

# WANT TO START A NEW STUDENT ORGANIZATION

AT UHCL??

FOLLOW THIS ULTIMATE  
'HOW-TO' GUIDE!

Are you looking for a community of people with your interests, identities, or passions?

Do you have an idea for a club that would better the community?

## 7 STEPS TO BEGIN A NEW STUDENT ORGANIZATION:

- 1 Browse GetInvolved to ensure that your organization idea is unique.
- 2 Gather at least 5 UHCL students.
- 3 Discuss the questions in the New Organization Packet with your team.
- 4 Create an organization constitution utilizing the constitution guide.
- 5 Elect officers. Organizations should have at least a primary and secondary officer.
- 6 Register a new organization on GetInvolved at [bit.ly/UHCLneworg](http://bit.ly/UHCLneworg)
- 7 Primary and secondary officers should complete required workshops.

**UHCL**

Student Involvement and Leadership

*Thank you for proposing a New Student Organization at UHCL! Please complete the following questionnaire prior to meeting with our Student Organization Team. You do not have to have a definite answer for all questions at this point. This form is meant so serve as a guide to help you think through the various aspects of your organization.*

**1. What is the name of the student organization?**

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**2. Who is involved in this effort? (Please list all students, faculty, staff, and their titles)**

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**3. To your knowledge, has this club ever existed at UHCL?**

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**4. Please describe this organization as best you can:**

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**5. Please describe the benefits this organization will offer to students and the community:**

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**6. What will the organization's activities entail? Will you plan events? What kind?**

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**7. How many officers do you plan to have? What will their roles be?**

**8. How often will this organization meet? What facility needs do you anticipate?**

**9. Organizations should seek a faculty or staff advisor. Who could be your potential advisor? Will you have any other advisors outside of UHCL?**

**10. What types of equipment and/or supplies will this organization require? How much would you estimate the costs would be annually?**

**11. How will your organization come up with the funds for these purchases?**

**12. Will your organization travel? If yes, why, where, and how often?**

**13. Is there any additional information you'd like to share regarding this new organization?**

**University of Houston-Clear Lake**  
**Office of Student Involvement and Leadership**  
**Constitution Guide**

**The following outline should help organization officers in drawing up a constitution.**

- Constitutions are intended to be the rules and guidelines of an organization and should be as clear and as thorough as possible.
- You are encouraged to create your constitution collaboratively with many members of your group involved.
- In the event of a problem or dispute in the organization's procedures and/or activities, the Office of Student Involvement and Leadership will hold the organization's officers and members accountable for its contents and will require that the Constitution be enforced.

**The constitution should minimally contain the following information:**

**I. Name** – State the full name of the organization and any national, state, or off-campus organization with which it is affiliated. Organization names should be sure to not include UHCL, unless UHCL follows the name (Allowed example: Ice Cream Club at UHCL; Not allowed example: UHCL Ice Cream Club).

**II. Purpose/Objectives** – Specifically state the nature of the organization and the primary purposes and objectives or goals. Consider building [mission and vision statements](#).

**III. Membership** – Who can become a member? How are members chosen? What requirements there are for membership (if any)? People other than UHCL students may be members of the organization (i.e. faculty or community members); however, the number of such members may not exceed the number of UHCL student members. Details of the honor cord point system along with the official organization cord colors may be included here.

\*OPTIONAL: **Honor Cords:** Organizations may choose to establish an honor cord point system that allows their members and officers to work towards honor cords. Organizations should develop a point system and designate specific activities and participation to certain point amounts. Be sure to keep a close record of point systems so your leadership team knows which members earn cords each semester. [Learn more about what Honor Cords are here.](#)

**IV. Officers** – List the titles of all officer positions, how and when officers are selected, term/length of office, description of specific duties for each officer, procedure for filling unexpected vacancies, etc. The following statement must be included in this section: "All officers must be currently enrolled students at the University of Houston-Clear Lake."

**V. Committees** – Will your organization have committees that work on specific activities or projects? Will an officer lead each committee? List committee names; purposes; duties; standing or ad hoc status; how members and chairs are in each; how often committees report back to officers

and/or members.

**VI. Meetings** –How often do meetings occur; who calls the meetings; who can call special meetings; quorum needed to conduct business or make decisions; what constitutes a quorum (i.e. specific number or percentage of members); what meeting format will be followed, etc.

**VII. Amendments to the Constitution** – how will your group go about editing the constitution? How can members/officer propose amendments? Does the group vote? What is the amount of majority that is needed to pass amendments? Will you have a certain time-of-year where you review the constitution for edits?

**VIII. Impeachment of Officers or Members** – procedures for removal of an officer or member and under what circumstances an impeachment may be considered.

**IX. Advisor** – How the RSO advisor will be selected? What is the length of time they will serve? Consider listing a description of duties and responsibilities. An organization advisor is highly recommended.

The following clauses are required by the University of Houston Clear Lake to appear in all Registered Student Organization clauses word-for-word. RSOs should not only put these clauses in their constitutions, but work to uphold the messaging of not hazing or discriminating in their organizations. If you have any questions or concerns about this, please email [studentorgs@uhcl.edu](mailto:studentorgs@uhcl.edu)

- **REQUIRED Anti-Hazing Clause:** This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).
- **REQUIRED Non-Discrimination Clause:** As a Registered Student Organization at the University of Houston-Clear Lake we adhere to the UHCL's Non-Discrimination Policy. The University of Houston-Clear Lake is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status, sexual orientation, gender identity or status, or gender expression, except where such distinction is required by law.