

STARTING A STUDENT GROUP AT CIA

1. You need at least 6 other students that are interested in being a part of the group.
2. You need to organize and create bi-laws.
3. You need to ask approval of the Student Leadership Council for funding. This step may take about a month to be voted on by SLC.
4. Once your group is recognized as a CIA student group, you must meet regularly and have representation at SLC meetings.

OUTLINE FOR BI-LAWS

Article I – Name of the group

What is the official name of the group?

Article II – Purpose

What do you hope to achieve by bringing this group on campus?

What are the kinds of things that you are going to do in this group?

Article III – Organization

Who will make up the organization of this group?

Article IV – Officers

How is the leadership of the group made up? Is there a president or is leadership shared?

It's your group ... you tell me.

Article V- Meetings

When are you going to meet? Where are they going to be held? How often? What kinds of things are you going to do there? Are you going to have planning, speakers, etc...?

EXAMPLE OF A BI-LAW

Campus Club at the Cleveland Institute of Art

Bi-Laws

Article I: Name

This organization will be known as the CIA Campus Club.

Article II: Purpose

Section I: Foster communication, cooperation, and understanding between students from all grade levels and departments, as well as between the students, faculty, and administration of the CIA community.

Section II: Further the aims, goals, and desires of the students of the Cleveland Institute of Art by seeking and incorporating student opinion.

Section III: Provide experiences that supplement and compliment the educational purposes and programs of the Cleveland Institute of Art

Article III: Members

Section I: Members

Anyone can be a member of Campus Club.

Section II: Member Expectations

Members of the Campus Club are expected to attend all regular meetings on the schedule and also to participate in all club events/activities.

Article IV: Officers and Committees

Section I: Campus Club positions are available to any Campus Club member.

Section II: Election of Officers

Date: Campus Club officer elections shall take place at the first (1st) meeting of the Campus Club following Spring Break.

Procedure: The positions that are available include President, Vice President, Treasurer, and Secretary. Members will be nominated or self-nominated and will be elected by a majority vote of all Campus Club members in attendance.

Section III: Term of Office

All elected Campus Club officers will serve from date of election until the following year's officers are elected.

Section IV: Officer Position Responsibilities

The President shall preside at all meetings and shall prepare an agenda for each regular meeting. The president shall keep and organize a copy of all minutes, either in paper or digital form.

The Vice President shall preside when the President is absent and shall be responsible for aiding the president whenever necessary.

The Treasurer shall preside when the Vice President is absent and shall be responsible for aiding the President whenever necessary. The Treasurer shall handle all matters dealing with the budget.

The Secretary shall preside when the Treasurer is absent. The Secretary shall take attendance at the meetings, record proceedings and votes. Both the President and Secretary shall keep all minutes, proposals, and schedules on file.

Section V: Voting

It will be in the best interest of the organization if all administrative members, whom are members of other campus organizations, abstain during the voting process if the issue involves an organization of which they are affiliated with.

Article V: Meetings

Section I: The first Campus Club meeting of the school year shall be held during the first couple weeks of school starting. This meeting will be open to all students. Meetings will be held every 2 weeks, preferably on the same day, time, and place and will be decided by the Campus Club officers.

Section II: Meetings will entail planning for events/activities the club will be doing, giving out jobs for people to do to prepare for the event/activity, and officer reports.