

## **Bylaw Eight**

### **Policies Recognizing KSG Clubs and Organizations**

KSG, including Student Senate, Operations Council, and Finance Council, each play an integral role in ensuring that student interests are represented through clubs and organizations. The following bylaw outlines the responsibilities of each branch of KSG concerning clubs and organizations.

Recognized organizations will be entitled to all the benefits and services provided by Kettering to such organizations. Recognition does not in itself entitle an organization to KSG funds.

### **New Club Recognition Procedure**

If student's interests are not met through an existing club or organization, Kettering Students are encouraged to start a new club or organization. KSG will not recognize any organization that discriminates its membership by intent or practice on the basis of sex, race, religion, or national origin. It is suggested that any group confer with the Student Activities Advisor before starting the recognition procedure. The following procedure is to be used for recognizing new clubs:

#### 1. Club Request Form

The contact student for the club will fill out a new club request form and present this form to the Activities Council Chairperson. This form contains basic information: contact student name and number, name of the new club. After the approval process is finished and if approval is granted, the Activities Council Chairperson and the Director of Operations will both sign this form. A copy of this form will be kept with the Activities Council Chairperson for Operations Council records and the original will serve as proof of recognition for the club.

#### 2. New Club Recognition Packet

The club seeking recognition will organize the following packet:

##### a. Executive Summary

1. One page overview of the club
2. Basic mission of the club
3. Explanation of how the organization will benefit Kettering Students

##### b. Constitution

1. The purpose and objectives of the club

##### c. Definition of Membership

1. Who is the membership open to?
2. What is required for membership?

##### d. Structure of Organization

###### 1. Definition of officers

- This must include the designation of one person as a presiding officer through whom all contact with KSG shall be made.

###### 2. Selection Process

- Elections must be held at least once a year

##### e. Membership List

1. List of members including Student I.D. numbers
2. Number of members required to start a new club shall be set by Operations Council

##### f. Petition

1. Petition signed by 100 Kettering Students that do not appear on the club's membership list.
    - g. Advisor
      1. Does the club require an advisor? Why or why not?
    - h. Insurance & Liability
      1. Are there any special safety or insurance concerns?
      2. Letter of support from Risk Management Department
3. Operations Council Approval
  - a. Activities Council Sign-Off

After the new club recognition procedures are met, the Activities Council Chairperson will sign off on the club request form.
  - b. Operations Council Presentation

The club contact will present the Executive Summary to an Operations Council meeting and give a brief explanation of the club.
  - c. Director of Operations Sign-Off

The Director of Operations, based on input from the Operations Council, will then sign off on the club request form, completing the approval process.
  - d. Activities Council will provide club president with current operations procedures.
4. Student Senate Presentation

After approval is granted, the executive summary will be distributed to Student Senate maintaining communications between the branches of KSG and enabling Student Senate to convey this information to the student body. Student Senate has the power to call to question a decision made by Operations Club to recognize a club. With input from the interested parties Operations Council, new club representatives, etc., Student Senate has the authority to veto a decision to recognize a club. This clause shall serve as a system of checks and balances for the branches of KSG.

# CLUB REQUEST FORM

New Club Name \_\_\_\_\_

Contact Student:

Name \_\_\_\_\_

School Number \_\_\_\_\_

Please circle when the club will be in operation:

Winter

Spring

Summer

Fall

Are liability issues involved with this club?

Yes

No

Signatures:

\_\_\_\_\_  
Contact Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activities Council Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations

\_\_\_\_\_  
Date