

STEPS TO STARTING A NEW STUDENT ORGANIZATION AT MARIETTA COLLEGE

1. Pick up a starting a new student organization packet in the Student Life Office, Andrews Hall. Meet with the Director of Student Activities and Greek Life to review the process for chartering a new student organization.
2. Using the Sample Constitution as a guide, develop a Constitution and By-laws for your club. Items that must be included in this document are:
 - a. Purpose of the student organization and which of seven core values does the organization support
 - b. Procedures for electing and removal of officers
 - c. Proposed meeting times
 - d. Prerequisite of qualifications of membership
 - e. Proposed means of financial support of the organization

Information that must be turned in with the proposed Constitution are:

1. Statement that outlines how the proposed organization supports one or more of Marietta College's 7 core values
 2. List of proposed activities for the first year
 3. A list of officers (temporary or permanent) and contact information
 4. The name(s) of the faculty/staff advisor to the organization and contact information
 5. A completed starting a new student organization packet
3. Return the completed starting a new student organization packet with all the required materials and forms to the Student Life Office, Andrews Hall. Meet with the Director of Student Activities and Greek Life to review the submitted material.

Criteria for receiving approval as a new student organization as determined by College representative:

1. Is the stated purpose of the student organization consistent with the published core values of the College?

Marietta College's Seven Core Values

At the center of a Marietta education are **Seven Core Values** that form the foundation for all the College does. They are:

1. Liberal Arts Foundation

MARIETTA COLLEGE reaffirms the liberal arts as foundational in an education of the highest quality. Undergraduates in traditional majors and professional programs take a variety of general education courses in the primary areas of knowledge. This time-tested approach to learning stresses the development of skills such as critical thinking, problem solving, and effective communication, and upholds the value and breadth of our intellectual heritage.

2. In-Depth Programs of Study

MARIETTA COLLEGE is committed to offering programs of study that prepare undergraduates for challenging careers or admission to well-respected graduate and professional schools. It offers select graduate degrees consistent with the mission of the College and where it has the expertise and resources to meet or exceed baselines of excellence. Both graduate and undergraduate degree programs promote an active engagement with learning and opportunities to apply knowledge to practical experiences.

3. Global Perspective and Diversity

MARIETTA COLLEGE prepares students to thrive in a diverse society and in a world where social interaction, work, and exchange occur across geographical, cultural, and linguistic boundaries. They learn that economic growth, political stability, human adaptation, and sustainability all rely upon cooperative efforts among the nations and peoples of the world.

4. World of Work

MARIETTA COLLEGE maintains its founders emphasis on education "in the various branches of useful knowledge," and we believe that the liberal arts remain the best preparation for any career. Through classroom instruction, the use of technology, independent research, and practical experiences in their chosen fields, as well as through a wide variety of opportunities to lead and serve in collaboration with others, students prepare for productive lives. "A contemporary liberal arts education" means preparation for the world of work and the ability to translate knowledge into effective action.

5. Community

MARIETTA COLLEGE, primarily a residential college for its undergraduates, is dedicated to the development of the whole student and affirms the interdependence of life inside and outside the classroom. In this dynamic community, students, faculty, and staff share a commitment to integrity and respect for others and develop our distinctive ethos. Believing that the work of all employees at the College contributes to the students' educational experience, we strive to provide the necessary tools and working environment and promote a commitment to service and self-direction among

College employees. Graduates of the College comprise “the long blue line,” an alumni community forged in friendship and common experiences.

6. Leadership

MARIETTA COLLEGE offers students opportunities to be citizen-leaders both on and off campus and this to prepare themselves for leadership and responsible citizenship in their professions and their communities. Professional programs convey the ethical standards appropriate to their professions and in other ways prepare students for leadership in their field.

7. Service

MARIETTA COLLEGE is part of a historic town and for almost two centuries has served its region through the education, arts, and intellectual enrichment it brings to the surrounding community. Likewise, the students, faculty, and staff of MARIETTA COLLEGE find opportunities for civic engagement and for learning through service on the campus, in the region, and beyond.

2. Are the proposed activities of the student organization consistent with the stated purpose of the student organization as outlined in its Constitution?
3. Are the proposed activities of the student organization consistent with that of the College?
4. Is there sufficient interest for this organization at Marietta College?
5. Are there already too many of the same type of student organizations at Marietta College as the one being proposed?
6. Is outside affiliation proposed? (If so, you must provide a copy of the governing policies of this outside organization along with the submitted material).
7. Is there evidence that once the organization is approved that the operations of the student organization will not be in harmony with the educational mission of the College?
8. A complete starting a new student organization packet has been submitted for review?

STARTING A NEW STUDENT ORGANIZATION INFORMATION FORM

- 1. Date of Application: _____
- 2. Proposed Name of Organization: _____
- 3. Please describe in detail, the club’s purpose and which of the seven core values the organization supports (it can be more than one) (attach additional sheets of paper if space below is insufficient).

- 4. Describe the ”need” on campus which this club would fill:

- 5. Do you expect to have any “off campus” affiliation of any kind? If yes, with whom:

- 6. Which faculty or staff will function as the organization’s advisor(s)?

Signature and Title of Official Student Club Representative

MODEL CONSTITUTION

Constitution for _____
(Name of Organization)

Article I Name

The name of this organization shall be _____

Article II Purpose

The purpose of this organization shall be (state the club's goals and objectives in general terms)

Article III Membership

Section 1: Membership shall be open to any interested student
Section 2: Active members shall be those students who attend meetings regularly.
Active members shall have the right of voice, vote, and to hold office.
Section 3: (possibly a comment on dues, if any)

Article IV Officers

Section 1: Only active members shall be eligible for office within the organization.
Section 2: The terms of office for all elected officials shall be two (2) consecutive semesters beginning on commencement day and ending on commencement of the following year.
Section 3: The title of the elected officials shall be: president, vice-president, secretary, and treasurer (names of other officers desired may be added).
Section 4: The duties of the elected officials shall be:

a. President

1. Shall preside over all meetings.
2. Shall set the date for the next meeting when the normal schedule conflicts within the school schedule.
3. Shall appoint members to chair committees.
4. Shall cast the deciding vote of there is a tie in normal voting procedures.

b. Vice-President

1. Shall preside over all meetings in the absence of the president.
2. Shall act as advisor to all committees
3. Shall have the right to vote except when acting as president.

c. Secretary

1. Shall preside over all meetings in the absence of the President and Vice-President.
2. Shall have the right to vote except when acting as President.
3. Shall keep accurate minutes of all meetings and maintain them.
4. Shall be responsible for presenting a copy of the minutes to all members, the faculty/staff advisor(s), and the Director of Student Activities and Greek Life when necessary.
5. Shall keep a list of all active members.

d. Treasurer

1. Shall preside over all meetings in the absence of the President, Vice-President, and secretary.
2. Shall have the right to vote except when acting as President.
3. Shall be in charge of all organization finances.
4. Shall keep an accurate account of all finances and shall give a report at every meeting.
5. Shall be responsible for preparing the organization's budget proposal for the upcoming year, as outlined by the Student Senate (if required).

Section 5: Election of Officers

- a. Active members only shall be nominated for office.
- b. An officer/candidate must be in "good academic standing".
- c. To be elected, it is necessary for a member to be nominated and seconded, and thereupon receive majority approval of those members present and voting.
- d. The current slate of officers shall set the dates of election.
- e. All voting will be by secret ballot.
- f. A member may be nominated to _____ positions (number dependent upon the nature and size of group) but may hold only one position by election.
- g. If there are any office vacancies during the year, with the exception of President, new elections shall be held at the publicized meeting to fill the position(s). In the case of the Presidency, the Vice-President will succeed and an election will be held for the position of the Vice-President.

Article V Faculty/Staff Advisor

The advisor shall be a member of the faculty or staff and shall serve in an advisory capacity.

Article VI Quorum, Meetings and Voting

Section 1: A quorum shall consist of at least one officer and a percentage of the active membership (the percentage should be dependent upon the size and nature of the group).

Section 2: Meetings will be held _____ (how often).

Section 3: Emergency meetings will be called when deemed necessary, by a majority of the officers.

Section 4: A simple majority of those present and voting is required to pass a proposal.

Article VII Financial Structure

(Statement on dues and/or membership fees or how the organization will receive its funding)

Article VIII Impeachment

An officer may be removed from his or her position due to neglect of duty, inefficiency of any other action, which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of the active membership, present and voting, at a meeting of the club.

Article IX Amendments

Section 1: Require two-thirds vote of those present and voting at an official meeting.

Section 2: The Student Senate must ratify all amendments. (if required)