

OFFICE OF STUDENT LIFE AND DEVELOPMENT
DIVISION OF STUDENT AFFAIRS

DATE: _____

APPLICATION FOR PERMISSION TO FORM

A NEW STUDENT ORGANIZATION AT TUSKEGEE UNIVERSITY

Name of Organization: _____

Name of Person Making Application: _____

Campus Address: _____ Phone #: _____

E-Mail Address: _____

Purpose of Organization (**clearly define**): _____

Purposed Programs (**required**): _____

Basis of Membership: _____ When Selected: _____

Financial Obligation of Group (Include dues, assessments, & etc.):

Proposed Officers:

Student's Name:	Student's ID Number (REQUIRED):
President:	
Vice President:	
Secretary:	
Treasurer:	

When Elected: _____

Term Of Office: _____

Faculty Advisor: _____

(Name)

(E-Mail)

(Phone #)

PLACE OF MEETINGS: _____

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TENTATIVE ORGANIZATIONS MUST ACTIVELY FUNCTION FOR A PERIOD OF ONE SEMSTER (30 of which must occur during a regular Fall or Spring semester). Time begins after the Tentative Approval Form has been returned to the Office of Student Life and Development.

DO NOT WRITE BELOW THIS LINE.

APPROVED:

SGA EVENTS COORDINATOR

DIRECTOR OF STUDENT LIFE

DATE

DATE

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STUDENT ORGANIZATION TENTATIVE OPERATIONAL APPROVAL REQUEST
(Student desiring to form a new organization must complete the following questionnaire.)

DATE: _____

This proposed organization is to be known as _____

Under what Tuskegee University student organization is this organization to be placed?

What student(s) assume present responsibility for this organization?

What is the nature of this organization? _____

How will this organization benefit the Tuskegee University College Community and what are the plans for sustainability?

With what national body will this organization affiliate? _____

With what region will this organization affiliate? _____

Attach an alphabetical list of 10 students presently active with this organization. (Including Tuskegee University I.D. numbers)

Signature of Faculty or Staff person working
directly with group during entire period of
tentative operation.

DO NOT WRITE BELOW THIS LINE.

Approval: _____
Signature

Date: _____

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Title

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When submitting an Application for Permission to Form a New Student Organization at Tuskegee University, one must also submit a list of 10 possible members with the application.

TEN MEMBERS:

STUDENT'S NAMES	STUDENT'S ID NUMBERS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

When you are ready to submit the application, you must submit the following documents to the Director of Student Life and Development/ Student Center, Mr. Joe Brown, located in Tompkins Hall- Suite 400.

1. APPLICATION FOR PERMISSION TO FORM A NEW STUDENT ORGANIZATION AT TUSKEGEE UNIVERSITY.
2. THE QUESTIONNAIRE, PAGE #2
3. A CONSTITUTION AND BY-LAWS AS OF THE PROPOSED ORGANIZATION.
4. A LIST OF 10 POSSIBLE MEMBERS

OFFICE OF STUDENT LIFE AND DEVELOPMENT
DIVISION OF STUDENT AFFAIRS

CONSTITUTION AND BY-LAWS

OF

TUSKEGEE UNIVERSITY

TUSKEGEE, ALABAMA

OFFICE OF STUDENT LIFE AND DEVELOPMENT
DIVISION OF STUDENT AFFAIRS

TUSKEGEE UNIVERSITY

Preamble

We, the _____ seeking to
provide an effective organization that will _____
_____do ordain and establish this constitution.

By-Laws

Article I: Name and Purpose

Section I. Name:

The name of this organization shall be the
_____.

Article II: Membership: Officers and Advisor

Section I. Membership

The membership of the organization shall consist of

Section II. Officers

The officers of the organization shall be president, vice president, recording secretary, corresponding secretary, treasurer, and parliamentarian.

Section III. Advisor

The Advisor shall be:

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Article III. Election and Terms of Officers

Section I. Election

- a. The election of officers shall be held
-

- b. The officers shall be elected by either secret ballot or by raising the right hand.

Section II. Terms of Officers:

The term of each office shall be for a period of one year in duration. The officer may be re-elected for two additional years.

Article IV: Qualifications and Duties of Officers

Section I. Qualifications of Officers

The qualifications of officers shall be as follows:

- a. President
 - 1. He/ She shall have been a registered student at Tuskegee University for a minimum of one (1) academic year immediately preceding his/ her assumption of duties.
 - 2. He/ She shall be in good standing with the University.
 - 3. He/ She must reside in the Tuskegee Community.
- b. Vice President
 - 1. The vice-president must meet all the qualifications of the president.
 - 2. He/ She shall be considered in the election of the next president.
- c. Recording Secretary
 - 1. The Recording Secretary shall possess the qualifications of the recording secretary.
 - 2. He/ She must possess the ability to record accurately and rapidly.
- d. Corresponding Secretary
 - 1. The Corresponding Secretary shall possess the qualifications of the recording secretary.
 - 2. He/ She must be able to follow-through on any communication deemed necessary by the body.
- e. Treasurer
 - 1. The Treasurer shall have been a student at Tuskegee University for at least one school year.
 - 2. He/ She shall be capable of handling financial operations and keeping an accurate record of the same.
- f. Parliamentarian
 - a. The parliamentarian shall have been a student at Tuskegee University for at least one year.
 - b. He/ She shall have a knowledge of or potential for becoming familiar with Robert's Rules of Order.

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Section II. Duties of Officers

a. President

The duties of the President shall be:

1. To preside over all meetings of the organization.
2. To enforce due observance of the constitution and By-Laws of the organization.
3. To call special meetings.
4. To appoint all committees not otherwise provided for in the constitution.
5. To serve as an ex-office member of all committees.
6. To sign all checks along with the treasurer and adviser for release of funds.
7. To serve as the official representative for the organization.

b. Vice President

The duties of the vice-president shall be:

1. To preside over meeting in the absence of the president.
2. To assume the responsibilities of the president in his/ her absence.
3. To become chairperson of the program committee.
4. To assume the presidency to fill an unexpired term.

c. Recording Secretary

The duties of the Recording Secretary shall be:

1. To record minutes at each regular and call meeting.
2. To record minutes at each regular and call meeting.
3. To maintain a record of minutes for all meetings.
4. To receive and record monies paid to the chapter and pass to the same to the Treasurer.
5. To assist the corresponding secretary when necessary.

d. Corresponding Secretary

The duties of the Corresponding Secretary shall be:

1. To serve in the absence of the Recording Secretary.
2. To be responsible for all communications and keeping a record of the same.
3. To read correspondence at meetings when required.
4. To assist the Recording Secretary as needed.

e. Treasurer

The duties of the Treasurer shall be:

1. To receive all money for the organization from the Secretary and deposit it in the organization's account.
2. To secure the signature of the President before withdrawing any amount from the account.
3. To give a verbal or written report at each meeting showing disbursements and balance of funds on hand.
4. To deliver to the successor all records of monies and the checkbook.

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f. Parliamentarian

If shall be the duty of the Parliamentarian:

1. To assist the presiding officer in the interpretation of the Constitution and By-laws of the organization and according to Robert's Rules of Order.
2. To serve as the chairman of the Constitution Committee.
3. To ensure that democratic policies are carried out at all meetings.

Article V: Standing Committees and Their Functions

a. Executive Committee

The executive committee shall be composed of the officers and chairperson of the committees. This committee shall meet prior to the regular monthly meeting of the organization to plan an agenda and formulate recommendations to facilitate the work of the body. The President shall serve as a Chairperson of the committee and the recording secretary.

b. Program Committee

The Program Committee shall propose plans for a program, for the year including a theme and monthly activities to be held in connection with regular meetings. The program should provide as nearly as possible for participation by the total membership. The Vice-President shall be the Chairperson of this committee.

c. Finance Committee

The Finance Committee shall consist of the recording secretary, treasurer, and at least three other members appointed by the President. The Treasurer will serve as its Chairperson. The committee shall make recommendations regarding income and expenditures. It shall draw up a budget for the incoming year and supervise the operation of the same. The financial accounts should be audited by the finance committee when a new Treasurer is elected.

d. Constitution Committee

It shall be the duty of this committee to make decisions in case of a dispute on the By-laws of the organization and Robert's Rule of Order Newly Revised. If this decision fails, the Parliamentarian shall have the final word. This committee shall propose and present any necessary revisions of the By-laws. The proposals should be presented at a regular meeting of the organization and voted upon at the following meeting. The Parliamentarian is Chairperson of the committee.

Article VI: Other Committees

According to the discretion of the Executive Committee and the President, temporary committees may be formulated to facilitate the work of the organization. There may be a need for a Special Activities Committee, Nominating Committee, or others during different periods.

Pertaining to all Committees:

At the time of reporting a written copy of the report should be presented to the Recording Secretary.

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Article VII: Meeting

Section I. Business Meetings:

Call meeting may be held as necessary by the decision of the President or Executive Committee and the purpose made clear in a notice to all members.

Section II. Quorum

A quorum should consist of the numbers present to conduct an official business meeting (1/3 membership, 1/4, 2/3, 1/2 plus 1, and 1/10th etc.): _____

Article VIII: Recall

Section I:

Recall of any officer for various reasons may be carried out by a majority of the organization or petition with _____ names.

Appointments made by the President may be recalled by a majority vote or the organization members.

Article IX: Dues and Assessment

Section II: Dues

a. Organization dues shall be paid by the _____.

b. The dues for one _____ period shall be \$ _____ per member.

Article X: Amendment and Revision

a. Any amendment to the By-Laws or the organization must be presented in writing at least one meeting prior to the meeting which the amendment shall be voted upon.

b. A majority vote shall be required to amend the By-laws.

These By-Laws have hereby been properly approved and adopted this _____ day of _____, 20____ by the organization.

Constitution Committee:

Officers: