisors for the "Above and Beyond" award that takes place every January, May, and September. You can find out more information about the Above and Beyond Award from the Student Services office.

OFFICERS AND MEMBERS

Purpose:

- Officers of student organizations are responsible for the operation, representation and usefulness of the organization.
- Student organizations are responsible for electing members of the organization as active officers.
- Titles of the elected officers may include: President, vice-president, secretary and treasurer.
- Organizations may elect other officers for diversity and public relations.

LEADERSCRIPT

Purpose:

LeaderScript provides students the opportunity to document their co-curricular achievement as a transcript to give to future employers. Community, college and student initiatives provide numerous opportunities for students to volunteer lead and follow. Service to school, community and profession is encouraged; thus ATSU graduates are encouraged to develop the attitude and skills that make them a well-rounded, service-minded professional. You can learn more on the following ATSU web page:

http://www.atsu.edu/student_services/leaderscript/index.htm

Description of Sections:

- The **leadership** section describes involvement in social, academic and professional clubs and organizations.
- The **development** section describes experiences, seminars, conferences, wellness participation, etc. that have impacted the personal or professional growth of students.
- The **service** section describes any volunteer service that was performed at school, in the community, or while on rotations.

SERVICES AVAILABLE TO ORGANIZATIONS

- Reserving Campus Facilities: Privilege to have access to and use of campus facilities; e.g., reserve meeting rooms, Student Lounge, etc. (arrangements need to be made with the Office of Student Services) Event Registration forms are located in the Office of Student Services, and a copy is attached at the end of the *Student Organization Guidebook*, and must be completed and approved prior to the event.
- Sound equipment: Opportunity to have access to campus audio visual/technical assistance, public relations and printing services.
- Website for the organization: Access to have information listed on ATSU's World Wide Web page.
- Advertising and promotional materials for the organization's events: Right to post notices of meeting and other activities on specified bulletin boards.
- Email account for the club: Clubs can send emails announcing their events to the Office of Student Services to send out. In addition, mail addressed to professional school organizations are sent to the organization's advisor on the Arizona campus and the organization's president on the Missouri campus.
- Access to copy machine: Clubs may request copies from the Office of Student Services for related club/organization materials.

LIST OF UNIVERSITY RECOGNIZED STUDENT ORGANIZATIONS AT ATSU

Missouri Campus:

- Alpha Phi Omega
- American College of Neurologists and Psychiatrists
- American College of Osteopathic Emergency Physicians
- American College of Osteopathic Family Physicians
- American College of Osteopathic Pediatrics
- American Medical Association- Medical Student Section
- American Medical Student Association
- Association of Military Osteopathic Physicians and Surgeons
- Biomedical Sciences Club
- Christian Medical and Dental Association
- Jewish Medical Student Association
- Journal Club
- L. Linton Budd Osteopathic Obstetric and Gynecological Society
- Latter-Day Saint Student Association
- Medical Student For Choice
- MEDleys
- National Osteopathic Women Physicians' Association
- Physicians for Social Responsibility
- Radiology
- Rotaract
- Sigma Sigma Phi
- Spanish Club
- Sports Medicine Club
- Student Advocate Association
- Student Government Association
- Student National Medical Association
- Student Osteopathic Medical Association
- Student Osteopathic Surgical Association
- Students for Life
- Theta Psi
- Undergraduate American Academy of Osteopathy
- Undergraduate Chapter of the American College of Osteopathic Internists
- United Nations Children's Fund
- Wilderness Medical Society

Arizona Campus:

- American College of Osteopathic Family Physicians
- Emergency Medicine Interest Group

- Student Osteopathic Surgical Association
- Undergraduate American Academy of Osteopathy
- School of Osteopathic Medicine in Arizona
- School of Osteopathic Medicine in Arizona – American Indian
- American Osteopathic Association of Sport Medicine
- Omicron Kappa Upsilon
- Student Academy of Audiology
- American Association of Women Dentists
- Society of American Indian Dentists
- Hispanic Dental Association
- Arizona Student Dental Association
- Athletic Training Student Association
- Kettel Society (Physician Assistant Studies)
- Students of Occupational Therapy Association
- Physician Assistant Student Class Society
- Student Physical Therapy Association

HOLDING EVENTS AND FUNDRAISERS

- Fill out appropriate Event Registration forms found in the Office of Student Services. Forms need to be completed and approved prior to the event.
- Complete a fundraising event form and turn into the Office of Student Services.
- The Student Government Association (SGA) can provide limited funding to the student organizations at the discretion of the SGA. Contact the SGA president for details.
- Abide by ATSU's Alcohol Policies, located on page 15 of the *Student Organization Guidebook*.
- Individual student behavior is covered in the University Handbook under Statement of Student Academics Freedoms, Rights, and Responsibilities and under the statement of Code of Behavioral Standards.

USE OF UNIVERSITY LOGOS

- Student organizations can receive the University word mark(s) from the Office of Student Services, and Communications and Marketing.
- All designs **must** be approved by the Office of Student Services **before** items are created.
- No name is to appear above the "A.T". Still University name or be significantly larger than any other name. You can learn more on the following ATSU web page:
http://www.atsu.edu/communications/pdfs/University_Styleguide.pdf

NON-DISCRIMINATION AND HARASSMENT POLICY

Organizations should include a non-discrimination and harassment policy and should follow moral and ethical guidelines. An example of that policy:

- Student organizations shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, or veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

ATSU DRUG AND ALCOHOL ABUSE AND PREVENTION POLICY

The following is from Section 1 of the ATSU Drug and Alcohol Policy Abuse and Prevention policy and must be adhered to by all recognized ATSU Student Clubs and Organizations.

- Student organizations are under the same legal requirements as individuals concerning local, state and federal laws. Any violation of these laws are on the part of a student organization could result in a disciplinary action against the individual(s) involved, and suspension or loss of student organization recognition.
- ATSU has established the following policies to reduce the risks of associated with the legal use of alcohol at student organization activities.
- All advertising of social functions on campus must be approved by the Student Services Designee.
- Advertising cannot mention or infer the use of alcohol. Student organizations are not permitted to encourage or sponsor any activity that encourages the rapid or excessive consumption of alcohol.
- No student organizations may collect funds at a social event where alcohol is available, even if the funds are for the purchase of tickets, food, or door prizes.

The following additional guidelines are strongly encouraged:

- No club/organization funds will be allotted by the university for the purchase of alcohol at sponsored or co-sponsored events.
- Only beer and non-fortified wine will be served by a contracted proprietor via a no-host bar.
- A two-drink or less limit is strongly encouraged.
- The sponsors/co-sponsors will provide alternate beverages throughout the event free of charge
- No alcohol may be brought into the event, from the outside, by anyone attending the event. Violation of this clause will result in expulsion from the event.
- Alcohol service will be discontinued:
 - One hour prior to the end of the event.
 - To any individual who is obviously intoxicated.
 - To any individual displaying either anti-social or aggressive behavior.
 - At the discretion of the contracted proprietor.

It shall be the responsibility of the risk manager to ensure that a contract is awarded to a licensed proprietor.

**The Office of Student Services
A.T. Still University, Mesa Campus
5850 E. Still Circle
Mesa, AZ, 85206
480.219.6000**

| |
|---|
| For office use only: Approved by Department of Student Services _____ Date: _____ |
|---|

Program Request Form A.T. Still University - Arizona Campus

| | | |
|--|--|--|
| I. Required Information | | |
| a. | Name of organization: | |
| b. | Student chairperson of activity: | |
| | Phone #: | Email: |
| c. | Treasurer Officer : | |
| | Phone #: | Email: |
| d. | Name of organization's financial institution where proceeds will be deposited: | |
| e. | Name of co-sponsoring student organization(s), if any: | |
| II. On Campus Activities | | |
| a. | Description of activity: Fundraiser _____ Sales _____ Donations/Collection Box _____ Description: | |
| b. | Proposed item(s) for sale or to be collected. Include example of artwork/design. ATSU logo'd items must have the University name spelled out "A.T. Still University" not "ATSU." | |
| c. | Proceeds and profits to go to? | |
| d. | Date(s) and Time(s) of activity: | |
| | Location(s) you wish to use for the event: | |
| | Events held after 6 pm, at any location, requires a staff member or advisor who will be present for the entire event. Provide name of staff member or advisor attending: | |
| e. | Do you require tables, chairs, power chords, etc.? (Please complete an Events Form to reserve rooms, lobby, lounge, tables/chairs, power, etc.) | |
| f. | Do you require a portable amplifier system and speakers? If so, PA equipment can be reserved with the LRC. | |
| g. | For weekend events only: A mandatory \$172.00 will be charged for restroom facilities cleaning. Organizations that choose to remove their own trash will not be charged a \$45.00 fee in addition to the mandatory cleaning fee. | |
| III. Off Campus Activities | | |
| i. | If the event is held off campus please provide the following information. Date(s) and Time(s) of activity: | |
| | Location(s) you wish to use for the event: | |
| | Provide name of staff member or advisor attending (mandatory): | |
| IV. Name and signature of event chairperson | | |
| | Printed Name: | Signature: (to sign electronically, type the first part of your ATSU email address; i.e. "jdoe") |
| | | Date: |

Submit to the Office of Student Services or email form to:

DTSmith@atsu.edu

Marketing Resources

1. Submit an email announcing your event at least 3 days before the event date to DTSmith@atsu.edu – once approved, the email will be posted to the Campus Blog.
2. Lobby Plasma Screen – to better advertise your event on campus, submit a 2-slide PowerPoint presentation to DTSmith@atsu.edu at least 5 days before your event – once approved, the presentation will be put on the display.

Event Registration Form

School/Program: _____
 Event Date(s): _____ Day of Week: _____
 Time(s): Start: _____ End: _____ Number of People Attending: _____
 ATSU Contact Name and Extension: _____
 Event Local Contact Name & Phone Number: _____

Will Attendees Pay a Fee? Yes: ____ No: ____
 (please attach additional information regarding event to this form)

Room(s) Requested:

| Room | Capacity | ✓ |
|----------------|----------|---|
| Cholla | 30 | |
| Matazal | 30 | |
| Mogollon | 30 | |
| Palo Verde | 30 | |
| San Tan | 30 | |
| Superstition | 30 | |
| Lounge West | 30 | |
| North Patio | 50 | |
| South Patio | 50 | |
| Front Lobby | 50 | |
| Owl (lab) | 50 | |
| Javelina (lab) | 50 | |
| Ocotillo | 75 | |
| Mesquite | 60 | |
| Ironwood | 75 | |
| Lounge East | 90 | |
| Amphitheater | 100 | |
| Saguaro A | 100 | |
| Saguaro B | 100 | |
| Cougar | 100 | |
| Other: | | |

Equipment/Special Needs:

| Equipment | Qty |
|------------------|-----|
| OH Projector | |
| Data Projector | |
| Slide Projector | |
| TV/VCR | |
| Microphones | |
| Computer | |
| | |
| Tables | |
| Chairs | |
| Extension Cords | |
| Facilities Staff | |
| Special Needs: | |
| | |
| | |
| | |

Facilities Fee:

A fee of \$172 per day will be charged for events held on Saturdays, Sundays and ATSU holidays. This fee is required to cover costs for maintenance and utilities.

Payment due 10 days before event

NOTE: Additional charges will be assessed for damages

Events needing special requirements should speak directly with facilities department ext. 6005

Notes: _____

Refreshments/Food Served: YES NO
 *see Food and Drink in Classrooms/Laboratories Policy

Refreshments/Food provided by: _____

ATSU Event Contact: _____ Date: _____

Approved: _____ Date: _____
 Dean/Program Chair/Director Signature

Approved: _____ Date: _____
 Provost Office Signature

Completed form and route:

1. Provost's Office
2. Andy Then, Facilities
3. Mike Kronenfeld, Learning Resource Center/Room Reservations
4. Front Desk

REVISED January 2009

STUDENT ACTIVITIES FORMS
MISSOURI CAMPUS

- E-Mail Announcements
- Calendar Reservation

Today's Date: _____

Name of Group: _____

Contact Person: _____ Phone: _____

E-Mail: _____

Name of Event: _____

Purpose of Event: _____

Event Date: _____ Place: _____

Start Time: _____ End Time: _____

Additional information to appear on announcement/calendar: (e.g. speaker name) _____

Signature of Contact Person



For office use only:

Approved by: _____ Date: _____

Recommendations for approval: _____

Comments: _____

* Please return form to Wendy Pinkerton, Department of Student and Alumni Services

**REQUEST FORMS
MISSOURI CAMPUS**

- Fundraiser or Sales on the Missouri Campus of A.T. Still University
- Seal, Logo, Trademark(s) of A.T. Still University

Name: _____

Office Held: _____ Phone: _____

Address: _____

Organization: _____

Description

1. Proposed item(s) for sale (be specific). (Include example if possible)
2. Dates you wish to conduct sales?
3. Cost of item(s)?
4. Proceed and profits to go to?
5. Location(s) you wish to use for fundraiser/distribute items?
6. From whom will you purchase item(s) to sell? List names, address, phone #, website, etc.
7. (*Fundraiser or Sales Requests Only*) Have you check with Matthews Bookstore as a source?

.....●

For office use only:

____ Approved by Department of Student and Alumni Services

____ Approved by Matthews Book Company (*Fundraiser or Sales Requests Only*)

Terms and Conditions:

Date:

Sample Student Organization Constitution

(please change or modify to meet your organization's needs or develop your own)

Article I (Name)

The name of the organization shall be _____

Article II (Objective, Aims, or Purpose)

It shall be the purpose of _____ (name) to

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:

1. _____
2. _____
3. _____

Section B: Dues and collection procedures (if any)

The fiscal year of the organization, shall be from _____ to _____ (month and date)

The amount of annual dues shall be determined each year by _____

Dues shall not exceed \$_____ per year.

The disbursement of dues shall not be based on race, creed, religion, sex, or national origin.

Article IV (Voting)

Section A: A quorum will be _____

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

Article V (Officers)

Section A: The (name of organization)_____ shall have a President, Vice President, Secretary and/or Treasurer, Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model) . These officers comprise the Executive Committee or Board.

Section B: All officers must be members of _____ (name of group)

Section C: The term of office shall be from _____ (month/date) to _____ (month/date)

Section D: Election of officers shall be held _____ (annually/month)
At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI (Duties of Officers Defined- This is only one possible way to organize duties - you may decide on a different division of labor for your officers.)

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons

3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Section E: Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization

Article VII (the structure of group committees)

Section A: Committee Identification and Appointment The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.

1. _____
2. _____
3. _____

Section B: The duties of the standing committees shall include: (provide details of responsibilities respective to the committee.

Article VIII (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: _____

Section B: At least _____ days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than _____ hours/days notice by the Executive Board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article IX: (parliamentary procedure)

Section A: (Example) *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.