Office of Student Involvement & Leadership
Student Organizations & Outreach

Starting a New Student Organization and/or
Student-led Philanthropic Program

(Amended 09.2012)

In order to ensure that a proposed organization or program is alignment with the University's mission statement and in compliance with all federal, state, and University regulations, the University reserves the right to review and approve all proposed student organizations seeking University recognition.

Students who are interested in forming a new student organization* and/or student-led philanthropy program must discuss their plans with the Director of Student Involvement and Leadership before meeting, writing a constitution or planning activities. The Director will work with the student organization to identify existing student organizations that may meet students’ needs or help the students to develop the appropriate documentation to support successful completion of the recognition process.

After appropriate documentation is submitted to the Director, the Committee on Student Organizations will review the documentation and constitution of the proposed organization and make a decision with regard to granting recognition. The Director of Student Involvement and Leadership will notify the group in writing of the final action.

This approval process usually takes 2-4 weeks, however please plan that it could take longer. During that time, the activities of the organization will be limited to meeting and membership drives. No other activities, solicitation, or programs will be allowed until final approval has been granted.

The following standards must be met in order to begin the new student organization recognition process:

The president and the treasurer of the organization must be two different students who are both matriculated students

A full-time member of the faculty, staff or administration must serve as an advisor

The organization demonstrates the ability to be a viable, functioning organization by having at least 5 full-time matriculated students interested in actively supporting the purpose and goals of the organization

The purpose, goals and mission of the organization must be defined and support the educational mission and developmental goals of the University

The purpose, goals and mission of the organization must not discriminate on the basis of race, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, marital or parental status, or disability in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, regulations of the Internal Revenue Service, and all other applicable federal, state and local statutes, ordinances and regulations

Organizations that have selective membership must meet with the Office of Student Involvement and Leadership to clarify membership requirements

The purpose, goals and mission of the organization must not duplicate the efforts of a pre-existing student organization at the University

Organization must not promote the disregard of all policies and procedures of the University and all local, state, and federal laws

The organization must assume responsibility for all debts and obligations to the University incurred by the organization

The Recognition Process for student organizations:

1. The interested individual/group of individuals meets with the Director of Student Involvement & Leadership to discuss their idea for a new student organization.

2. The new student organization must submit a New Student Organization Application and a draft of their student organization constitution to the Director. Both documents are to be submitted electronically to the Director’s email.*.

* Those students wishing to start the process of establishing a social fraternity or sorority must have the approval of the appropriate governing council (IFC or Panhellenic), Director of Student Involvement & Leadership, the Dean of Students, and the President of the University.
3. Director of Student Involvement & Leadership reviews the documents.

4. Upon receipt, new student organization receives 30 days probationary period where they may reserve facilities for the sole purpose of membership recruitment and general meeting while the approval process is completed.

5. The new student organization schedules a meeting with the Director of Student Involvement & Leadership (SIL) to review documents and receive constitutional suggestions and changes.

6. Finalized constitution forwarded to the Committee on Student Organizations for their next meeting. The updated constitution must be submitted electronically to the Director one week prior to the Committee’s meeting in order to be considered.

7. The Committee on Student Organizations, after reviewing the constitution or purpose, will then vote on said organization or program. An affirmative vote approves the organization or program. A negative vote sends the constitution back to the organization or program for additional necessary changes. If a negative vote is the result, the new student organization may resubmit a revised copy of their constitution for the next scheduled Committee on Student Organizations meeting for consideration. Both the new student organization and the new student-led philanthropic program may ask questions of the Committee on Student Organizations for clarification in order to revise their documents.

8. When an affirmative vote of the Committee on Student Organizations is the result, the organization or program will then complete and official student organization registration document (found on iRaider) and submits to the Office of Student Involvement & Leadership.

9. Once completed, the Committee on Student Organizations is granted full rights and responsibilities to the new student organization or student-led program. The new student organization will immediately be recognized as a student organization once the registration is received. Notification of such will be given to the student organization by the Director of Student Involvement & Leadership in writing.

10. The (newly) recognized student organization is now responsible for having an updated constitution and updated registration forms on file with the Office of Student Involvement & Leadership at all time, in order to remain a recognized and registered student organization.

   Please note that recognition by the Mount Union Student Senate requires a separate recognition process. Please contact the current Student Senate president to initiate those procedures.

The Recognition Process for Student-Led Philanthropic Programs:

1. The new student-led philanthropic program will submit a New Student Organization Application, with a description of the activity(ies) to be completed by the program. The interested individual/group of individuals meets with the Director of Student Involvement & Leadership to discuss their idea.

2. Finalized constitution forwarded to the Committee on Student Organizations for their next meeting. The updated constitution must be submitted electronically to the Director one week prior to the Committee’s meeting in order to be considered.

3. The Committee on Student Organizations, after reviewing the application, will then vote on said program. An affirmative vote approves the program.

4. When an affirmative vote of the Committee on Student Organizations is the result, the organization or program will then complete and official student organization registration document (found on iRaider) and submits to the Office of Student Involvement & Leadership.

5. Once registration is completed, the Committee on Student Organizations is granted full rights and responsibilities to the student-led program. Notification of such will be given to the student organization by the Director of Student Involvement & Leadership in writing.

6. The (newly) recognized student-led philanthropic program is now responsible for having an updated registration forms on file with the Office of Student Involvement & Leadership at all time, in order to remain a recognized and registered student organization.