**How to Form a New Undergraduate Student Club**

The Student Government Association has been granted authority by the UMass Lowell Chancellor to recognize new clubs and organizations on campus. This authority only extends to social, cultural or academic types of organizations. Professional or honor societies have national responsibilities and are sponsored through the appropriate academic department. Athletic or recreational sports organizations must be recognized through the Recreational Sports Office due to liability concerns.

The first step in starting a new club is to ascertain that no club with a similar function/purpose already exists. The staff in the Office of Student Activities and Leadership can help in that assessment.

**A. Club Recognition Process**

For the Student Government Association to review a request for recognition of a new club, the

following items must be submitted:

1. The name and contact information of a full time faculty or staff member willing to serve as an advisor to the group.

2. A completed signature form with the names and signatures of at least 10 full time

undergraduate students interested in forming this club.

3. A copy of constitution that has been developed in accordance with the attached guidelines.

This packet must be completed and returned to the Student Engagement Office. Please also

email an electronic copy of your constitution to [sgagovernance@student.uml.edu](mailto:sgagovernance@student.uml.edu).

The Office of Student Activities and Leadership will sponsor a group trying to form a new club for up to three organizational meetings. This will allow you to share your vision of the organization to interest the necessary 10 students and complete your constitution.

The Governance Committee of the Student Government Association will review your application for recognition. If you are approved, you must complete the club registration process.

**B. Club Registration Process**

1. After the above steps have been completed and you have been informed in writing that your club has been approved, you must register online at [www.uml.edu/clubs](http://www.uml.edu/clubs)

Please feel free to contact the Student Government office in University Crossing Club Hub 243 or the Student Engagement office at 978-934-5001 in University Crossing Suite 220.

Student Government Association **Ten (10) Active Members Signature**

**Student Contact:**

**Email:**

**Full time faculty/staff advisor:**

**Email:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **UML ID #** | **Major** | **Signature** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
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University of Massachusetts Lowell **Application for New Club Recognition Fall 2014 Contact Information**

***Please fill out the following information and return this sheet with you completed Signature sheet and Club Constitution.***

Club/Organization Name:

Contact Name:

Phone#

UMass Lowell Student ID:

UML student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University of Massachusetts Lowell**

**Student Club/Organization Constitution Guidelines**

All student organizations that desire club statues for the purpose of acquiring a club room, funding or Student Government Association recognition must have a constitution approved by the Student Senate.

 The following information must be included in all proposed club constitutions. **All text not within brackets must be included verbatim.**

 All clubs must have and maintain a minimum of ten (10) full-time undergraduate members

to be recognized by the S.G.A. unless given a special dispensation by Student Senate.

 Along with a copy of proposed club constitution, a club must submit a list of potential members of the club, complete with UML ID number and major.

 Any professional clubs with exclusive membership may be recognized as on file. This does

not allow for S.G.A funding except under special circumstances.

**Constitution Guide**

**I. Name.**

A. The official name of this club shall be [Club Name]. B. [Affiliations – if none, do not include this sub-section]

**II. Purpose**

[Club Purpose]

**III. Membership**

A. Membership in this club shall be open to all Undergraduate University of Massachusetts Lowell students who pay the Student Activities Fee. [Please define “voting” member qualifications such as payment of dues, attendance at a minimum number of meeting, etc.] [Clubs with exclusive

membership, require GPA, membership qualifications, etc., place conditions of membership here. Clubs with exclusive membership do not qualify for S.G.A. funding.]

B. Other members of the University community may be affiliated with the club as non-voting members but may not serve as officers in an undergraduate organization.

**IV. Quorum Requirements**

[Quorum is the number of members needed to conduct business, including running an official meeting. This must be at least a majority, (i.e. 51%) of the [This is why you need to define voting member in part

III] voting club members, but may be more according to club preferences.]

**V. Election of Officers**

A. [List how the officers are elected and the term of office. There may be eligibility requirements for certain positions. We strongly recommend holding club elections towards the end of spring semester annually.]

B. Notification of all club elections should be posted at least three days in advance in the University newspaper. The time and place must be clearly stated in the notification.

**VI. Executive Board** Our Executive Board consist of [Insert the list of your executive board] [The executive board must include but is not limited to a President, Vice President, Treasurer, and Secretary.]

A. President

[Powers and Duties] B. Vice-President

[Powers and Duties. We recommend you make this position more complex than merely “assume

the title of president in the president’s absence.”]

C. Treasurer

[Powers and Duties] D. Secretary

[Powers and Duties]

E. [Any Other Position]

[Powers and Duties]

**VII. Committees/Subcommittees**

A. [List any permanent committees here along with their powers, duties, membership, officers, and any other pertinent data]

B. Temporary committees may be created at the discretion of the organization and must consist of at

least three (3) members. [Absolutely required to be in the constitution.]

**VIII. Meetings**

A. Meetings must be held at least four times during each academic semester. [Clubs may meet more according to their preferences.]

B. Notification of all club meetings should be posted at least three (3) days in advance of the meeting in the University Newspaper.

**IX. Club Advisor**

A. An advisor shall be chosen from the University of Massachusetts Lowell faculty or staff. The advisor must be employed full times by the University.

**X. Amendments**

The Club Constitution may be amended by two-thirds (2/3) of the voting members. Any voting member may purpose an amendment that will then be voted on at the following general meeting, after which an

accepted amendment will be submitted to the Student Senate for approval and adoption. The amendment shall not go into effect until adoption by the Senate.

**XI. Impeachment of Officers**

A. Vote to Impeach and Bring to Trail:

At any time, any club member may call for a vote of impeachment of club officers. If the vote is greater than 30% of the voting body of the club, the said officer shall be brought to trial. At such

time a committee shall be set up it investigate the charges against the said officer. Charges for

impeachment may include acknowledgement deviation from the constitution and its policies. B. Trial Procedures:

The Trail Committee selected to investigate the charges shall be impartial and give all views of

their investigation to the club at the trial, after which a vote for impeachment shall be taken. C. Vote to Convict:

The vote to convict for impeachment must be two-thirds (2/3) of the voting membership of the club at a meeting with the vote for impeachment on the agenda. If a two-thirds (2/3) vote for

impeachment is not achieved, the impeachment fails and the said officer is released from all

charges.

D. The impeachment process may be overseen by the S.G.A. if so decided during the Vote to

Impeach and Bring to Trial (Article XI, Section A).

**XII. Bylaws**

Bylaws may be proposed by any member of the club and require a two-thirds (2/3) vote of the total voting members of the club to take effect. The membership of the club must be notified in advance of the pending bylaw change.

**XIII. Hazing Policies**

All clubs shall follow Chapter 269 of the General Laws, Section 17, 18, and 19. This act prohibits the act

of hazing; no club shall haze in any way.

**XIV. Governing Policies**

The University Student Conduct Code and Judicial Process shall govern all clubs.

**XV. Power of Restriction**

The power to restrict a club’s fund or representative event is to be held by the Student Senate. All decisions

are to be made after thorough investigation by an appointed committee with cooperation from the S.G.A.

**XVI. Ratification of the Constitution**

A. After this Constitution has been revised, it must be approved by at least a 2/3 vote of all voting members of the organization.

B. It must then be approved by the Governance Committee.

C. It will finally be approved by the S.G.A., after the Constitution takes effect.

D. This Constitution must be resubmitted to the Governance Committee every three (3) years. Failure to do so will result in the status of "inactive" for the organization. If significant changes are made before resubmitting to the Governance Committee, The Constitution must be approved by the governing body of the organization, as stated in Article XVI, Section A.

Revised 9/15/2014