Obtaining an education includes many more experiences than merely attending classes. More and more, students in higher education are asking that they be treated as citizens in a community so that they are not isolated on a small academic island. Experiences which will prove useful to every student include membership in a recognized student organization (RSO) in the student’s field of interest, active participation in student government, religious groups, intramurals, or other activities open to all students, such as band, chorus, ensembles, plays, debates, and the like. The experiences and interaction encountered in club activities are a very important supplement to the academic experiences a student receives.

In order for a group of students to use university facilities, such as rooms and bulletin boards, equipment or outdoor space, they must form an organization and receive official university recognition. There are nearly eighty active RSOs at MWSU so most students should be able to fit into a group of their choosing. But if a student is interested in forming a new organization that is not currently at Western, then he or she will need to start a new student organization. This packet is designed to inform and assist students and other interested parties in the creation of new groups. Read through this packet, complete it, and turn it into the Center for Student Involvement (CSI) in Blum Union 207 to begin the process of starting a new student organization at MWSU. (Also see the Fraternity and Sorority Expansion Policy to start a new fraternity or sorority at MWSU.)

New Student Organization Process Check List
If you can check each of these statements, you are going to be well on your way to creating a new RSO at Western. If you cannot, keep working until you can.

- Review the regulations outlined in the Student Organization Handbook and consult with the CSI to receive valuable information;
- Obtain and fill out an Application for Organization Recognition (AOR). Note that these packets are available on-line from the CSI and SGA. You can also obtain a copy by visiting the CSI, located in Blum 207, or the SGA, located in Blum 217.
- Recruit members to your proposed organization by holding informational meetings if needed, and find an advisor from the MWSU Faculty, Staff, or Administration;
Application for Student Organization Recognition

Write a proposed constitution using the guidelines outlined in the Student Organization Handbook and the sample constitution supplied by the CSI;

Submit your completed packet, with 2 copies of your proposed student organization constitution, a list of at least five members, and the name of an advisor to the CSI.

By completing this application, you are officially requesting recognized status for a new or inactive group at MWSU.

Are you restarting an inactive student organization? YES NO

Organization Name:________________________________________________________________________

A minimum of five students must join the proposed RSO in order to be considered for recognition.

Print Name Sign Name G Number E-Mail or Phone
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

You must include a roster of all proposed members, so please ATTACH a roster of any additional members, including their typed name, typed contact information (e-mail or phone number) and their G Number.

Please include the printed names of the four students who will be serving as President, Vice President, Secretary and Treasurer during your group’s first year of existence:

President:__________________________ Vice President:__________________________
Treasurer:__________________________ Secretary:__________________________

Please include the name of your FACULTY/Staff Advisor. List the names of any additional advisors (alumni, chapter, or non-staff) on the attached copy of your roster.

Faculty Advisor Name:_____________________________________________________________
Department:________________________________ Phone:__________________________
Application for Student Organization Recognition

Types of Organizations at Western

With which organizational category would your new RSO like to be associated (check one)?

_____ Academic and Departmental Student Organizations are recognized student groups sponsored by the University’s academic and non-academic departments.

_____ Athletic and Recreational Student Organizations are recognized student groups that place an emphasis on sports, outdoor activities and other fun games.

_____ Governance Groups are student organizations that participate in University wide governance. The Student Government Association and its branches are the only student groups participating in governance.

_____ Governmental Student Organizations include all recognized student groups that govern over groups of students or student organizations. Unlike the Governance Groups, Governmental Student Organizations play no role in University wide governance.

_____ Greek Life Organizations include all recognized student groups that are affiliated with national Greek-letter organizations. Social Greek Fraternities and Sororities are affiliated with some Governmental Student Organizations and provide members with opportunities to experience brotherhood and sisterhood.

_____ Honor Societies include all recognized student groups that exist to recognize the outstanding scholastic achievements of member students.

_____ Intercultural Student Organizations include all recognized student groups that focus on some element of this diverse world’s many cultures. These organizations provide support for students, while also promoting a better understanding of a given cultural group.

_____ Performing Arts Groups include all recognized student groups that are heavily involved in musical performance, acting, etc.

_____ Political and Advocacy Groups include all recognized student groups designed to promote awareness or advocacy of a given political or social agenda.

_____ Service Organizations include all recognized student groups that wish to engage in or promote community service or philanthropic activities.

_____ Social Interest Groups include all recognized student groups that bring a group of students together to focus on a specific special interest. These groups promote social activities related to their particular themes.

_____ The Student Media includes all recognized student groups that involve themselves with media of all kinds, including publications, and broadcasting. The Student Media typically promotes communication and awareness.
Application for Student Organization Recognition

Student Organization Advisor Agreement
(Adapted from the Student Organization Advisor Agreement at Harvard College)

Write Clearly and Legibly:

Organization Name: ____________________________________________________________
Advisor Name: ______________________________ E-Mail: _______________________
Title: ______________________________________ Phone: _______________________

NOTICE

Advisors for recognized student organizations (RSOs) play important roles. Not only do they strive to make a positive contribution to the healthy development of an organization, but they offer constructive advice and aid of various kinds.

RSO Advisors can also help prevent, and even cure, undesirable situations that may arise throughout the course of the year. An RSO advisor should apprise the Center for Student Involvement (CSI) of situations that may need further attention from the University.

RSO advisors have many roles and expectations. Though the importance and level of responsibility for an advisor may vary from organization to organization, all advisors make an integral part of an organization.

All advisors should act in accordance with the policies of Missouri Western State University, especially those found in the Student Handbook, the Student Organization Handbook, and MWSU Policy Guide.

RSOs may have more than one advisor, but at least ONE advisor MUST be a member of the MWSU Faculty, Staff or Administration. Advisors should have a basic interest in the activities of the RSO in which they are sponsoring, and should be able to contribute in meaningful ways.

When securing an advisor for an RSO, a copy of this form, signed by the advisor, stating that he or she has read the roles and expectations outlined in the Student Organization Handbook should be submitted to the CSI. This form must be resubmitted on an annual basis.

____________________________________________________________________________

I have read and understand the roles and expectations, for RSO advisors, and I agree to serve in an official capacity, as the group’s faculty/staff advisor. I have received a copy of the Student Organization Handbook and am aware of the policies therein.

Advisor Signature: ___________________________ Date: ______________________

____________________________________________________________________________
Application for Student Organization Recognition

Guidelines for Writing a New Constitution

All RSOs must adhere to the policies outlined in the Student Handbook and the Student Organization Handbook. In addition, the Student Government Association (SGA) is responsible for the self-governance of the student body at MWSU. Therefore, all RSOs must adhere to the rules and regulations found in the SGA Constitution and By-Laws.

Despite this, all student organizations should have, and are encouraged to create their own constitution. These constitutions will be used to govern the day-to-day operations of a student group. They will also lay out the standards by which an organization can be effectively run for years, even after the original members have come and gone. Use these guidelines to write a new constitution. Note that if a group fails to include one of the following, it may slow the process of recognition or result in the denial of a proposal for organization recognition.

New constitutions must include (in no particular order):

1. Assurances of compliance with MWSU policies and procedures;
2. Assurances of compliance with the rules and regulations outlined in the Constitution and By-Laws of the SGA;
3. Assurances of compliance with Federal, State, and Local laws;
4. Provisions on eligibility for membership;
5. Provisions on event attendance requirements;
6. Qualifications for members in good standing;
7. Standards for officer elections;
8. Rules for the conduct of meetings;
9. Policies for the creation, revision and publication of agendas and minutes;
10. Provisions on voting eligibility;
11. Standards for the removal or impeachment of officers;
12. Provisions on constitutional amendments and amendments to by-laws (if applicable);
13. A statement that all amendments must be approved by the Student Senate;
14. Standards regarding fundraising, financial oversight, and the administering of funds;
15. By-Laws (if applicable);
16. A statement of non-discrimination; and
17. A statement on Rules of Procedures (i.e. Robert’s Rules of Order or some other procedural regulations).

If you need assistance writing a constitution, you can contact the CSI.

YOU MUST SUBMIT THREE COPIES OF YOUR CONSTITUTION, ATTACHED TO YOUR APPLICATION!
Application for Student Organization Recognition

Have you met with a representative of the Center for Student Involvement? YES NO

Do you have three copies of your constitution attached to this application? YES NO

Do you have a copy of your roster attached to this application? YES NO

Has your advisor completed the Advisor Agreement on Page 4? YES NO

Notice

Upon completion of this packet, you must submit your application for recognition to the CSI in Blum 207. The Committee on Student Organization Recognition (CSOR) meets once a month. Your request will be reviewed at the next CSOR meeting. If approved, the CSOR will recommend that the SGA approve the request. An organization will become officially recognized upon the approval of both the CSOR and the SGA. If your organization is approved, a representative of your RSO will need to meet with the CSI staff for training and other pertinent information.

By signing, you are acknowledging that you have read and understand all of the information found herein. You are agreeing to these terms, and are stating that you have completed this application.

Sign: ____________________________ Date: ________________

______________________________________________________________________________

Office Use Only

Date Received: The Assistant Dean of Student Development:

______________________________________________________________________________

Student Government Association:

Approved Denied

Reason for denial or other comments:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Forward to: ____________________________________________________________________
The Constitution of the MWSU

Chess Club

Preamble

We the students, of the MWSU Student Association, do hereby establish the Chess Club to promote awareness of the game of Chess, and to provide an outlet by which members may play or compete.

Article I – Name and Purpose

Section 1. The name of this recognized student organization shall be the MWSU Chess Club.

Section 2. The purpose of the MWSU Chess Club is to foster awareness of the history and art of Chess, while encouraging young people to learn to play the game.

Article II – Membership

Section 1. Joining the Chess Club

Clause 1: To join the Chess Club, an interested student must attend two meetings, at which point he or she shall fill out an application for membership.
Application for Student Organization Recognition

Clause 2: After completion of a membership application, the Chess Club shall vote to approve the potential new member. A majority vote in favor will result in the applicant receiving membership status.

Section 2. Active Membership

Clause 1: Active members are those students who have applied for membership, been approved, and paid their dues in full.

Clause 2: Active members shall have the right to vote in all instances, and shall be eligible to participate in all activities, and may serve as elected officers for the Chess Club.

Clause 3: All active members shall be considered in good standing.

Section 3. Inactive Membership

Clause 1: Inactive membership shall be extended to all students who have not paid dues in full.

Clause 2: Inactive members will not be allowed to vote, or serve as elected officials.

Section 4. Dues

Clause 1: New members must pay dues in full, by the first day of the first month after they receive membership.

Clause 2: Members must have paid dues in full, by the first day of the first full month of the semester (September in the Fall, February in the Spring).

Clause 3: Members who fail to pay dues will be considered in bad standing, and will be given inactive status.

Clause 4: Dues will be assessed in the amount of 5 dollars per semester, by the Treasurer of the Chess Club.

Section 5. Eligibility for Membership

Clause 1: Any student, who is currently enrolled at MWSU is eligible for membership in the Chess Club.

Clause 2: Membership may be extended to Alumni, Faculty and Staff, but such members will be non-voting and non-dues paying.

Section 6. Membership Responsibilities

Comment [m5]: Some departmental organizations might require that a student is a major in a given field of study.
Application for Student Organization Recognition

Clause 1: All active members will receive one vote for all business placed before them.

Clause 2: All active members must serve on a committee.

Clause 3: All members must be able to play at least one form of Chess.

Clause 4: All members must regularly attend meetings of the Chess Club, and failure to attend 60% of all regularly scheduled meetings will result in the member being placed on inactive status. Failure to attend 40% of all regularly scheduled meetings will result in removal from the Chess Club.

Section 7. Statement of Non-Discrimination

Clause 1: The Chess Club will not discriminate against any student seeking membership in the organization on the basis of academic class, affiliation, age, creed, disability, gender, ideology, political beliefs, sexuality, social class, race, or for any other reason not stated.

Clause 2: The Chess Club views diversity as a source of strength and as a valuable resource, so people from all walks of life are encouraged to join.

Article III – Officers

Section 1. There will be four officers in the MWSU Chess Club.

Section 2. The President

Clause 1: He or she shall be responsible for setting the agenda for all business meetings of the Chess Club, which shall be subject to the approval of the members present.

Clause 2: He or she shall determine, with the advisor, the number of meetings for each semester.

Clause 3: He or she shall vote only in the event of a tie.

Clause 4: He or she shall call all meetings to order, and shall adjourn all meetings as necessary.

Clause 5: He or she shall be a member of the MWSU President’s Leadership Council, and he or she shall attend all meetings of said council.

Clause 6: He or she shall publish the agenda for all meetings two days in advance on the Chess Club listserv.
Application for Student Organization Recognition

Section 3. The Vice President

Clause 1: He or she shall assume the office or responsibilities of the President in the event that the Presidency shall become vacant or should he/she be absent for any reason.

Clause 2: He or she shall be responsible for assigning members to each committee.

Clause 3: He or she shall be responsible for scheduling chess tournaments.

Clause 4: He or she shall be responsible for organizational marketing.

Clause 5: He or she shall be responsible for assisting the president with [parliamentary procedures].

Section 4. The Secretary

Clause 1: He or she shall be responsible for recording minutes for all meetings.

Clause 2: He or she shall be responsible for keeping a record of all committees.

Clause 3: He or she shall be responsible for keeping a roster of all members, and for recording attendance at all meetings.

Clause 4: He or she shall be responsible for approving all Chess Club publications.

Clause 5: He or she shall publish the minutes of all meetings on the Chess Club listserv, no more than two days after the meeting in which they were recorded.

Section 5. The Treasurer

Clause 1: He or she shall be responsible for assessing all dues, and keeping track of all finances.

Clause 2: He or she shall be responsible for planning and coordinating fundraising events.

Clause 3: He or she shall be responsible for planning the Budget of the Chess Club, and he or she shall be responsible of keeping track of all funds in the budget.

Clause 4: He or she shall work with the Advisor to ensure that all funds are administered properly, and they shall keep track of all receipts.

Article IV – Elections and Voting
Application for Student Organization Recognition

Section 1. Elections will be held at the first meeting of the last month of school in the Spring semester.

Section 2. Officers will be elected to serve for the following academic year.

Section 3. Voting will take place on all business placed before the membership of the Chess Club at each meeting.

Section 4. The candidate with the most votes will be selected as the winner of an election.

Section 5. Election voting will be by secret ballot. All other voting will be by hand-count unless motioned otherwise.

Section 6. Officer vacancies will be filled by a special election, unless otherwise stated (SEE Article III, Section 3, Clause 1).

Section 7. Quorum will consist of half of all members plus one, and business may not take place without the presence of quorum.

Article V – Committees

Committees will be established by a majority vote as needed, to assist the organization’s officers, or to complete special projects.

Article VI – Finances and Fundraising

Section 1. The budget shall be approved at the beginning of each semester, and shall be made of the funds raised through dues and fundraising projects.

Section 2. All funds will be disbursed with the oversight of the Advisor, who shall be responsible for administering the Chess Club’s on campus account.

Section 3. The Chess Club will engage in two fundraising projects each semester.

Section 4. The Chess Club will use its funds to pay for events and tournaments.

Article VII – The Advisor

Section 1. The Chess Club will have one advisor from the MWSU faculty, staff, or administration, who must complete and Advisor Agreement with the Center for Student Involvement at the beginning of each year.

Section 2. The term of office for all advisors will be one year. Service will be renewed upon completion of the Advisor Agreement.
Application for Student Organization Recognition

Section 3. The faculty/staff advisor for the Chess Club will be responsible for meeting all obligations stated in the Student Organization Handbook.

Article VIII – Affiliation

Section 1. The Chess Club will maintain an affiliation with the Greater North American Union of Chess Players.

Section 3. The Chess Club will maintain a relationship with the Student Government Association, the governing body of all students and student organizations at MWSU. The Chess Club will adhere to the regulations outlined in the SGA Constitution and By-Laws.

Article IX – Impeachment or Removal

Section 1. Officers may be impeached for failure to complete their responsibilities.

Section 2. Any member may file a letter of impeachment with the Advisor of the Chess Club, which must outline the reasons for which an officer should be impeached.

Section 3. Upon receipt of a letter of impeachment, the Advisor will call a special meeting, where the Chess Club will review evidence and hear the testimony of all members regarding the officer in question.

Section 4. Vote of Confidence

Clause 1: At the end of an impeachment hearing, the organization will vote on a verdict.

Clause 2: A vote of confidence will result in the impeachment charges being dropped.

Clause 3: A vote of no confidence will result in a successful impeachment.

Clause 4: If an officer receives a vote of no confidence, but does not resign, the organization must vote to remove him or her from his or her position.

Clause 5: A vote of no confidence requires a two-thirds majority vote of quorum.

Section 5. If an officer receives a vote of no confidence, but does not resign, the organizations must vote to remove him or her from his or her position. Such a vote will require a two-thirds majority of quorum in favor of removal to remove the officer.

Article X – Rules of Procedure

Comment [m11]: Be sure your organization explains the difference between impeachment and removal, and be sure you outline the reasons an officer may be impeached or removed. If an officer is impeached, what happens to him or her?

Comment [m12]: Keep in mind that parliamentary procedure is best for organizations with more than five or six members. Any rules of procedure should be outlined here, but they do not necessarily have to be “Robert’s Rules.”
Application for Student Organization Recognition

The Chess Club will strictly adhere to the most recent edition of Robert’s Rules of Parliamentary Procedure.

Article XI – Regulations

The Chess Club will adhere to all policies and procedures outlined in the MWSU Student Handbook and the MWSU Student Organization Handbook. Furthermore, the Chess Club will adhere to all federal, state, and local laws.

Article XII – Amendments

Amendments to this constitution may be proposed by any member of the Chess Club, but may only be voted on at the last meeting of each month. A two-thirds majority vote of quorum is required in order to enact an amendment. All amendments must be approved by the Student Senate. Amendments will take effect immediately upon approval by the Chess Club. If the SGA does not approve an amendment, that amendment will be retroactively revoked.

Article XIII – Dissolution

This organization will dissolve, if no member participates in the Annual Student Organization Orientation and Registration process facilitated by the Center for Student Involvement.