

Rutgers School of Health Professions (SHP)
New Student Organization Guide

Starting a new organization at Rutgers SHP

Student organizations provide an outlet to connect and develop with others, create and express ideas, and inspire and impact the community.

This resource packet provides some valuable tips for establishing a new organization at SHP. It also provides policies and guidelines that must be adhered to in order to be recognized and registered by Rutgers School of Health Professions.

Questions? Contact the Office of Student Affairs at osa@shp.rutgers.edu. We encourage you to attend a one-on-one informational session to expedite your recognition process.

Part 1: Create a Profile

Step 1: Statement of Purpose

First, develop a statement of purpose that will serve as the underlying foundation for your group. Consider the following:

- *What does the organization hope to accomplish?*
- *How will the organization serve Rutgers University and its students?*
- *How are you distinctly different from other organizations?*
- *Are you part of or affiliated with a larger organization or cause?*

Step 2: Develop a Constitution

This constitution provides the framework of your organization. The following components must be included in your organization's constitution:

- Name of your organization
- Statement of purpose
- Active membership/voting privileges (if available)
- Title and role description of all officers
- Officer election, selection, and removal method
 - Must be an entirely democratic process (i.e. secret ballot, 2/3 majority vote)
- Amendment method

The format of how the constitution is designed and laid out is left to the discretion of the organization. The only information that is required, verbatim, in your constitution are the following clauses:

- *"Membership shall be open to all Rutgers University School of Health Professions students and must comply with federal laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law."*

- *“This organization shall abide by all applicable laws of the State of New Jersey and the United States.”*
- *“This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Office of Student Affairs”*

Step 3: Selecting a Faculty/Staff Mentor (optional)

You want to identify a Faculty/Staff Mentor who has the time, resources, and energy to help your group flourish. Their expertise and interest can assist the organization in generating new ideas. The mentor must be a full-time faculty or staff member.

You should schedule an appointment with all potential mentors, and review the following information with them before choosing a mentor:

- *The purpose of your organization*
- *Potential activities/projects you will be involved in*
- *Requirements for the mentor to serve as a faculty/staff mentor*
- *The mentor's role in the organization (e.g. assist with elections, attend meetings, etc.)*

Step 4: Online Recognition Process

Before you begin this process, you will need to do the following:

- Delegate positions to at least 3 officers meeting the following requirements to serve as primary officer, treasurer, and an additional officer.
 - Must be a matriculated student registered at Rutgers SHP
 - Must have a minimum GPA of 2.0
 - Must not have any violations of Rutgers SHP or University code of conduct
- Prepare list of names and email addresses for all 3 required officers, Faculty/Staff Mentors (not required), and any other members
- Develop your organizations constitution for upload as a PDF/Word document into the online application

Note: For the top three officers, you will also need to provide their position and phone numbers.

Additional Items you will find helpful for creating your group's profile on the Online System

- Primary Contact and public information for your group
- Short summary describing your group for the webpage. This will be 1-2 sentences from your statement of purpose.
- Full description of your organization which will include your full statement of purpose, history/goals, member information and organization social media information.

At this point, you are ready to apply for organization recognition through our online application. Once your application is fully completed, the Office of Student Affairs and the Student Government Association will review your application.

All organization primary contacts will be informed of the result of the review. Please email the Office of Student Affairs at osa@shp.rutgers.edu if you have any questions.

IMPORTANT: You accept the responsibility for education of your group's members about the University Hazing Compliance Policies. Your online acknowledgement will indicate that the officers of your group understand and are compliant with that policy.

If your organization has a national affiliation, then please be sure to request a formal letter of approval from the national department. Please know that your national affiliation approval letter must be submitted to the Office of Student Affairs within two weeks after submitting your application. Paperwork can be submitted to the Office of Student Affairs at osa@shp.rutgers.edu

Step 5: Review Process

While your organization is under review, you will be contact by the Office of Student Affairs to:

- Fix and resubmit any errors in the organization's constitution by email
- (If applicable) Provide written permission for your chapter from the national organization it is affiliated with.
 - Student organizations that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation and a copy of the parent organization's constitution and/or guidelines when registering
 - The policies and procedures of Rutgers University and the School of Health Professions, as well as local, state, and federal laws prevail over those of any parent or national/international organizations. All decision making/policy setting will remain under local, campus administrative authority.

Part 2: Provisional Status

If approved, your organization will be placed under "provisional" status for one semester. During this period, organization officers and members will be required to demonstrate that organization services and/or programs are geared towards and have a positive impact in the Rutgers University community.

Provisional Period:

- Attend Officer Trainings (you will be notified of dates via a provisional e-mail)
- You will be assigned a Student Affairs Advisor and should meet with him/her to establish a working relationship.
- Learn about sources of funding from your Student Affairs advisor
- Maintain at least 5 members (not including your faculty/staff mentor) on your organization's roster

Provisional Status Privileges:

- Your advisor can assist with program planning and navigating the policies and procedures of being a student organization at SHP and Rutgers University.
- You can reserve space at SHP for organizational meetings and limited activities.
- You can learn about sources of funding to help develop your organization.

Denial of Recognition

The Office of Student Affairs will deny recognition if:

1. Any group is an extension of a University department or class and whose primary purpose for existing as a Recognized Student Organization is to support the goals of the department or class.
2. Any group has significantly congruent missions and goals of another registered student organization already in existence. Slight differences in mission or goals are not enough to warrant recognition.
3. Any group who restricts membership, except in the case of honorary student organizations that restrict solely on the basis of GPA and/or class standing. IN the case of honorary organizations, recognition will be granted but funding will not be allocated by the Allocations Board.
4. Any group that is in violation of any rules and regulations of SHP & Rutgers University.
5. Any group who does not complete the recognition requirements (i.e. missing constitution, students as officers, etc.)
6. The organization's programs and services do not meet the needs of SHP & Rutgers University.

Please note that this is not a complete list and each organization will be handled on a case-by-case basis.

Note: If you have completed all of the requirements by the end of your provisional period, you will be notified via email that your organization is fully recognized and the provisional title will be removed. If you do not complete the requirements, your organization will be derecognized. All benefits will be revoked and you will not be able to reapply until the following academic year.

Sample Constitution:

All items highlighted in blue are required verbatim clauses and shall not be altered in any way

EXAMPLE: 'The Simpsons' Student Organization of Rutgers SHP Constitution (Title)

ARTICLE I The name of the organization shall be "The Simpsons Student Organization of Rutgers" (Insert Name of Organization here)

ARTICLE II The purpose of the organization shall provide a network for students with a strong interest in The Simpsons television show, by providing a forum for students to discuss, debate and socialize over the love of The Simpsons. (This must be specific, unique and free of duplication from any currently recognized SHP student organization)

ARTICLE III Membership shall be open to all Rutgers University students and must comply with federal laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law. ***

ARTICLE IV The officers of the Executive Board shall be President, Treasurer, and "additional". (All Student Organizations **MUST** have a Primary officer such as a President/Editor-In- Chief, a Treasurer, and one additional officer such as a: Vice President/Managing Editor, Secretary. Descriptions should vary depending on your organization's needs.)

Section I The PRESIDENT will be responsible for overseeing all organizational meetings, and seeing that the organization meets its stated goals. The President is responsible for the organization and its actions, and is its representative.

Section II The TREASURER shall be responsible for all financial transactions of the organization. The Treasurer shall keep current and accurate records and reports of the organization's financial matters and shall be jointly responsible with the President for approval of all financial transactions with or for the organization and its financial assets.

Additional Officers Below (Student Organizations MUST have at least one additional officer):

Section III The VICE PRESIDENT will serve in the absence of the President and will serve as chairperson to any of the organization's committees and will oversee all recruitment and retention endeavors for the organization.

Section IV The SECRETARY shall record all activities and events of the organization. The Secretary will be responsible for all official correspondence of the organization both internally and with the University and outside agencies. The Secretary will also attend and keep minutes of all Executive Board meetings.

ARTICLE V The officers will preside over the election and will tabulate the results unless an incumbent officer is a candidate and in such cases he/she shall not tabulate the results. Nominations shall be made either from the floor or by self-nomination. Elections will take place annually and will be made by secret ballot, with a majority vote for election. (There must be a Democratic Election Process. It doesn't have to be the same format, but it is required)

Section I Nominations shall precede elections by approximately one week.

Section II Any student may only hold one office on the executive board at a time.

Section III If no valid candidates are elected for a particular office, the Executive board shall vote upon an individual to fill the vacancy within three weeks. If at that time no candidate can be found for the vacancy, one of the continuing executive board members shall serve in the vacancy duty until a valid candidate can be elected by the executive board.

Section IV Elections shall take place every year, and Executive Board members may serve more than one term (one year) of office if and only if they are re-elected.

Section V In the event of a sudden vacancy in any executive office, the remaining executive board shall appoint an interim officer until such time as a proper official election may be held for the office.

ARTICLE VI An officer can be removed from office, through the process of impeachment. Impeachment proceedings may be brought against any executive officer of the organization by any 3 members of the organization. Grounds for impeachment include negligence or abandonment of duty to the organization, severe infraction of University policy while acting under the authority or representation of the organization, or any action which intentionally and maliciously harms the organization and/or any of its members. Such claims must be submitted in writing to the executive board no later than one week prior to a hearing in which all charges will be discussed and decided upon by the executive board. The executive board shall inform the officer of any such charges immediately or as soon as possible of any such claims. The impeachment vote shall be taken at this meeting. The individual being considered for expulsion shall not have a vote and shall not be counted amongst the number of voting members present. A two-thirds vote of the voting members is required to remove a member from office. If the President is the member being considered for expulsion, the Vice President shall run the proceedings.

(There must be an Officer Impeachment Process. It doesn't have to be the same, but it should be a fair and reasonable process)

ARTICLE VII Any member may propose an amendment to this constitution in writing, provided to the executive board at least one week prior to a vote by membership. A 2/3 majority shall amend this constitution, subject to the approval of the Division of Student Affairs. **(There must be an Amendment Process. It doesn't have to be the same, but it is required)**

ARTICLE VIII Active membership/voting rights shall be determined on the basis of attendance at a minimum of (X number) of (ORGANIZATION NAME) events and/or meetings before the organization's annual elections. **(This is an optional clause and can be tailored to your organization's needs).**

ARTICLE IX This organization shall abide by all applicable laws of the State of New Jersey and the United States. ***

ARTICLE X This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by Rutgers School of Health Professions Office of Student Affairs.