



## Steps for Starting a New KSU Organization.

1. Obtain the 15 required signatures of students and a potential advisor on the PETITION TO ORGANIZE form.
  
2. Establish a constitution or bylaws and email the document in WORD format as an attachment, to [rsobylaws@kennesaw.edu](mailto:rsobylaws@kennesaw.edu) for review. You will receive back recommended changes within 5 business days. Make the appropriate changes to the bylaws. \*\*\*You will need a copy of the recommended changes along with a final copy to present to SABAC for approval of your proposed organization.
  
3. Submit to Brenda Arthur in Kennesaw Hall 4415 by noon one week prior to the next SABAC meeting the following items:
  - a. Completed PETITION TO ORGANIZE
  - b. Initial Constitution or Bylaws with recommended changes
  - c. Copy of final bylaws
  
4. Present your request before SABAC (Student Activities & Budget Advisory Committee) at the next scheduled meeting. (A Schedule of Meetings is Included in this Packet)



RSO PETITION TO ORGANIZE FORM

In order to successfully charter a new organization, groups must obtain at least fifteen (15) names of currently enrolled students willing to join the organization.

We, the undersigned, authorize the Department of Student Life to verify that we are currently enrolled students at Kennesaw State University and are interested in participating with:

\_\_\_\_\_.

Proposed Name of Organization (please print)

| NAME:     | KSU ID # : | SIGNATURE: |
|-----------|------------|------------|
| 1. _____  |            |            |
| 2. _____  |            |            |
| 3. _____  |            |            |
| 4. _____  |            |            |
| 5. _____  |            |            |
| 6. _____  |            |            |
| 7. _____  |            |            |
| 8. _____  |            |            |
| 9. _____  |            |            |
| 10. _____ |            |            |
| 11. _____ |            |            |
| 12. _____ |            |            |
| 13. _____ |            |            |
| 14. _____ |            |            |
| 15. _____ |            |            |

I, (Signature, Organizer of Organization) \_\_\_\_\_, verify that all students listed are members of this organization as of this date \_\_\_\_\_.

I, (Signature, Faculty/Staff Supporter of Organization) \_\_\_\_\_, support this petition for the establishment of the above reference organization.

# Sample Constitution

This document is meant to be used as a guide to creating an organizational constitution for any student organization on the Kennesaw State University campus. It is in no way all inclusive or exclusive. This is meant only as a sample to understand the elements that should be incorporated into your organization's constitution. There may be sections that you do not feel are relevant to your organization. This is for the members of your organization to decide. Talk to other student groups, look at their constitutions and by laws, taking the ideas that you feel are good for your organization and incorporate them into your own. If you need any assistance, please feel free to email [rsobylaws@kennesaw.edu](mailto:rsobylaws@kennesaw.edu) .

## Name of your Organization or Association

### Constitution

#### ARTICLE I - NAME

The official name is to be: \_\_\_\_\_

#### ARTICLE II - PURPOSE

The purpose of this organization/association is

- (1) To promote the cultural and scholastic exchange between United States and students from name of country; or
- (2) To provide services and camaraderie between the students of the organization/association; or
- (3) The purpose shall be the advancement and dissemination of the theory and practice of \_\_\_\_\_; or
- (4) The purpose shall be to promote awareness of traditional \_\_\_\_\_ culture; or
- (5) To build strong social and educational ties and foster excellence and high academic achievements among its members; or
- (6) To provide members the opportunities to meet \_\_\_\_\_ professionals through lectures, meetings, and/or discussions with professionals in their chosen fields; etc.

#### ARTICLE III - MEMBERSHIP

- (1) Active membership shall be limited to students officially connected with the University as undergraduate students; or
- (2) All members of the University will be welcomed and accepted regardless of race or ethnicity; or
- (3) Membership shall be limited to students officially enrolled in the school of \_\_\_\_\_; or etc.

#### **ARTICLE IV - OFFICERS**

- (1) The officers shall consist of a duly elected president, vice-president, treasurer, and secretary; or
- (2) The organization shall be led by a five member council, each of whom shall serve as a committee chair. One member shall represent the organization at all Presidents' Club Dinners, etc., or
- (3) The executive board shall consist of the president, vice-president, treasurer, and secretary; or
- (4) All elected officers of the organization/association shall serve a term of year; or
- (5) The faculty advisor shall be chosen by the executive board and may serve more than one term of office (this is advised to allow for smoother transition from one year to the next); or
- (6) Elections shall be held in the first part of each spring semester and the newly elected officers shall assume their positions at the next regularly scheduled organization/association meeting (SA/FAC allocations take place in the last half of the spring semester for the following academic year. Having your officers in place before the allocation process starts is advised for the success of the organization/association from year to year); etc.

#### **ARTICLE V - DUTIES OF OFFICERS**

- (1) The president shall call and preside at meeting of the organization/association, determine that all duties of the other officers are performed in accordance with the constitution, and promote the function and purpose of the organization/association; etc.
- (2) The vice-president shall assist the president in the performance of her/her duties and act on their behalf and assume their responsibilities upon the absence of the president; etc.
- (3) The treasurer shall collect the revenues owed the organization/association and maintain appropriate record in accordance with the SA/FAC guidelines for organizations; etc.
- (4) The secretary shall record the minutes of regular and special meetings as well as all meetings of the executive board; etc.
- (5) An officer may be removed for non-performance of his/her duties by a 2/3rd majority vote of the organization/association that has a quorum; etc.

#### **ARTICLE VI - MEETINGS**

- (1) There shall be at least \_\_\_\_\_ meetings during each semester of an academic year; or
- (2) Meetings shall occur on a monthly basis at a time selected by the membership at large; or
- (3) Meetings of the executive board shall be held as required to conduct necessary business of the organization/association; etc.

#### **ARTICLE VII - VOTING**

- (1) All members in good standing (requirements should be established in your by-laws) are eligible to vote with the exception of the president, who shall cast his/her vote in the event of a tie; etc.

#### **ARTICLE VIII – OFFICER REPLACEMENT**

The Vice President will temporarily assume the position of President in the circumstances that the President position is vacant, until a special election for the Presidency is held. Should a vacancy occur for the Treasurer, Secretary, and Public Relations Director Offices, the President and Vice President will assume one or all positions until special elections are held for such Offices. In the event that all of the executive positions are vacant, the faculty advisor must organize an immediate election for such Offices.

#### **ARTICLE IX – DUES AND FINANCES**

- (1) Organization membership will not be subjected to any fees or dues. However, members may be required to provide payment for themselves for field trips, outings, and other off KSU Campus activities.
- (2) Organization membership includes payment of chapter dues in the amount of \$15 annually. Dues paid will cover the cost of the organization t-shirt, field trips, outings, and other off KSU Campus activities.

#### **ARTICLE X: ADVISOR**

The organization will only elect a new academic advisor in the event that the current academic advisor chooses to relinquish his or her position as advisor. The advisor will be chosen during the week of the officer election. The organization may have more than one advisor for the academic year. Advisor(s) will have the right to vote. However, in the event that both advisors are present, only one advisor may vote at a meeting, and the vote will rotate amongst them every meeting. The advisors shall discuss and decide the order of voting amongst themselves. The advisor will be a KSU faculty or staff person.

#### **ARTICLE XI: AMENDMENTS AND REVISIONS TO THE CONSTITUTION**

Any amendments and revisions to the Organization's Constitution must be proposed by active members of the organization through a written petition. The written petition must be submitted to the Secretary of the organization. Any proposition to amend or revise the Constitution must be ratified by a 2/3-majority vote of active members, and voting members must receive proposed changes prior to an official vote to allow adequate time for review.

#### **ARTICLE XII – NON DISCRIMINATION POLICY**

The Organization does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.

#### **ARTICLE XIII – NON-HAZING POLICY**

The organization will not practice any physical or psychological forms of hazing, and our members are free to discontinue their membership without undue pressure or interference.

#### **ARTICLE XIV- AGREEMENT TO SABAC**

The organization agrees to abide by the policies of Kennesaw State University as well as all federal, state, and local laws. These by-laws and any revisions or amendments must be approved by Student Activities Budget Advisory Committee (SABAC) prior to implementation.

**These are only samples/recommendations for your consideration. Your constitution should be tailored to your organization/association. If your organization/association is a local chapter of a national or international organization/association, you may choose to submit their constitution, but in doing so, be sure to include local by-laws that will determine your local organization/association's meeting times, etc. Good luck!!**

## 2009-2010 SABAC MEETING DATES

### **FALL SEMESTER**

September 09 Agenda deadline is noon, September 02 - Student Center Univ Rm CDE  
September 30 Agenda deadline is noon, September 23 - Student Center Univ Rm CDE  
October 21 Agenda deadline is noon, October 14 - Student Center Staff Lounge  
November 11 Agenda deadline is noon, November 4 - Student Center Staff Lounge  
December 02 Agenda deadline is noon, November 25 - Student Center Staff Lounge

### **SPRING SEMESTER**

January 13 Agenda deadline is noon, January 06 - Student Center Univ Rm CDE  
January 27 Agenda deadline is noon, January 20 - Student Center Univ Rm CDE  
February 03 Agenda deadline is noon, January 27 - Student Center Univ Rm CDE  
February 17 Agenda deadline is noon, February 10 - Student Center Univ Rm CDE  
March 03 Agenda deadline is noon, February 24 - Student Center Univ Rm CDE  
April 21 Agenda deadline is noon, April 14 - Student Center Univ Rm CDE