



# Bay State College

**Office of Student  
Involvement & Leadership**  
31 St. James Avenue  
Boston, MA 02116  
Phone (617) 217-9228  
kstaine@baystate.edu

## APPLICATION FOR A NEW STUDENT ORGANIZATION

### Application for a New Organization

**Student organizations requesting status as a registered student organization must complete the registration form.** No organization or group will be granted registration privileges which are not in accordance with Bay State College policies and procedures.

In order to start a new registered student organization, a representative from the group should make an appointment with the Director of Student Involvement & Leadership to review the registration packet. The following forms will need to be turned in prior to the appointment:

- **Student Organization Registration Application** (includes advisor information, membership roster and contact information)
- **Two typed copies of the organization charter**

Upon completion of registration materials, the Assistant Director of Student Involvement & Leadership will consider the following criteria for approval or denial of the application:

- Possible duplication of another student organizations efforts on campus
- Positive attributes the new organization might bring
- Probability of growth for the new organization
- Organizational roster of at least 5 members
- Activities consistent with College policy and city, state, and federal laws

Once all requirements are met and approval has been granted, the group will be classified as a registered student organization. In order to maintain registered status, the President and/or other designated Executive Board Member must register his/her organization at the start of each academic year and maintain accurate and up to date records of officers, members and programs with the Department of Student Affairs. In addition, **each organization must follow all policies outlined in the Student Government Association Constitution** in order to maintain recognition.

**For further information or questions email Kristin Staine, Assistant Director of Student Involvement & Leadership at [kstaine@baystate.edu](mailto:kstaine@baystate.edu), call (617)-217-9228, or simply stop by the Office of Student Involvement & Leadership, located on the 2<sup>nd</sup> floor of 31 St. James Avenue**



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## WRITING A CHARTER

All student organizations must also create and maintain a charter/constitution. This document contains the fundamental principles which govern your organization's operation. An effective charter should reflect the purpose and goals of the organization you are forming. A well written charter should: be simple, use concise language, avoid legalistic terms, be composed by several members of the group, and include appropriate guidelines to govern your organization with clear purpose. As you compose your charter, you may find that a meeting with a member of the Office of Student Affairs team to review your draft would be helpful.

Components of a sample charter are included here. Some sections may not be relevant to all organizations. **All documents MUST contain the following: a statement of non-discrimination, a statement of university compliance and an anti-hazing policy.** More examples can be provided by contacting the Office of Student Affairs.

### Article I: NAME, PURPOSE AND AFFILIATION

- Section 1 Name of Organization
- Section 2 Purpose/objectives
- Section 3 Affiliation with local, state, national organizations (if applicable)

### Article II: MEMBERSHIP

- Section 1 Membership requirements/selection (listed as 'a', 'b', 'c', etc.)
- Section 2 Membership privileges
- Section 3 Criteria for voting membership
- Section 4 Anti-discrimination statement

### Article III: OFFICERS

- Section 1 Officer directory, list of titles
- Section 2 Qualifications
- Section 3 Duties/authority

### Article IV: ELECTION AND REMOVAL OF OFFICERS

- Section 1 Time of election
- Section 2 Procedure of election
- Section 3 Procedure for removal of officers

### Article V: MEETINGS

- Section 1 Frequency of meetings
- Section 2 Provision for special meetings



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### Article VI: FINANCES

Section 1 Dues of the organization including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership

Section 2 Provision of disbursal of organization assets should the organization become defunct. Money can only go to program, activity or charity

### Article VII: DECISION MAKING

Section 1 Definition of quorum

Section 2 The procedures for decision making (i.e. the use of parliamentary procedures and the process of voting) in the name of the organization

### Article VIII: COMMITTEES

Section 1 Article XII: Establishment of committees, if applicable

### Article IX: ADVISOR

Section 1 Provision for the selection and replacement of faculty/staff advisor

### Article X: AMENDMENTS AND BYLAWS

Section 1 A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules



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### **BENEFITS OF A REGISTERED STUDENT ORGANIZATION**

Registration entitles your organization to the following:

Funding: Eligibility for Student Association (SA) funding in accordance with the SA guidelines

#### Staff Support

- Support from the Student Affairs staff
- Individual consulting and workshops available for:
  - Educational programming
  - Leadership training and development
  - Officer transition
  - Goal setting
  - Planning and budgeting
  - Recruitment/Retention
  - Alumni relations
  - Volunteer opportunities
  - Group development
  - Personal guidance

Leadership Training: Invitations to attend leadership training sessions and workshops

Campus Facilities/Resources: Use of rooms on campus for meetings and functions in accordance with established procedures

Fundraising: Ability to fundraise in accordance with Bay State College and Massachusetts guidelines

Sponsored Events: Ability to sponsor or present an event on College property

#### Marketing

- Participation in the annual organization carnival
- Online programming calendar



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## **RESPONSIBILITIES FOR REGISTERED STUDENT ORGANIZATIONS**

- Registered student organizations must file re-registration paperwork no later than 4pm on the first Friday in October of every academic year.
- Current officer information must be updated and on file in the Department of Student Affairs; if your organization transitions in the spring semester, new information needs to be submitted within two weeks of officer transition.
- Registered organizations must have a faculty/staff advisor who is employed by the College on at least a half-time basis.
- We ask that all executive members, or their equivalent, must have and maintain a 2.0 Bay State College cumulative grade point average in order to hold office.
- Each registered student organization is accountable for the conduct, safety and general welfare of its members and their guests whenever they represent the organization or are participating in organizational activities.
- Hazing, at any level of membership in the organization, is strictly prohibited at Bay State College. For further definitions and policies regarding hazing, refer to the Bay State College Anti-Hazing Agreement and hazing section of the Student Handbook.
- Registered student organizations must be in compliance with Title XI of the Civil Rights Act, which requires membership and activities to be open to all persons regardless of gender. Organizations are exempt from Title IX requirements only as they relate to their status as a single-sex organization.
- Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race, or disability is inconsistent with the purposes of the College and will not be tolerated.
- Registered student organizations must adhere to all College policies and all local, state and federal laws and must also adhere to their own approved charters. Organizations found in violation of College policy face judicial sanctioning as outlined in the student handbook.

## **STUDENT ORGANIZATION APPLICATION**



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Name of Organization: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

Advisor Email: \_\_\_\_\_ Department: \_\_\_\_\_

Officers (officers noted with an \* will have their grades checked by Student Affairs)

EXECUTIVE BOARD	NAME	EMAIL

What is the nature of your organization? (check all that apply)

- Academic
- Political/Government
- Religious/Spiritual
- Special Interest (describe): \_\_\_\_\_
- Activism
- Professional
- Community Service
- International/Cultural
- Recreational

Briefly describe the purpose and scope of your organization:

\_\_\_\_\_  
\_\_\_\_\_

List the events/ideas your group would like to host in the coming academic year:

\_\_\_\_\_  
\_\_\_\_\_

How often does your organization meet? Where do you plan to meet?

\_\_\_\_\_

When will your elections be held? \_\_\_\_\_

*My signature certifies that all information included in this document is accurate and that my organization will abide by all Bay State College policies and procedures.*

Organization E-Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Director of Student Involvement & Leadership: \_\_\_\_\_ Date: \_\_\_\_\_