**Miles College** is home to many student organizations. These organizations provide skills and experiences to their members which enhance the student experience and campus culture. Below are the steps for starting a new student organization.

## Step One

Students and advisor(s) should be familiar with the Student Handbook and the COVID-19 re-entry plan. This Handbook acts as a guide for all Student Life on and off Campus.

## Step Two

After you are familiar with the Student Handbook, the next step is to collect the following:

1. To be considered and approved as an active Organization, each proposed Organization MUST have at least 5 Members, an Advisor and a Constitution. This student must be an full time (carrying at least 12 credit hours in the current semester) enrolled **Miles College** student with a cumulative GPA of 2.0 or greater (some Organizations may have other additional requirements).
2. One **Miles College** faculty or staff member to serve as an advisor for the student organization. This person will need to complete the Advisor Agreement.
3. A constitution for your organization.Step Three

After you have collected the above information, please submit the application for recognition to present your organization's information for verification to the Office of Student Activities to be approved by the **Dean and Vice President of Student Affairs**. This form is our way of ensuring you meet all the requirements. If the organization is going to be sponsored by a college/university office, department, or unit.

## Step Four

Once the form is submitted, the **Office of Student Affairs** will review it and will either confirm your group is approved or send it back for revisions. Once it is approved your organization will be put up on Presence and are at that time fully registered.

**FACULTY/STAFF ADVISOR AGREEMENT**

Faculty/Staff advisors are volunteers who give their time to the betterment of student life by helping student organizations. Faculty/Staff advisors must be at least a part-time employee of Miles College and must be willing to enrich students with their assistance in co-curricular experiences. Student organizations are given the right to select their own advisors.

**Your Responsibility as a Faculty/Staff Advisor**

1. Be familiar with College/University and clubs & organizations policies that will affect the clubs & organizations. Obtain a copy of the Student Handbook. Keep organization informed of changes or revisions.
2. Ensure that the correct representative attend the mandatory clubs & organizations Orientation meeting held each semester by the Office of Student Activities.
3. Maintain contact with the organization and provide general support and leadership.
4. Serve as a liaison between the organization, faculty, staff, administration, and the Office of Student Activities.
5. Participate and guide the organization in designing meaningful programs that are consistent with the organizations purpose and goals.
6. Determine the roles and expectations between the advisor and organization.

The Department of Student Affairs and The Office of Student Activities would like to thank you for donating your valuable time to student organizations at Miles College. It is this commitment to integration of academic and interpersonal development that makes the students so successful.

This form must be turned in to the Office of Student Activity located in the George T. French, Jr. Student Activity Center, Room 221.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organization Name: | | |  | | | | Faculty/Staff Advisor’s Name: | | | |  | | |
|  | | | |  | |  | |  | | | |  | |
| *Organization President’s Signature* | | | | | |  | | *Faculty/Staff Advisor’s Signature* | | | | | |
|  | | | | | | |  | | | | | | |
| Department : | |  | | | | |  | | | | | | |
|  | | | | | | | | | | | | | |
| Phone |  | | | | Number | | | |  | Date | | |  |

**This sample constitution is provided as a guide for use in developing constitutions for student organizations at Miles College. Student organizations are encouraged to adapt this sample constitution to the unique needs and purposes of the organization.**

All student organization constitutions, adapted or original, must include all articles covered in the sample constitution below as well as the following:

* Date of creation and revision of the constitution (note at end of constitution)
* Non-discrimination clause (Article III, Section 3)
* Dissolution Clause (Article XII, Section 1)

Rough drafts of constitutions should be submitted to the Department of Student & Campus Life for review. An appointment for the purpose of discussing the rough draft of the constitution should be scheduled with the Director of Student & Campus Life within a week of the department’s receipt of the constitution.

**(SAMPLE) CONSTITUTION**

ARTICLE I: Name

The name of this organization shall be the Miles College (state name of the organization) (hereinafter referred to as the (the “club”, the “organization”, etc.).

ARTICLE II: Purpose

Section 1: The purpose or mission of the (club, organization, etc.) shall be: (list what you intend to do, your mission, and/or goals).

ARTICLE III: Membership *(You may add any additional requirements for membership in this section)*

Section 1: Membership in the (club, organization, etc.) at Miles College shall be open to any and all students, faculty, and staff at Miles College. Active membership shall be determined by (please include specific criteria, i.e. class level, GPA, interest in...). Once a student graduates or ceases to be a student at the College/University, his/her membership in the Club shall cease.

Section 2: Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot. The member in question must be notified immediately of the outcome of the vote.

Section 3: It shall be stated as part of the policy of the (club, organization, etc.) at Miles College that membership and membership privileges must be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Section 4: With membership in the Club shall come full floor and voting privileges on any and all items of Club business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers *(Indicate appropriate powers of each - samples below)*

Section 1: The officers shall consist of a (example: President, Vice President, Secretary, and Treasurer) . The officers shall be responsible for all administrative duties of the Club.

Section 2: The (example: President) shall have the power to establish and maintain operation procedures of the Club, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the Club. (List other additional responsibilities.)

Section 3: The (example: Vice President) shall assist the (example: President) with all administrative duties and assume those duties in the absence of the (example: President). (List other additional responsibilities.)

Section 4: The (example: secretary) shall keep accurate and detailed records of all meetings and affairs, send/transmit all official (club, organization, etc.) correspondence, and coordinate preparation and distribution of club flyers, handouts and publications. (List other additional responsibilities.)

Section 5: The (example: treasurer) shall receive and distribute (club, association, etc.) funds upon the authorization of the (example: president), in accordance with the financial rules and regulations of the College/University and the laws of the State of California, and make financial reports at all Executive Committee meetings, and at the regular meetings of the (club, organization, etc.), and coordinate fundraising activities.

Section 6: The elected officers shall form the Executive Committee.

Section 7: All elected officers should be in good academic standing at the College/University (above a 2.0 G.P.A.).

ARTICLE V: Elections

Section 1: The (list officers) shall be elected by the members of the (club, organization, etc.) to serve a term of one year. Elections shall be held at the first regular meeting of the (club, organization, etc.). Annual elections shall be held (state time frame: example: the third week of spring semester). The officers shall be elected by means of a ballot (or verbal vote depending upon organization preference). The term of office for all officers shall begin (upon completion of finals, upon completion of elections, etc.) and end on the same day of the following year.

Section 2: Nominations of candidates for (club, organization, etc.) officer positions shall be (identify how nominated - example: from the floor of the meeting) by any (club, organization, etc.) member. Nominees for officer positions must be (club, organization, etc.) members.

Section 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those (club, organization, etc.) members present, provided quorum is met. (See Section VIII.)

Section 4: The order of succession shall be: (1) (example: President), (2) (example: vice president), (3) (example: secretary), (4) (example: treasurer).

Section 5: Vacancies occurring in any of the elected offices shall be officially filled at the next regular (club, organization, etc.) meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

ARTICLE VI: Appointments

Section 1: The (example: president) shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of (club, association, etc.).

ARTICLE VII: Removal from office

Section 1: Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

ARTICLE VIII: Meetings

Section 1: General membership meetings shall be held (state how often), with additional meeting called by the (example: President) as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, usually not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new (example: President).

Section 2: The Executive Committee shall meet when called by the (example: President).

Section 3: Official notice of the meeting at which the election of (club, organization, etc.) officers will take place must be provided to all (club, organization, etc.) members not less than two weeks prior to such meeting.

Section 4: Quorum shall be defined as (example: fifty percent plus one of the total) of the (club, association, etc.) membership. Quorum is needed for official votes to take place.

ARTICLE IX: Funding

Section 1: Dues shall be charged for membership in the (club, organization, etc.). The amount of dues charged for each year/semester shall be determined at the first meeting of the Fall Semester. Semester memberships shall expire on the first day of the next semester. Yearly membership shall expire on the last day of the Spring Semester (including summer session) after the semester in which dues are paid. Membership dues can be paid during any semester and shall be collected by the Treasurer. (If dues are not to be collected, delete this section.)

Section 2: The (club, organization, etc.) shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraisings shall be conducted in accordance with College/University policies.

ARTICLE X: Amendments

Section 1: Amendments to this constitution shall be adopted by a two-thirds vote of the members present at two consecutive meetings at which the amendment has been read.

ARTICLE XI: Jurisdiction

Section 1: The (club, organization, etc.) is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Miles College and the laws of the State of California. The rules, regulations, and policies of the Miles College shall hold precedence over any and all rules, regulations, and policies applying to the (club, organization etc.), including those of national organizations with which the (club, organization, etc.) is associated.

ARTICLE XII: Dissolution Clause

Section 1: This Student Organization will be dissolved by a two-thirds majority of quorum votes to do so, or when the Student Organization fails to complete the College/University required recognition process for two consecutive semesters. In the event of the Student Organization’s dissolution, all Student Organization financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations.  All additional assets become property of the Department of Student & Campus Life.

DATE OF CREATION:

LATEST REVISION DATE:

**NOTE:**  (Not needed in your constitution, delete when read) Newly revised constitutions are to be filed with the **Office of Student Programs & Activities** upon completion. Assistance with any portion of this constitution or any aspect of the development can be obtained by contacting the **Office of Student Programs & Activities**. (Leon Moody | [lmoody@miles.edu](mailto:lmoody@miles.edu) | 205.567.7714)