**Messiah University Student Organization**

**Application for Recognition**

**Beginning in the Fall Semester 2023**

Those desiring to start a student organization should review the Student Handbook prior to completing this application (see <http://www.messiah.edu/info/20852/student_handbook>).

Student organizations are an incredibly important part of the student experience at Messiah. Officially, recognized clubs and organizations have a number of privileges and responsibilities related to life at the University, including, but not limited, to reserving campus space, promoting and hosting events, liability coverage, and access to campus resources through Conference & Event Services and the Office of Student Engagement. Thus, there is a thorough review process for approving new organizations to ensure they are both consistent with the mission of Messiah University, and sustainable via the resources and staffing at the University.

*Please be aware that this application is not related to the SGA Chartership Process, and is not linked to funding from SGA or the University. Chartership can be pursued once an organization has been recognized and functioning productively for at least a year. Chartered organizations have the ability to request funds through the SGA budgeting process each semester.*

The Cocurricular Education Council typically reviews applications twice a year (in November and March, or as needed). To be considered at one of these meetings, application deadlines are as follows:

* Application submitted by Friday, October 29th, 2023, at 12:00pm
* Attendance by a representative of your proposed organization at the Cocurricular Educational Council meeting in November (time and location TBD)

A complete application includes the following:

1. A completed application (see below)
2. A proposed constitution and/or bylaws (see appendix for an example)
3. A signed letter from a full-time Messiah University employee who is willing to serve as the organization’s advisor (an e-mail is not sufficient, it must be a signed letter in scanned PDF format)
4. For club sports: A letter of support from the Associate Athletic Director (must be a signed letter)
5. For faith-related organizations: A letter of support from University Ministries (must be a signed letter)
6. Meeting with Director of Student Engagement, or a designee thereof, to discuss your proposal (please contact **studentengagement@messiah.edu** to schedule)

**Only completed, electronic applications will be accepted. Please submit via e-mail to** **studentengagement@messiah.edu****. Instructions:**

1. Complete application form below
2. Select “Save As” and name file “New Club Application – [NAME OF CLUB]”
3. In “Subject” section type “New Club Application – [NAME OF CLUB]”
4. Email the Office of Student Engagement your intend to form a club and attach above-mentioned file and proposed constitution/by-laws, as well as the letter of support from an advisor

***If you have questions regarding this process, please contact***

***The Office of Student Engagement:*** *studentengagement@messiah.edu • Ext. 5240 • Larsen Student Union Reception Desk*

1. Proposed Name of Student Organization:

2. Name(s) of Student(s) Submitting the Application:

3. Regional or National Affiliation for Proposed Organization (if any):

*If proposing an affiliation, please describe the nature of the affiliation and provide a summary of the regional or national organization. Please provide evidence that supports this affiliation. In addition, please provide examples of other institutions that have similar affiliations*:

4. Choose the category where the proposed organization belongs:

**[ ]  Academic.** Provides support for academic subjects and promotes the attainment of academic and professional excellence. Note: If applying as an “Honor Society,” the organization must meet at least one of the two following criteria: (1) organization is part of a national sanctioning organization or (2) organization is sponsored by an academic department at Messiah University.

**[ ]  Campus Activities.** Provides fun and diverse programs and events that are reflective of the diverse interests and needs of the student body. Through their programs, they entertain, educate, and encourage fellowship and camaraderie among students.

**[ ]  Club Sports.** Provides athletic-oriented activities that participate with groups external to Messiah University students.

**[ ]  Cultural.** Provides support for students of various ethnic groups during their academic careers and promotes cultural understanding.

**[ ]  Faith.** Provides a means for students to pursue Christian fellowship, teaching, worship, and/or theological exploration.

**[ ]  Government.** Represents the student body on important campus issues and allocates funds received through student activity fees.

**[ ]  Media.** Provides opportunities for professional experience in the areas of broadcasting, news writing, management, editorial, and technical experience.

**[ ]  Performing & Fine Arts.** Promotes the enjoyment, creation and/or performance of art and/or music.

**[ ]  Service.** Provides students with opportunities to volunteer, serve, and raise awareness on behalf of others.

**[ ]  Special Interest.** Provides opportunities and activities to unite students with a common purpose or interest.

5. Please describe and provide evidence for ample student interest for this new student organization. (Generally, at least 15 students should show interest in a new student organization; feel free to include student names/e-mails in this field):

6. Describe how the proposed organization supports the mission and objectives of Messiah University:

7. Describe how this provides a new experience and opportunity to the students of Messiah University. Please include any connections to existing groups, departments, majors, etc.:

8. List examples of proposed organization’s events and activities:

9. Describe the organization’s financial plan (i.e. how will the organization pay for events and programs). Please remember that SGA funds are not available for newly recognized organizations:

10. Will your organization require any special training, equipment, or access to campus resources? If so, please describe a plan for how these needs will be met:

11. List the names and roles of proposed organization leaders:

*See next page for sample constitution.*

**\*\*\* THIS IS A SAMPLE \*\*\***

**THE CONSTITUTION OF
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this organization shall be \_\_\_\_\_\_\_(name of club)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section B: Purpose – The purpose of this organization shall be:

1. Create a professional meeting place for students interested in widget design and development at Messiah University.

2. To act as an agency where Messiah University students interested in widget design and development can be introduced to individuals from outside of the campus community who are in need of widget-development services.

3. To provide widget-development services to other student organizations within Messiah University.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to all Messiah University students.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer.

Section B: Eligibility – Officers must be a full-time students at Messiah University.

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at end of the spring semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – It shall be the duty of the President to:

* Preside at meetings
* Vote only in case of a tie
* Represent the organization
* Appoint committee chairpersons as needed, subject to the approval of the Officers
* Perform such other duties as ordinarily pertain to this office
* Communicate with clients and take the contract on the behalf of organization

Section B: Vice-President – It shall be the duty of the Vice-President to:

* Preside in the absence of the President

Section C: Secretary – It shall be the duty of the Secretary to:

* Record the minutes of all meetings
* Keep a file of the organization’s records
* Maintain a current roster of membership
* Issue notices of meetings and conduct the general correspondence of the organization

Section D: Treasurer – It shall be the duty of the Treasurer to:

* Receive all funds and process requests and forms in a timely and proper manner
* Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meetings – Special meetings may be called by the President.

Section C: Quorum – A quorum shall consist of 30 percent of the membership.

ARTICLE VI: ADVISOR

Section A: Selection – There shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

* Maintain an awareness of the activities and programs sponsored by the student organization.
* Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long-range plans, goals, and problems of the organization.
* Attend regular meetings as often as schedule allows.
* Assist in the orientation of new officers.
* Explain and clarify campus policy and procedures that apply to the organization.
* Maintain contact with the Office of Student Engagement.
* Provide direction in the area of parliamentary procedure, meeting facilitation, team building, goal setting, and program planning.
* Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
* Inform organization members of those factors that constitute unacceptable behavior on the part of the organization members, and the possible consequence of said behaviors.
* Help determine and decide whether a project or program is within organization’s capability.

ARTICLE VII: AMENDMENTS

Section A: Amendments – This constitution may be amended by a two-thirds (2/3) majority vote of the organization/ chapter membership.

Section B: Notification – All members shall receive advance notice of the proposed amendment at least five days before any meeting to vote on changes.