



Student Life Office
Division of Student Formation
Room M5813
419-251-2133

Date Submitted: ____/____/____
Mo Day Yr

NEW STUDENT ORGANIZATION APPLICATION

STEPS FOR STARTING A NEW STUDENT ORGANIZATION

1. Student Leaders are to contact the Director of Student Life at Mercy College of Ohio with information on the organization you are interested in organizing at Mercy College.
2. Identify a potential full-time faculty or staff member to serve as an advisor for your organization, and gauge the interest of the student body by indentifying potential student members.
3. Complete the two (2) forms included in this packet.
 - INFORMATION FORM
 - LIST OF CURRENTLY ENROLLED POTENTIAL STUDENT MEMBERS
4. Read the Sample Constitution, and consult the Constitution & Bylaw Checklist as you compose a constitution for your organization. Student organization constitutions must follow the Checklist and Sample Constitution.
5. Include the following ATTACHMENTS when you turn in this packet:
 - Complete Officer Listing Form
 - Organization Constitution
 - Organization Bylaws (if applicable)
 - Organization's national constitution (if applicable)
6. Submit this packet, with all attachments, to the Student Life Office, Room 5813.
7. New Student Organization Application and constitution will be reviewed by the Director of Student Life and you will be contacted once you are officially recognized by the College as a Registered Student Organization (RSO).
8. All official student organization communication will be sent directly to the Primary Student Contact for your organization, as listed on the Officer Listing form (attached).
9. Student Organizations retain status as a recognized student organization by fulfilling the following requirements:
 - Completion of an updated Office Listing Form each year in the first three weeks of the Fall semester. The Student Life Office will determine your RSO status after the submission of documents every fall.



Student Life Office
Division of Student Formation
Room M5813
419-251-1784

Date Submitted: ____/____/____
Mo Day Yr

RECOGNITION OF STUDENT ORGANIZATIONS

Mercy College of Ohio recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities. Much of this learning takes place through the students to broaden the scope of general learning, professional, cultural, social, or recreational interests, consistent with the education goals and purposes of the College.

Student groups and/ or organizations at Mercy College are subject to the rules and regulations of the College as set forth by the Mercy College Administration within the Division of Student Formation.

General criteria of recognition for student organization:

1. Officers of the student organization must be currently enrolled students at Mercy College.
2. Each year the Student Life Office must be provided with a current officers listing. This is done in the by the end of the third week of Fall Semester.
3. A copy of the student organizations current constitution should be on file with the Student Life Office.
4. The organization presents a statement of purpose which is consistent with the Core Values of Mercy College.
5. The organization and its members abide by federal, state and local laws and ordinances, by all Mercy College policies and procedures, and by the organizations constitution/bylaws.

PRIVILEGES OF A RECOGNIZED STUDENT ORGANIZATION

1. The right to hold meetings and social events in available Mercy College Facilities. The use of all other Mercy College services where applicable.
2. The use of the name of the Mercy College in connection with publicity except where specifically prohibited.
3. The right to request funds from Mercy College.
4. The right to be included in the publications produced by the Student Life Office that promote recognized clubs and organizations at Mercy College.
5. Support Services from the staff at Mercy College within the Student Life Office/Division of Student Formation Staff.

Official Organization Name: _____

Type of Organization:

- Academic Governing Sports Honorary Diversity & Inclusion
 Musical Religious Service Social Special Interest: _____

Does this organization have an affiliation with a national, regional, state, or local organization or a College department?: YES NO

If yes, please indicate the address and phone number of the affiliated group:

Organization: _____
Address: _____
Phone: _____ Website: _____Will members of this organization pay membership dues to be members of this affiliated group? YES NO

When will officers for your organization be elected each year? _____ (month)

Please list the potential student members who are currently enrolled at Mercy College:

Name	Student ID#	Date of Birth	Credit Hours Enrolled
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

(Attach additional pages as necessary)

ALL POLICIES AND PROCEDURES RELATED TO STUDENT ORGANIZATIONS AT MERCY COLLEGE OF OHIO CAN BE OBTAINED THROUGH THE STUDENT LIFE OFFICE, ROOM 5813. MERCY COLLEGE POLICY AND PROCEDURES ARE ALSO LISTED FOR STUDENTS IN THE STUDENT HANDBOOK, WHICH IS AVAILABLE THROUGH THE STUDENT LIFE OFFICE.

SIGNATURES

On behalf of this organization, and with its authority, the undersigned promises and agrees that the organization will abide by all federal, state, and local laws, and all Policies and Procedures of Mercy College of Northwest Ohio.

Signature of Organization Representative

Print Name

Date

This sample constitution contains nine articles that must be addressed in your constitution and optional draft language. Please note that all the statements that are underlined must appear in your constitution verbatim.

STUDENT ORGANIZATION SAMPLE CONSTITUTION

Month, Year

ARTICLE 1: NAME & AFFILIATIONS

The name of the organization shall be [name of organization] at Mercy College of Northwest Ohio.

ARTICLE 2: PURPOSE

The purpose of the organization shall be... [List purpose]. **Activities and programs sponsored by this organization will keep with the organizations stated objectives.**

ARTICLE 3: MEMBERSHIP

Membership in the [organization] shall be open to all currently enrolled students at Mercy College of Northwest Ohio. [Address the rules for becoming a member and remaining a member.] *[Note: The constitution should also discuss the different types of membership (active/inactive, voting/non-voting), dues, and other conditions of membership.]*

Persons obtain membership by supporting all functions, activities and programs of the organization through paying dues (if applicable), attending meetings and serving on committees. Voting members shall be defined as members who are currently enrolled Mercy College students and who are in good standing with [organization name] and have supported the functions of the organization.

ARTICLE 4: OFFICERS

Officers shall consist of [list officers], and shall be elected [month/date] for a term of [specify length of term].

Qualifications for a leadership position within [organization name] are as follows: *[list qualifications]*. **Only currently registered Mercy College students may hold office. Officers of the organization shall not be on academic or disciplinary probation.**

Duties for each officer are as follows: *[specify duties for each leadership position]*

ARTICLE 5: MEETINGS

Meetings will be held... *[Describe frequency of the meetings.] [Note: In this article you should indicate how often the organization will meet and how often it will meet. You also need to indicate how quorum is determined for your organization. Quorum is the minimum number of voting members who must be present at a meeting in order to conduct business.]* **A simple majority of the voting members must be present to constitute a quorum.**

ARTICLE 6: ADVISOR

The advisor for this organization shall be decided upon by the executive officers of the organization.

ARTICLE 7: COMMITTEES

[Describe functions of committees if applicable] ***Ad hoc committees may be formed at the discretion of the President or Executive Committee to attend to any situations that may become necessary for the organization to consider.***

ARTICLE 8: PARLIAMENTARY AUTHORITY

[Address parliamentary authority based upon your organization's desired procedures.]

ARTICLE 9: AMENDMENTS

[Address how your organization will amend its constitution.]

It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval the desired changes to be made to the Student Life Office.