This packet has been designed to assist individuals/groups in the process of developing or revising a student organization constitution at MCC. If you have additional questions, please contact your Campus Life & Leadership Coordinator by visiting: http://mcckc.edu/activities/studentinvolvement/campuslife/campuslife.asp or stopping by the office during the operating hours of Monday – Friday 8:00a.m.-4:30p.m. The starter packet contains the following:

- The 5 step process required to submit a new/revitalized club or student organization
- Frequently asked questions regarding forming new Student Organizations and Clubs
- New Club/Organization Application
- Outline and criteria for construction of a constitution

Procedures Required for Approval of a Recognized Student Organization

**First Step:**
To start an organization you must have at least three (3) enrolled MCC students who are in good standing with the College. You can have more people who wish to be a part of the organization, but you must have at least three. If you do not have three people, we suggest you watch for students participating in classroom discussions, campus political forums or any other conversations that might share your views; ask faculty and staff for names of students who might be interested; and hold an informational meeting for the organization.

You must also find at least one full-time faculty or staff member to sponsor and be your advisor for the group. They must work at the club or organization’s home campus.

⇒ Note: To maintain club status every semester after initial approval, clubs must have a minimum of three student members. Additional club membership is required for higher tier-funded clubs and organizations.

**Second Step:**
Complete a constitution and student organization application. Contact your Coordinator of Campus Life & Leadership for the approval process for your home campus.

**Third Step:**
Once approved, submit the final copy of the constitution electronically to Campus Life and Leadership Coordinator.
Fourth Step:
The Campus Life and Leadership Coordinator will submit the constitution and student organization application to the Dean of Students for final approval. The Dean will notify the Campus Life and Leadership Coordinator of the approval or revisions needed. This will be communicated to the primary student contact and student organization advisor. This step may take some time if the constitution needs legal review. You will be contacted by the Campus Life and Leadership Coordinator for the fifth and final step.

Fifth Step:
One student leader and the student organization advisor must schedule a meeting with the Campus Life and Leadership Coordinator to review organization protocol and campus processes. It is also advised that you attend your home MCC campus trainings and new club and organization orientation meetings. Contact the Campus Life and Leadership Office for specifics.

FAQ’s About Being an MCC Recognized Student Organization

What is a Recognized Student Organization?
A recognized student organization is defined as a group which:

• Operates under the advisement of a full-time faculty or professional staff member of MCC who supports all organization activities.
• Maintains, in the Office of Campus Life and Leadership, a constitution which has been approved by the Campus Life and Leadership Coordinator and the Dean of Students.
• Holds meetings regularly which are open to all MCC students.

What privileges come with being a Recognized Student Organization?
The privileges of a recognized student organization include (but are not limited to):

• The use of the name MCC and home campus. (Longview, Maple Woods, Blue River, BT or Penn Valley)
• The use of the buildings, grounds, equipment and services of the College when available and appropriately reserved.
• Advisement and assistance from the Office of Campus Life and Leadership.
• The right to utilize the various services and resources offered in the Office of Campus Life and Leadership.
• Access to operational funds based on the tier model and opportunity for additional event funding through Office of Campus Life & Leadership or your home campus Student Government Association.
• Recruitment and publicity opportunities through campus resource/involvement fairs, social media, bulletin boards, the MCC website and other channels as available/appropriate.
What are the requirements of a Recognized Student Organization?

The requirements of a Recognized Student Organization are:

- A minimum of one organized meeting per month.
- Files each semester a list of current officers/student leaders with the Office of Campus Life and Leadership.
- Files each semester a list of active members (minimum of three members for active organization status review).
- Follows all MCC financial processes.

Student Organization Application

Date: ____________________

Name of Organization: ___________________________________________

PLEASE PRINT:
College Advisor: ___________________________________________________

Dept: ____________________ Phone: ____________________

Primary Student Contact (print): _______________________________________

Student ID: ________________ Phone: ____________________

Member (print): ________________ Student ID: ____________________

Member (print): ________________ Student ID: ____________________

Primary Member Signature ____________________ Date ____________________

Advisor Printed Name: ____________________

Advisor Signature: ____________________ Date ____________________

I am familiar with the duties of an advisor/sponsor, and I agree to serve in that capacity to the above named student organization.
FOR OFFICE USE ONLY

Approved          Disapproved

Reason for Disapproval: ____________________________________________

Coordinator of Campus Life and Leadership       Date

Dean of Students                                Date

Student Organization Constitution Criteria

Any constitution of a recognized MCC student organization must be legal under the laws of Federal, State and Local Governments.

The attached criteria must be followed closely when developing or revising your constitution. These criteria were developed to protect the interests of the student body, the student organization, the Office of Campus Life and Leadership and Metropolitan Community College.

Each ARTICLE must be addressed in the organization’s constitution; however, the format and content of each item of the form is unrestricted (e.g., election procedures may be consensus, written ballot, show of hands or any other method acceptable to the organization). Each SECTION is a suggestion for the content within that ARTICLE but is not required.

Article I: Official Name of Student Organization (To be used on all Organization documents and advertising.)

Article II: Purpose and Objectives of Student Organization (State purpose and function concisely and clearly.)

Section 1: Proposed Activities of the Organization

Section 2: Specific Statement organization wants used on MCC website to describe the organization.

Article III: Membership

Section 1: Eligibility requirements as the organization define them.

A. Membership eligibility includes all currently enrolled students of MCC students who have paid the Student Activities fees.
B. MCC students must have a cumulative grade point average of 2.0 or higher.
C. three members from MCC to be considered active.

Section 2: Method of selecting members

Section 3: Define type of membership (e.g., active, associate, honorary, alumnus, etc.)

Section 5: This discrimination policy statement must be included in all constitutions: No one may be denied membership on the basis of race, color, age, disability, religion, gender, national origin, marital status, veteran status, political affiliation, sexual orientation or any other unlawful reason.

Section 6: This hazing policy statement must be included in all constitutions: Hazing is defined by the state of Missouri as: “A willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm.” It is illegal in the state of Missouri, and organizations responsible for incidents of hazing may lose college recognition and be excluded from the campus. There will be no hazing involved in the recruitment or maintenance process of membership.

Article IV: Officers
Section 1: Elections
A. Nomination procedures
B. Qualifications of officers
   a. Cumulative GPA of 2.5 or higher and enrollment in at least 6 credits hours is required
C. Election procedures
D. Term of Office

Section 2: Duties of Officers

Section 3: Procedure to fill vacancies

Section 4: Impeachment procedures

Article V: Organizational Structure
Section 1: Specify executive members and executive council’s duties

Section 2: Identify other standing committees, boards, cabinets, etc.
Section 3: Identify how appointments of committees, boards, etc. will be made.

Article VI: Advisors  
This statement must be included on all constitutions: Student Organization Advisors must be full-time MCC faculty or staff. Part-time faculty or staff may serve as secondary advisors only under the advisement of a full-time campus faculty or staff member. Non-MCC Employees are not permitted to serve as Student Organization Advisors. Non-members may only serve as campus guests.
Advisors agree to the statutes of the MCC Student Organization Advisor Handbook.

Article VII: Meetings and procedures  
Section 1: Frequency of meetings
Section 2: Procedure for calling special meetings
Section 3: Policy for Absences
Section 4: Define Quorum (number of members needed to vote or conduct business)
Section 5: Define any specialized voting procedures
Section 6: Use of a recognized authority on procedure (Such as Robert’s Rules of Order)

Article VIII: Finances  
Section 1: Specify dues and membership fees. (If dues and/or membership fees are specified in by-laws this must be stated in the constitution.)
Section 2: Procedures for spending and accounting for all funds. (This should include designation of who has the authority to approve expenditures.) NOTE: All recognized organizations MUST keep their monies at MCC. Any outside accounts are prohibited and can result in the revocation of the organization’s recognized status.

Article IX: Non-Campus Affiliation  
Section 1: Name of parent or affiliated group (national, state or local)
Section 2: Relationship other than financial (power and purpose of affiliated group should be defined)
Section 3: Financial relationship with affiliate (explain fully)

Article X: Amendments to this Constitution-Method of Adoption  
Section 1: Proposal of Amendments
Section 2: Voting procedures for approving amendments (should be clearly explained)
Article XI:  *This statement must be included in all constitutions:* Any and all changes to this constitution will be filed with the Office of Campus Life and Leadership at MCC within one business week.