

Student Organization Registration

Spring 2016

-Preparing for Registration-

Start thinking about...

- **Who will be completing the registration?** Only officers of the organization can register it; we recommend that the President or Treasurer does it.
- **Who will be running the organization next year?** Start thinking about officer transition, and, if you change officers after completing your registration, make sure you update that info on [PurplePost 2.0](#).
- **Who is our Faculty/Staff advisor?** Every organization should have an advisor who is a faculty or staff member at Western Illinois University.
- **Is our constitution up-to-date?** Every organization's constitution must be updated at least every two years and should follow the requirements outlined at the end of this document.

This are a list of items you will want to have ready before you complete Student Organization Registration for your student organization on [PurplePost 2.0](#):

- Profile picture: 300 x 300 (.JPG, .GIF, .PNG)
- Short description of organization
- Meeting day, time, and location
- Name, student ID number, phone number, and email of President and Treasurer
- Document listing the name, position (if applicable), and email of each member, officer, and advisor; existing student organizations must have at least 10 student members
- Constitution: be sure to follow requirements outlined in sample constitution at the end of this document
- Name and email address of Faculty/Staff advisor

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Fraternities and sororities associated with IFC, PHC, and UGC will also be asked to provide the following info:

- Name, campus address, email, phone number of President, Vice President, Secretary, Treasurer, New Member Educator, Recruitment Chair, Risk Management, Scholarship, Service Chair, Social Chair, and any other officers on the E-Board
- Name, address, email, and phone number of Housing Corps Contact (if applicable)
- Name, address, email and phone number of Off Campus Advisor/Key Stakeholder (if applicable)

-Completing Registration Form-

To complete your registration...

- Log into PurplePost 2.0 at wiu.edu/PurplePost using your Ecom login
 - You will have to create your personal profile if you have not logged in before
- Click on the “Organizations” on the Western Illinois University community home page (should be the page that first appears when you log into PurplePost 2.0)
- Click the green button “Register New Organization” at the top of the page and complete the steps outlined in the registration form
- Once you have completed all of the necessary steps, click the green “Finish” button to submit your registration form

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-After Submitting Registration Form-

After submitting your registration form...

- An email will be sent to the Faculty/Staff Advisor you listed asking them if they agree to advise the organization. BOTH your registration and Advisor Agreement MUST be completed correctly in order for your organization to be considered for registration.
- A staff member from the Office of Student Activities will review your submission and will either approve, deny, or reopen your submission for you to make some necessary changes
- Once your organization has been approved for registration, customize your PurplePost 2.0 page so it is attractive and useful to both your current and potential members

*The next few pages include the OSA's Sample Constitution that can be used to write or update yours. **Required articles and clauses are highlighted for your convenience.** Make sure you pay attention to what is required, as your registration will be denied if your constitution does not include the required info.*

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Sample Student Organization Constitution

This sample constitution is provided by the Office of Student Activities to assist your student organization in creating a constitution, which meets the standards for officially registering your organization with Western Illinois University. **The *starred* articles MUST BE included as well as the date of adoption/revision. Article III, VI, VII, IX, & X MUST use the EXACT language included on this sample.** You may add parameters to Article III after stating points 1 & 2. **This sample must be re-typed.**

STUDENT ORGANIZATION CONSTITUTION SAMPLE

***Date of Adoption and/or Revision**

ARTICLE I – *Name*

The name of this organization shall be the Western Illinois University Underwater Basket Weaving Club (UBWC). The UBWC is a student organization at Western Illinois University. This organization's purpose shall be to educate the students at Western Illinois University as to how to create baskets, while submerged underwater.

ARTICLE II – *Objectives*

The objectives of the organization shall be:

- 1) To promote interest in underwater basket weaving
- 2) To provide fellowship among students and faculty
- 3) To represent student needs and wants in regard to difficult activities under water
- 4) To provide a forum for the presentation of innovative ideas to benefit of the University community.

ARTICLE III – Membership *(Must Be Included Exactly as Found Here; Additional Info is Optional)*

- 1) Members and officers must be enrolled students at Western Illinois University.
- 2) Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – *Officers* *(Make specific to your organization. President & Treasurer are required. Procedures for election/removal must be democratic.)*

- 1) Election of Officers
 - a) The officers of this organization are president, vice president, secretary, and treasurer.
 - b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
 - c) Election of officers will take place during the 3rd week of the fall semester.
 - d) Officers will assume office for the period of one year.
- 2) Recall of Officers
 - a) Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
 1. An inability to perform the requirements of office

2. Willfully disobeying Western Illinois Rules and Regulations governing student organizations
 3. Breaching the Student Code of Conduct
 4. Mismanaging club funds
- b) Recall procedures will be initiated at the request of five active members.
- c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
- 1) Those requesting a recall of officer(s) shall be given 20 minutes to present their case
 - 2) Those officers being recalled will have five (5) minutes to question their accusers
 - 3) Those officers being recalled will have 20 minutes to rebut the charges presented against them
 - 4) The club will then have five (5) minutes to question those being recalled
- d) A two-thirds majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V – *Voting*

- 1) This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
- 2) Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI – Not-for-profit Statement *(Must Be Included Exactly as Found Here)*

This is not-for-profit organization.

ARTICLE VII – Statement of Non-discrimination *(Must Be Included Exactly as Found Here)*

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office. (As exempted by Federal law, Social Greek organizations may omit “gender”)

ARTICLE VIII – *Financial Obligation*

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE IX – Statement of Non-Hazing *(Must Be Included Exactly as Found Here)*

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – Statement of Compliance with Campus Regulations (Must Be Included Exactly as Found Here)

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

SAMPLE BY-LAWS

Cabinet

I. President

- a. Coordinates all activities of the organization
- b. Acts as liaison to University community
- c. Serves as official representative of organization
- d. Calls regular and special meetings
- e. Presides at meetings
- f. Prepares agenda for meetings

II. Vice President

- a. Assumes duties of president, when necessary
- b. Assists president in coordinating activities

III. Secretary

- a. Maintains accurate and current information of the organization and membership
- b. Assists president and vice-president to coordinate organization activities
- c. Keeps accurate minutes of each meeting and forward copies to other officers
- d. Keep attendance records for meetings.

IV. Treasurer

- a. Serves as liaison to WIU for all purpose of organizational funding
- b. Maintains accurate and current account of all organizational funds
- c. Responsible for dispensing of funds in accordance with the goals and programs established by the organization

Meetings

Meetings will be open to all organization active and associate members, faculty, staff, and non-member students. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

Please Note: a description of officer duties must be included either in bylaws or built within the constitution. WIU requires a President, Treasurer, and WIU Faculty/Staff Advisor for all Registered Student Organizations.