

STARTING A STUDENT ORGANIZATION

Starting a student organization at NDNU is not complicated. This packet contains all the information you will need to apply for recognition as a student organization. University recognition will enable your organization to:

- ◆ use University facilities and equipment for meetings, fundraisers and other programs;
- ◆ apply to Associated Students for probationary status for funding;
- ◆ establish an on-campus bank account;
- ◆ be included in student organization directories published through the University;
- ◆ have an on-campus mailbox;
- ◆ be eligible for club representation on the ASNDNU Senate.

The Center for Student Leadership staff is available to assist you with the recognition process. We look forward to working with you!



NOTRE DAME DE NAMUR UNIVERSITY
ROSENBERG CAMPUS CENTER
(650) 508-3718

STEPS TO RECOGNITION

Step 1: Intent to Organize

Complete the **Intent to Organize** and submit it to the Center for Student Leadership (CSL). An approved **Intent to Organize** provides you with organizational privileges (e.g. the ability to schedule organizational meetings on campus) for thirty (30) days.

Step 2: Complete & Submit Recognition Materials

✓ Recognition Request

Complete the entire form. As part of this process, you must secure the names and student numbers of 5 currently registered students who support and are potential members of the proposed organization. In addition, please make sure each officer has read and agreed to the conditions of recognition listed. Student organization officers must be matriculated, currently registered students at NDNU. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have an advisor; he/she must also sign this form.

✓ Constitution

Each recognized student organization must have a constitution which defines the organization's structure and operating procedures. The constitution must be submitted as part of the recognition process.

A sample constitution is provided in this packet to assist you in drafting a constitution. The sample illustrates the items normally contained in a student organization constitution as well as items that must be included to comply with NDNU policy. This sample is provided only as a guide; it is the responsibility of the organization to determine how it wants to be structured and operated. Please let us know if you have any questions or need assistance in developing a constitution.

✓ On-Campus Banking

All student organizations must maintain an on-campus bank account through the Center for Student Leadership. Once your organization is recognized, this card, on file in the CSL, will establish your account. Please note that you must have at least three (3) signatories on this card who are matriculated, currently registered NDNU students.

Step 3: Meet with a member of the Center for Student Leadership (CSL) Staff

During this meeting, we will review your constitution and Request for Recognition; and discuss the policies, procedures, and services available to assist the organization.



INTENT TO ORGANIZE

Notre Dame de Namur University

I hereby petition the Center for Student Leadership at Notre Dame de Namur University for permission to start the following organization:

Proposed Name of Organization: _____

Purposes and Objectives of Proposed Organization: _____

PRIVILEGES AND RESPONSIBILITIES

An approved Intent to Organize petition gives the organization the following **privileges**:

- a. May schedule on-campus facilities for organizational meetings for 30 days;
- b. May recruit members on campus;
- c. May indicate affiliation with NDNU (e.g. by using the University's name) for organizational purposes;

Note: a new organization may not solicit funds until the recognition process has been completed.

An approved Intent to Organize petition entails the following **responsibilities**:

- a. Organizational meetings must be scheduled and held in accordance with applicable regulations;
- b. The requirements for full recognition must be completed within thirty (30) days;
- c. Membership must be open to all NDNU students, faculty and staff.
- d. There must be no discrimination based upon race, religion, national origin, sex (except as permitted by law), age, physical disability, or sexual orientation;
- e. No member in this organization shall engage in any way in hazing (e.g. commit any act that causes or is likely to cause bodily danger, physical or mental harm, or personal degradation to any member of the University community).

I request approval to initiate and organize the above named student organization and will ensure that the organization complies with the requirements outlined above.

Signature: _____ Date: _____

Name: (printed) _____ Student ID#: _____

Address: _____ Telephone: _____

City/Zip: _____

APPROVAL (for office use only)	
Director, Center for Student Leadership: _____	Date: _____
Petition valid through: _____	



REQUEST FOR RECOGNITION — 20__-20__

Notre Dame de Namur University

As currently registered NDNU students, we support the formation of the organization listed on the reverse:

1. Name: _____ Student ID: _____
2. Name: _____ Student ID: _____
3. Name: _____ Student ID: _____
4. Name: _____ Student ID: _____
5. Name: _____ Student ID: _____

PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING THE REVERSE

The organization listed on the reverse requests recognition as a student organization at Notre Dame de Namur University for the 2007-2008 academic year. When approved, recognition is granted through the third week of semester. As officers of the organization, we agree individually and collectively to ensure compliance with the following:

1. The rights to vote and hold office are restricted to matriculated, currently registered students of the University.
2. Membership in the organization will not be denied on the basis of race, religion, sex (except as permitted by law), age, physical disability or sexual orientation.
3. No member of the organization shall engage in any way in hazing (i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm or personal degradation to any member of the University community).
4. The stated purposes of the organization are consistent with the educational mission of the University and the organization is non-profit.
5. The organization will comply with all applicable federal and State laws and policies of Notre Dame de Namur University and NDNU.
6. The individuals on the attached banking card have been authorized by the organization to have access to the organization's on-campus bank account.
7. The officers have been elected/appointed as outlined in the organization's constitution.
8. All amendments to the constitution will be submitted to the CSL within ten (10) working days of the change.
9. A new Officer Registration Packet will be submitted to Notre Dame de Namur University within ten (10) working days of all elections and/or change in officers.
10. If the organization is affiliated with a national, state or regional organization, the current campus officers affirm compliance with the constitution and by-laws of the parent organization.
11. All activities will be carried out in accordance with the organization's constitution which is on file with the Center for Student Leadership.
12. The organization shall be eligible for representation on the ASNDNU Senate.

Date Filed: _____

Organization (please print the complete name): _____

Type of Organization (check only one):
 Academic Cultural Honor Society
 Recreational/Social Religious Special Interest

Purpose of Organization: _____

Affiliations: This organization is ___ is not ___ affiliated with a national, state or local organization.

Name of affiliate organization: _____

Address & Phone: _____

If affiliated, a copy of the parent organization's constitution and bylaws must be on file with the Center for Student Leadership.

Qualifications for Membership (e.g. G.P.A., dues): _____

The term of office for the persons listed below is valid through _____ unless the CSL is informed in writing of any changes/elections. Signatures indicate assumption of responsibility for compliance with statements above and the conditions of recognition listed on the reverse. All officers who have signed below have read and understand those statements including full liability for all actions of the organization. The persons listed below are empowered by the members of the organization to reserve facilities and initiate program requests on behalf of the organization and to commit the organization and the organization's resources through the period of time indicated by the term of office above.

Officer Contact Information

Name(print): _____ Title: _____ Signature: _____

Address: _____ City, Zip: _____ Phone: (day) _____ (eve) _____

Name(print): _____ Title: _____ Signature: _____

Address: _____ City, Zip: _____ Phone: (day) _____ (eve) _____

Name(print): _____ Title: _____ Signature: _____

Address: _____ City, Zip: _____ Phone: (day) _____ (eve) _____

Name(print): _____ Title: _____ Signature: _____

Address: _____ City, Zip: _____ Phone: (day) _____ (eve) _____

Advisor Agreement (All organizations are **required** to have a campus advisor.)

I hereby agree to serve as an advisor to the above named organization during the term indicated. I realize the responsibility of my role as advisor and will work with the organization officers in maintaining University policies and procedures.

Name: _____ Signature: _____ Date: _____

Dept: _____ Phone Number(s): _____

Approved by: _____	Date: _____
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NOTRE DAME DE NAMUR UNIVERSITY

CONSTITUTION OF

Article I. Name

The name of this organization is _____

Article II. Purpose

The purpose of this organization is _____

Article III. Membership

Section 1. Membership is open to all currently registered students, faculty and staff of NDNU.

Section 2. Only student members may vote or hold office.

Section 3. There will be no discrimination based upon race, religion, creed, national origin, sex, age, physical handicap or sexual orientation.

Section 4. There will be no hazing.

Article IV. Officers/Elections

Section 1. The elected officers will be _____

Section 2. The officers will be elected by a majority of votes cast at a regular or special meeting called for purpose.

Section 3. Elections will be held during _____

Section 4. Term of office will be _____

Section 5. Vacancies will be filled by _____

Section 6. The duties of the officers are outlined in the Bylaws.

Article V. Meetings

Section 1. Regular meetings will be held _____

Section 2. Special meetings may be called by _____

Section 3. Quorum for a regular or special meeting will be _____

Article VI. Constitutional Amendments

This constitution may be amended by _____
and University approval.

Article IX. Advisor

An advisor will be selected by _____

Article X. Bylaws Amendments

The Bylaws may be amended by _____

BYLAWS

Article I. Officers' Duties

Section 1. Officer: _____

Duties: _____

Section 2. Officer: _____

Duties: _____

Section 3. Officer: _____

Duties: _____

Section 4. Officer: _____

Duties: _____

Section 5. Officer: _____

Duties: _____

Date of Constitution: _____