

STARTING A STUDENT ORGANIZATION

Undergraduate Student Government (USG) Edition

WHY BE RECOGNIZED?

There are certain advantages an organization has when it becomes recognized by the USG. Recognized organizations may:

- Use the Tulane name as part of the organization name (the Tulane name may be used only for purposes generally consistent with the organization's purpose and only for identification as a student organization).
- Apply for funding from the USG after a one-year provisional period (some exceptions apply).
- Request a university account.
- Use the Lavin-Bernick Center, McAlister Auditorium, and university quad facilities for meetings and programs.
- Have a student organization mailbox in the Garden Level of the Lavin-Bernick Center.
- Request the use of Associated Student Body (ASB) vans.
- Use the USG workroom.
- Receive advising from the Office of Student Programs.

HOW TO GET RECOGNIZED?

Any organization wishing to be recognized by the USG must submit **via e-mail**, a Constitution, Bylaws (if applicable), and a membership list of ten or more enrolled Tulane students with classification (graduate/undergraduate), email, and telephone numbers to Director of Student Governance and the chairperson of the USG Student Body Administrative Council (SBAC). Membership of the organization must be open to all Tulane University students, faculty, and staff. Samples forms can be found at the end of this PDF. If the membership list is verified the organization can:

- Reserve one meeting room in the LBC for an information session or recruitment.
- Reserve banner space for one three day period.
- Reserve booth space for one three day period.

After the information has been submitted, you will need to schedule a meeting with the Director of Student Governance to discuss the purpose and intent of your group. The Director of Student Governance will then forward your information to the SBAC Chair, who will schedule a time for the organization to present to the council.

WHAT HAPPENS NEXT

Within 30 working days, the SBAC will meet with you and will review the above-mentioned information. They will recommend one of the following options to the USG Senate:

1. Provisional status (funded)
2. Provisional status (non-funded)
3. Active status (in certain cases)

4. Non-recognition

Upon approval of this recommendation by the USG Senate, the organization will begin a one-year provisional period and will be assigned to a student organization council. If rejected, the organization may resubmit its request for recognition at the next SBAC meeting. Should the SBAC decide not to resubmit the organization's application for recognition, the organization may appeal directly to the USG Senate.

SO I'VE BEEN PROVISIONAL FOR A YEAR, WHAT'S NEXT?

During the provisional period, the organization will:

- Receive a mailbox
- Be assigned a student organization advisor.
- Be able to reserve rooms, banner spaces, and booth spaces.
- Be able to publicize on campus.
- Be able to open a 9-account to deposit funds.

After the provisional period, the SBAC will consider whether the organization has followed its constitution and operated within the guidelines for student organizations. The SBAC will review the organization and recommend one of the following options to the USG Senate:

1. Active status (funded)
2. Active status (non-funded if organization is of political, religious, or social nature)
3. Continued provisional status (for a specified time, not to exceed six months)
4. Non-recognition

Upon approval of this recommendation by the USG Senate, the organization will begin active status and be allowed to request funding (restrictions may apply).

WHAT ARE THE GUIDELINES FOR STUDENT ORGANIZATIONS?

All student organizations must:

- Abide by the constitution and bylaws of the USG.
- Abide all the USG and university rules and regulations and procedures applicable to students and to official student organizations.
- Abide by its constitution and submit to the SBAC for review every two years or whenever changes are made. All changes must be approved by the SBAC, and the SBAC reserves the right to review organizations at any time.
- Send one member to the budget workshop held every Fall semester.
- Register each Fall, during the first two weeks of August, with the Office of Student Programs.

Registration must be complete in order to use the resources available to student organizations. The Registration Database can be found at www2.tulane.edu/stuprog.

GOOD LUCK!! See you in SBAC!!

SAMPLE CONSTITUTION OF (NAME OF ORGANIZATION)

PREAMBLE

The intent of this constitution is to outline the procedures and regulations governing the NAME OF ORGANIZATION.

ARTICLE I

Name

The official name of this organization shall be the NAME OF ORGANIZATION herein after referred to as the NICKNAME OR ACRONYM.

ARTICLE II

Purpose

The purpose of the NAME OF ORGANIZATION shall be to (STATE PURPOSE).

ARTICLE III

Membership

Section 1. Eligibility

All students, faculty, and staff of Tulane University shall be eligible for membership in the NAME OF ORGANIZATION.

Section 2. Active Membership

Active members must attend the required amount of meetings established for membership by the Executive Board. Any student considered an active member shall also be a voting member.

Section 3. Inactive Membership

Faculty, staff, and students who do not attend the minimum amount of meetings established by the Executive Board shall be inactive members and do not have voting privileges.

ARTICLE IV

Meetings

Section 1. Regular Meetings

The Executive Board shall call meetings at specified times throughout each semester.

Section 2. Special Meetings

(DEFINE SPECIAL IE. EMERGENCY, BUSINESS, ETC.)

The Executive Board shall call special meetings when deemed necessary.

Section 3. Rules of Order

All regular and special meeting of NAME OF ORGANIZATION shall be conducted using parliamentary procedure as described by Roberts Rules of Order, Revised.

Section 4. Quorum

Quorum shall be defined as FIFTY PERCENT (50%) PLUS ONE (1) of the total active membership.

ARTICLE V

Dues

(STATE THE FINANCIAL OBLIGATIONS OF EACH MEMBER AND WHEN SUCH OBLIGATIONS MUST BE MET.)

ARTICLE VI

Officers

Section 1. Number and Method of Elections

- A. NAME OF ORGANIZATION shall elect from the active membership a PRESIDENT, VICE-PRESIDENT, TREASURER, AND SECRETARY.
- B. Elections are to be held by the **first two weeks of March**.
- C. Officers shall be elected by nomination and secret ballot. An independent designee shall facilitate all elections.
- D. All elections shall be by simple majority (50% plus 1) of quorum.

Section 2. Terms of Office

Officers shall be elected annually during the first two weeks of March, to assume office after a two week transition period, and shall serve one academic year.

Section 3. Executive Board

The elected officials including the PRESIDENT, VICE-PRESIDENT, TREASURER, and SECRETARY shall constitute the Executive Board.

Section 4. Duties of Office

- A. The PRESIDENT shall:
 1. Preside over all meetings of the NAME OF ORGANIZATION
 - 2.
 - 3.
- B. The VICE-PRESIDENT shall:
 1. Fulfill the duties of the PRESIDENT in case of his/her absence.
 - 2.
 - 3.
- C. The TREASURER shall:
 1. Be responsible for the preparation and updating of the organization's budget as appropriate and for the proper and timely expenditure of the budget.
 2. Collect dues and fees at the appropriate times throughout the semester.
 - 3.
- D. The SECRETARY shall:
 1. Record and file minutes at all meetings.

- 2.
- 3.

Section 5. Removal of Officers

- A. Officers who do not fulfill their responsibilities or knowingly hinder the development of the NAME OF ORGANIZATION may be removed from office.
- B. Removal charges must be given to the PRESIDENT in writing. Written notification will then be given to the accused officer and he/she will have one week to prepare a defense. The President shall then call a meeting of the NAME OF ORGANIZATION. At that time, the accused officer will present his/her defense and a vote will be taken.
- C. Officers shall be removed by a TWO-THIRDS (2/3) VOTE of quorum.

ARTICLE VII

Committees

Section 1. Standing Committees

(STATE A,B,C... THE STANDING COMMITTEES AND THE COMPOSITION OF EACH)

Section 2. Duties of Standing Committees

(LIST IE. A,B,C... ALL DUTIES AND OBLIGATIONS OF EACH STANDING COMMITTEE)

ARTICLE VIII

Faculty Advisor

Faculty members of Tulane University may become Faculty Advisors by SIMPLE MAJORITY (50% PLUS 1) VOTE of quorum. Faculty Advisors shall assist in the planning, supervision, and direction of the organization.

ARTICLE IX

Amendments

Section 1. Procedure for Amendments

Proposed amendments must be delivered to the PRESIDENT in writing. The PRESIDENT, having received the proposed amendment, shall schedule a meeting of the organization. At this time, the amendment shall be read aloud, discussed, and voted upon.

Section 2. Ratification

This constitution may be amended by a THREE-FOURTHS (3/4) VOTE of quorum.

ARTICLE X

Review of Constitution

The SBAC reviews the constitutions of all official student organizations every two years, but reserves the right to review constitutions at any time.

Membership List

Organization Name: _____

Date: _____

Faculty Advisor (optional): _____

I. Please list below the names, phone numbers, classification (grad/undergrad), and email addresses of organization members. A minimum of ten (10) members who are currently enrolled Tulane University students is required for recognition.

II. Please also place an asterisk () by the contact person for the organization.*

III. After meeting with the Director of Student Governance, please return all completed forms to the Undergraduate Student Government Office G11C (in the Student Organizations Center in the Garden Level of the Lavin-Bernick Center). Forms should be sent placed in any sized envelope with the letters "VPSO" on it.

Name: _____

E-mail: _____

Classification: _____

Phone: _____

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