New Student Group Application

Information Packet and Registration Application

Office of Student Engagement

2015-2016
Benefits of Student Groups

- Ability to hang fliers or posters inside MSU COL about meetings, recruitments, or events, on bulletin boards, corkboard strips or on blackboards/sign stands
- Access meeting and event space inside MSU COL and reserve rooms
- Ability to post an electronic bulletin on the Events screens
- Use of photocopy machine in the Supply Room (Room 413)
- Use of color printer for printing posters and fliers
- A table at the Fall Student Group Fair
- Student Group web page linked through MSU COL home page
- Telephone usage in SBA Office (Room 404)
- Access to parking passes for speakers via Events Office (Room 364)
- Access to a student group locker for storage via Office of Student Engagement
- Ability to apply for SBA allocated funding to host events and meetings (Room 404)
- Ability to apply for MSU COGS funding to attend conferences (MSU main campus)
- Ability to apply for Alumni Association funding to host events

Responsibilities of Student Groups

- Participate in the Service Learning Project during Immersion Week
- Host a recruitment table at the Fall Student Group Fair
- Participate in the Student Leaders Retreat/Quiz
- Participate in Student Leader Luncheons
- Maintain an updated Constitution/By-laws with the Office of Student Engagement and ensure that it complies with all of the school’s policies
- Collect student group funds following safe handling policies
- Attend the Student Leader Transition Meeting in March
- Host events and meetings that are open to any student at MSU COL by widely publicizing all gatherings
- Maintain an up to date student group executive board contact list with OSE
- Complete Activity Report each March to outline details of events and meetings held during the year, attaching event posters and meeting minutes
- Complete Financial Report each March to outline in detail the use of school/SBA allocated funds, fundraisers conducted and use of fundraising funds
- Complete Registration Form each March to demonstrate compliance with expectations of official student groups, including updated By-laws and Officer List
- Engage members in at least one community service event per academic year
How to Form a New Student Group

1. Gather at least five current MSU College of Law student colleagues who are interested in this group and collect their names and MSU email addresses.
2. Speak to faculty and staff at MSU College of Law to locate an advisor with interest or expertise in the topic area of your group and request him/her to act as the official faculty/staff advisor.
3. Meet with the interested MSU College of Law students and co-founders to draft a preliminary Constitution for the group, using the Sample Constitution provided as a template.
4. Fill out the attached New Student Group Registration Form and submit, along with the preliminary Constitution, to Student Engagement.
5. Await final ruling from Student Engagement as to whether the new group will be approved.

Applicable Policies and Procedures
A. Recognition of Student Groups

A student group seeking to:

(1) hold itself out as an official MSU College of Law student group for the 2015-16 academic year; and/or

(2) obtain College of Law funding whether directly from the school or indirectly from the Student Bar Association

must register formally with the College of Law by submitting an application to the Office of Student Engagement (308).

To be recognized, the student group must demonstrate on its application that it complies with the following requirements:

(i) Has at least five (5) members that are currently enrolled MSU College of Law students not graduating in Spring 2016 or Summer 2016;

(ii) Provide the names of two student contacts with MSU email addresses for communication with administration;

(iii) Is not duplicative in the mission of other groups already in existence and can show that the group will add value to the MSU College of Law community;

(iv) Host group and membership activities that are open to all MSU College of Law students; and
(v) Has adopted a constitution or by-laws providing, inter alia, that the group:

a) will elect officers and that those seeking election to an executive board position must be a current law student in good academic standing;

b) will have elected officers/executive board members that are in good academic standing. Failure to comply with this requirement will result in immediate removal from office.

c) will hold regular meetings every semester; and

d) will have membership that will not be denied on the basis of age, color, disability, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight,

e) will address how the group will handle if an executive board member leaves to study in D.C., visits away at another law school or participates in any off-campus studies;

All officially recognized MSU College of Law (COL) student groups are updated on the MSU College of Law website every academic year and as needed during the academic year.

B. Activities and Reporting Requirements After Recognition:

All officially recognized COL student groups must submit a packet containing all of the following items every year:

1) A completed Registration Form;

2) A detailed Activities Report listing the group’s accomplishments including:
   a. Dates and minutes of group meetings held during the past year;
   b. List of events held during the past year sponsored/co-sponsored for the benefit of the law student body for professional development, community service, social or academic support. Supplemental written materials (flyers, event handouts) are requested if possible; and

3) A written Financial Report which includes a:
   a. Copy of the group’s financial account statement listing all financial transactions for the entire academic year;
   b. Description of how fundraising revenue was obtained (example: t-shirt/candy sales, department sponsors, alumni association, COGS, etc.) and how fundraised funds were spent on events or programs over the
past academic year; and

c. Description of how **SBA funds** were spent for group events or programs over the past academic year.

4) A representative from every group must demonstrate participation in the following:

   a. 1L Service Learning Project during Immersion Week;

   b. Student Group Fair during the first week of fall classes; and

   c. At least 75% of all OSE leadership events throughout the year (this will be verified by the OSE attendance log);

5) Groups must show participation in the following:

   a. At least one community service project (on-site or off-site) during the academic year;

   b. At least one school-wide initiative or event that contributes to MSU Law's reputation.

   c. At least one meeting every semester which is open to the entire MSU Law community.

**C. Withdrawal of Recognition of Student Groups:**

The law school, through the Associate Dean for Student Engagement, retains the right to withdraw its previous recognition of a student group in instances where:

1) The group is found to be in violation of a policy or regulation of Michigan State University or Michigan State University College of Law; or

2) The above reporting, procedural and activity requirements in sections (A) and (B) cease to be satisfied.
Sample Student Group Constitution

The following outline is an example of a Student Group Constitution. This can be used as a guide for formatting your organization’s constitution. Each section should be reviewed and modified to fit the needs of the particular group.

Constitution of “Name of Group”
Date of Creation of Constitution

Preamble
We the members of “Name of Group,” do hereby establish this Constitution so that our purpose of “X” can be realized to its fullest extent.

Article I: Name
This Group shall be known as “Name of Group.”

Article II: Purpose
The purpose of “Name of Group,” shall be to (include the mission and purpose of your group).

Example: The Purpose of X shall be:

1. To provide a collegial atmosphere to promote and enjoy X
2. To foster public education about X
3. To promote recognized charitable goals through group sponsored events and fundraising efforts

Article III: Registration Criteria (Must be included in all student group constitutions)

To maintain registration of this Group, we agree to the following regulations:

1. We will abide by all MSU College of Law and MSU policies, campus regulations, federal, state and local laws.
2. We will maintain a current copy of this Constitution and all amendments on file with the Office of Student Engagement and ensure that it complies with all of the school’s policies.
3. We will maintain a current listing of officers and members on file with the Office of Student Engagement.
4. We will have at least one officer participate in the Service Learning Project during Immersion Week.
5. We will host a recruitment table at the Student Group Fair
6. We will have our required officers participate in the Student Leaders Retreat/Quiz.
7. We will have our required officers attend any Student Leader Luncheons.
8. We will collect money following safe handling policies, including making deposits into the student group account.
9. We will have both our outgoing and incoming president/editor-in-chief and treasurer attend the Student Leader Transition Meeting in March
10. We will host events and meetings that are open to any student at MSU COL by widely publicizing all gatherings. At a minimum, we will host one meeting and one event per academic year in order to remain in good standing for the following academic year.
11. We will demonstrate that our group does not discriminate on the basis of age, color, disability, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
12. We will ensure that any candidate seeking election to an executive board position is a current law student in good academic standing.
13. We will ensure that elected officers are required to be in good academic standing to remain in their executive board positions. Failure to comply will result in immediate removal from office.
14. We will ensure that this Constitution will address how the group will handle it if an executive board member leaves to study in D.C., visits away at another law school or participates in any off-campus studies.
15. We will file an up to date executive board contact list with Student Engagement immediately after elections.
16. We will complete the Activity Report each March to outline details of events and meetings held during the year, attaching event posters and meeting minutes.
17. We will complete the Financial Report each March to outline in detail the use of school/SBA allocated funds, fundraisers conducted, and use of fundraising funds.
18. We will complete the Registration Form each March to demonstrate compliance with expectations of official student groups.
19. We will engage in at least one community service event per academic year.

Article IV: Membership
Membership shall be open to all currently enrolled MSU College of Law students. Membership will not be denied on the basis of age, color, disability, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight. Any group found to have violated the anti-discrimination policies of MSU or MSU College of Law will lose their official status, after an investigation conducted by the Office of Student Engagement.

Article V: Voting
Each member in good standing may vote. Quorum shall be required for all voting of the general membership. Quorum shall be one more than have of the Active Membership with
voting status. Each Active Member with designated voting status, shall have one vote on all procedural and policy matters. There shall be no proxy voting, unless authorized by majority vote of the general membership prior to voting meeting. There shall be no electronic voting, unless authorized by majority vote of the general membership prior to the voting meeting.

Article VI: Officers (You may choose the positions and titles of your officers as needed.)

The officers of this group shall be as follows

**President:**

The executive powers shall be vested in the President. The President shall represent the organization before the Student Bar Association and as otherwise necessary and required. The President shall have the power to call to order and preside over all meetings of the organization. The President shall have the power to appoint chairpersons and ad hoc committees as necessary with a majority vote by the board.

**Vice President:**

The Vice President shall have the power to perform the duties of the President in his/her absence. The Vice President shall develop and finalize the board meeting agendas to be distributed by the Secretary. The Vice President shall serve as a liaison between the President and all chairpersons and committees and oversee all intra-committee relations. The Vice President shall serve as an ex-officio member of all such committees. The Vice President shall review and approve all organization publications. The Vice President shall also coordinate alumni development. The Vice President shall perform other duties as assigned by the President. The Vice President shall assume the role of President in the event of resignation.

**Secretary:**

The Secretary shall be responsible for all official organization correspondence. The Secretary shall maintain all internal documents including bylaws, meeting minutes, current membership forms, membership rosters, etc. The Secretary shall make available all meeting agendas at least one (1) day prior to general membership and/or board meetings. The Secretary shall take and maintain the meeting minutes. All minutes shall be posted to the organization’s TWEN site, no later than two (2) days after the date of the meeting. The Secretary shall also be responsible for maintaining communication system(s) such as the organization’s email, TWEN site or website. The Secretary shall perform other duties as assigned by the President.
Treasurer:

The Treasurer shall be responsible for all financial matters pertaining to the organization. The Treasurer shall appropriately document all financial transactions, shall maintain all financial records, including but not limited to, bank statements and reconciliation thereof, and shall report on the financial standing of the organization at each general membership meeting. The Treasurer shall deposit all monies in the name of the organization and shall disburse such funds as directed by the President and/or general membership. The Treasurer shall accept all gifts and donations in the name of the organization, and such gifts and donations shall be documented by the Treasurer and accompanied by an appropriate acknowledgment to the donor. The Treasurer shall perform other duties as assigned by the President.

Article VII: Vacancies (This section must address how the group will handle a board member leaving the MSU College of Law campus to study in D.C. or another off-site campus.)

In the event that any officer is unable or unwilling to fulfill his or her term or duties for any reason, an interim officer will be elected by a majority vote of the executive board. The interim officer shall serve in office until the next general election. Resignation of any board position may be effectuated by a written statement to the President.

Article VIII: Elections (Describe the process by which elections and campaigning will be conducted.)

1. Elections for executive board positions are to be held during the middle of spring semester. Only MSU COL students in good standing are eligible to run for office and vote.
2. No candidate for office shall preside over an election meeting.
3. In the event more than one individual runs for office, the board will set a time in which each candidate can make a speech to the general membership. The candidate in this situation will be elected by a majority of the members present at the election meeting, or if feasible, elections will be done on TWEN or some other medium. In the event of a tie, the remaining disinterested officers will vote in a closed ballot to break the tie.

Article IX: Constitutional Amendment Process

Amendments to this Constitution may be proposed by either the board or the general membership upon motion. Once an amendment is proposed, the general membership will have a chance to vote on the amendment after discussion. Amendments will be ratified only upon a two-thirds vote of all members present at the meeting at which the vote is held.
New Student Group Registration
Application 2015-2016 Academic Year

Proposed OFFICIAL NAME of student group:

__________________________________________________________________________________

This is how the group’s name will be listed on the MSU College of Law website and publications.

MISSION: What is the mission or purpose of this student group? (Can be attached)
This statement will be listed on the MSU College of Law website and publications.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

PROPOSED PROGRAMMING: Please list the types of events this group intends to host

1. ____________________________________________________________________________

2. ____________________________________________________________________________

3. ____________________________________________________________________________

4. ____________________________________________________________________________

5. ____________________________________________________________________________

CONSTITUTION, BYLAWS:

REQUIRED: Please e-mail a current electronic version of the group’s founding constitution and/or bylaws to oselaw@law.msu.edu with the subject line “Proposed Student Group Bylaws”.

**INTERESTED STUDENT MEMBERS:**

List the names and MSU e-mail addresses of at least five interested MSU College of Law students. They must be in good standing and active students physically present on campus (not studying in another city).

<table>
<thead>
<tr>
<th>Name</th>
<th>MSU email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Group’s Contacts:** Every registered student group must have **TWO** current law students that will act as founders of the group.

<table>
<thead>
<tr>
<th>Name</th>
<th>MSU Email address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Faculty/Staff Advisor:** Every registered student group must have an MSU Law faculty or staff advisor

Faculty/Staff Advisor: ________________________________

Group Founder:

“As a member of the executive board for ________________________________ (group name), I have read, understand and agree that our student group will adhere to the rules and regulations of Michigan State University and Michigan State University College of Law, including any policies or procedures outlined in the Student Group Handbook.”

Printed Name: ________________________________

Signature: ________________________________ Date: ________________________________