

STARTING A NEW GRADUATE ORGANIZATION AT DARTMOUTH



Applying to the Graduate Student Council for Recognition

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TABLE OF CONTENTS

TABLE OF CONTENTS	1
APPLYING FOR GSC RECOGNITION: STEP-BY-STEP	3
THE PREREQUISITES AND PROCEDURES FOR RECOGNITION	4
What Recognition Means	4
Prerequisites for Recognition	4
Mandatory Guidelines for Recognized Organizations	5
The Role of the Advisor	6
Withdrawal of Recognition	6
WRITING A CONSTITUTION	7
Why is a Constitution Important?	7
Constitution Writing Tips	7
Sample Constitution	7
<i>PETITION FOR RECOGNITION</i>	9
GSC RECOGNITION CHECKLIST	10
GSC Recognized Student Organization Funding Policies	11
For a more detailed explanation of these policies, please visit the GSC website:	11
What is block funding?	11
Eligibility	11
What is standard funding?	11
Eligibility	11
How do I get reimbursed?	11
GSC funding is by reimbursement only.	11
Can I get a cash advance?	12

INTRODUCTION

The Graduate Student Council (GSC) represents all graduate students from the School of Graduate and Advanced Studies, Thayer School of Engineering, and The Dartmouth Institute. The goal of the GSC is to nurture and enhance a sense of community for graduate students at Dartmouth.

Thank you for your interest in starting a graduate student organization! Please read through this packet carefully to make sure you are following the proper steps for applying to the GSC for recognition. Starting a new organization is both exciting and challenging. The Guarini School of Graduate and Advanced Studies and the GSC are here to support you – stop by and ask questions! This guide is only the beginning of your adventure.

APPLYING FOR GSC RECOGNITION: STEP-BY-STEP

Step 1: Read the “Applying to the GSC for Recognition” packet, including the “Prerequisites and Procedures for Recognition and Withdrawal of Recognition.”

Step 2: Determine interest for the proposed new student organization on campus. Consider holding recruitment and organizational development meetings.

Step 3: Find a current faculty or staff member willing to advise your student organization. The role of an advisor is to provide stability, continuity, and guidance and to assist in fostering the prudent management of organizational funds (more information on this can be found under *The Role of the Advisor*). The advisor must sign the *Petition for Recognition* form.

Step 4: Develop and write a constitution (see *Writing a Constitution* for an outline as well as mandatory language to include).

Step 5: Complete the *Petition for Recognition* form.

Step 6: Meet with the Assistant Dean of Graduate Student Affairs, Kerry Landers (Kerry.H.Landers@dartmouth.edu), to discuss your organization and review all documents.

Step 7: Fill out the online Student Recognition Form and submit the Petition for Recognition and organization constitution to the GSC Vice President (Graduate.Student.Council.Vice.President@dartmouth.edu). Forms will be reviewed by the GSC Executive Board. If selected to receive full consideration, your organization will be invited to attend a GSC General Council meeting.

Step 8: Present the proposed organization to the GSC at a General Council Meeting. At least one representative from your organization is expected to attend and explain the mission of your organization and answer any questions the GSC may have.

Step 9: After your presentation and a General Council vote, you will be notified of the GSC’s decision about recognition. If recognized, you will receive a *New Organization Packet* from the GSC Vice President.

Step 10: As a recognized GSC organization, you are now eligible to apply for funding, start planning events, and become active on campus!

If you have any questions about the language used in this packet, please contact the GSC Vice President (Graduate.Student.Council.Vice.President@dartmouth.edu) or Kerry Landers (Kerry.H.Landers@dartmouth.edu)

THE PREREQUISITES AND PROCEDURES FOR RECOGNITION

The Graduate Student Council (GSC) is a representative body charged by the Guarini School of Graduate and Advanced Studies with the authority to recognize and oversee all Dartmouth graduate and professional students in the following degree-granting programs: Ph.D., M.Eng., M.E.M., M.E.P. and M.P.H. (“Covered Programs”).

What Recognition Means

1. The right to use the name of Dartmouth College in the activities and publications of the organization in accordance with applicable policies and procedures.
2. The right to utilize the facilities, property, and services of Dartmouth College.
3. The right to use the facilities of the GSC, including the GRAD Lounge.
4. The right to request block funding from the GSC to further the activities of the organization. Recognition does not guarantee financial support. Each request will be judged on its merit and will be evaluated in terms of criteria such as the organization’s ability to supplement extra-curricular activities, the nature of the proposed activity, the financial support (if any) received from the membership, number of attendees at previously held activities, the extent to which the College community may participate in some of the organization’s the organization’s programs, and the amount of GSC funds available for distribution at any given time.
5. The responsibility to keep financial records and respond promptly to the GSC requests for expenditures, budgets, or other information concerning the status of the organization.
6. The responsibility to inform the GSC of changes in the officers, advisors, or any other development that might affect the status of the group as a recognized student organization via the annual Student Organization Survey.
7. The responsibility to comply with the requirements of the created organization’s constitution and all applicable rules and policies set forth by the GSC, Dartmouth College, and local, state, and federal legislatures.
8. The responsibility to use College funds and facilities responsibly and in the manner for which their use is authorized.
9. The responsibility to comply with College policies on fundraising, accounting, and solicitations for funds.
10. The responsibility to make representatives from your organization available to appear in front of the GSC General Council upon request.

Prerequisites for Recognition

An application consisting of:

1. A Statement of Purpose which clearly communicates the motivations, goals, purposes and objectives of the organization. *To the extent that the purposes or objectives of the organization substantially exceed the scope*

of the initially-submitted Statement of Purpose, your organization will need to re-submit an application for recognition to the GSC.

2. A written acknowledgement that no purpose or objective of the organization shall advocate, incite, or participate in any physical disruption of the educational process or be in conflict with applicable local, state, or federal laws (See *Withdrawal of Recognition*).
3. A statement that membership in the organization shall be open to all students in Covered Programs without regard to race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, genetic information, military or veteran status, or any other legally protected status.
4. Membership of at least six (6) students from a Covered Program.

Mandatory Guidelines for Recognized Organizations

1. The organization shall have:
 - I. A member of the Dartmouth faculty or staff as its advisor. The advisor shall be made aware of the organization's proposed programming and, at minimum, shall receive a yearly update from the group (with the GSC Vice President copied on the correspondence).
 - II. A constitution in the form of the attached model constitution.
2. The organization shall complete the annual Student Organization Survey to provide the GSC with up-to-date information regarding their group.
3. The Guarini School of Graduate and Advanced Studies must approve any program to be co-sponsored by an external (i.e.g, non-GSC) organizations, entities, or affiliate(s). The GSC may deny or withdraw recognition on the basis of affiliations with outside groups where such affiliations are found to be inappropriate.
4. The organization shall not participate in hazing activities. More information on Dartmouth's policy on hazing is available at: <https://student-affairs.dartmouth.edu/policy/hazing-policy>.
5. The officers of the organization shall accept responsibility for College accounts and shall not use or maintain any outside bank accounts for the benefit of the organization.
6. The officers of the organization may not enter into contractual obligations in the name of the organization or the College.
7. The organization may neither directly nor indirectly utilize College resources in support of any candidate for public office and shall be compliant with all applicable Dartmouth policies regarding participation in political campaign-related activities.
8. The organization may not utilize the resources of the College for the intended benefit of any external affiliate(s) of the organization through the exercise of the right to request the use of College space for programs sponsored by student organizations.

10. The organization may not:

(1) utilize the organization for the financial enrichment of any officer, member or affiliate;

(2) solicit funds outside the College without the express approval of the Office of Corporate and Foundation Relations at Dartmouth College; **or**

(3) lend or give College funds to any individual, group, or other organization. Organizations may sponsor fundraising activities for charity or organizational support upon approval by the Guarini School of Graduate and Advanced Studies and in accordance with applicable policies.

The Role of the Advisor

In order to clarify the role of the Student Organization Advisor, the GSC has adopted the following policy:

- The role of an Advisor is to provide **stability** and **continuity** to student organizations by assuming a role in the affairs of the student group.
- The Advisor is to provide **guidance** to student organizations through advice and suggestions. This guidance may assume a variety of forms. One aspect would be specialty advice, such as suggestions that an Advisor might make to an organization concerning the selection of material for a student publication. The Advisor is not the director of a club's activities, but assists student organization leadership in making their own decisions.
- The Advisor is to **assist** in fostering the **prudent management** of organizational funds.

The GSC's experiences with student groups have proven the importance of the Advisor to the success of a club's endeavors. Those student organizations that are most successful have active Advisors. The GSC encourages participation of the Advisor in the affairs of student organizations.

Withdrawal of Recognition

Withdrawal of recognition from an organization may be in response to any violations of the above-described prerequisites or mandatory guidelines for recognized GSC organizations. Furthermore, such action may be taken at the discretion of the GSC if the members of the GSC shall determine that the organization is no longer functioning in a manner consistent with its stated Statement of Purpose. Any GSC member may bring before the GSC at any time a motion for the withdrawal of recognition of a recognized organization. The GSC reserves the right to withdraw recognition from any organization at any time, provided:

1. The organization shall be notified of the intent to withdraw recognition and the reason(s) for which recognition is to be withdrawn. Furthermore, the officers of the organization shall be given the opportunity to appear before the Council before any motion for withdrawal of recognition shall be brought to vote.
2. A majority vote of the members of the GSC General Council shall be required for the withdrawal of recognition from a student organization.
3. Withdrawal of recognition of an organization shall not prevent such organization from re-applying for recognition at the end of six (6) months following the affirmative withdrawal vote of the GSC General Council.

WRITING A CONSTITUTION

Why is a Constitution Important?

A constitution is the founding document of your organization and provides a basic governing structure. It outlines your mission, goals, officer responsibilities, meeting rules, and membership requirements. A constitution is also important to provide continuity as leadership changes throughout the years.

Constitution Writing Tips

- Bring all stakeholders together to write the constitution. Share it with your advisor and all members.
- Start by writing your mission, which is a statement that explains your group's purpose.
- Write your constitution in a broad manner, so that future leaders can use it.
- Do not use proper names, dates, locations, and exact meeting times.
- Keep your constitution in an editable digital format, a permanent digital format (pdf) for web use, and a hard copy in print.

Sample Constitution

NOTE: All items in italics are required to be in the constitution as written. According to the needs of each organization, constitutions will vary. The sample below is to help you think about your organization and its needs.

Article 1: Name of Organization

1.01. *The name of the organization shall be _____ . (The "Organization").*

Article 2: Objectives and Purposes

2.01. *The purposes for which the Organization is to be organized shall be consistent with the aims and objectives of Dartmouth College. No purpose or objective of the Organization shall be in conflict with applicable state or federal laws presently in force or hereafter enacted.*

2.02. *The specific purposes and objectives that the Organization shall pursue include (insert Statement of Purpose).*

Article 3: Membership & Withdrawal

3.01. *Hazing is strictly prohibited at Dartmouth College, by both College policy and New Hampshire law. Dartmouth College is first and foremost an educational institution. College hazing prevention policies and response procedures for hazing incidents are based on that educational mission. Hazing practices within the organization are prohibited pursuant to New Hampshire State and Dartmouth College Policy.*

3.02. *Membership in the Organization shall be open to all members of the Dartmouth Community without regard to race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, genetic information, military or veteran status, or any other legally protected status. The organization must have at least six (6) graduate members.*

3.03. *All Members (herein so-called) shall have equal rights and privileges with respect to the election of the Officers of the Organization (defined below).*

3.04. Any disputes that arise shall be mediated by the President of the organization. After this process, any disputes unable to be resolved, shall be resolved by a majority affirmative vote of members not involved in the dispute.

3.05. Voluntary Members Withdrawal: Any member of our organization, at any time, can voluntarily withdraw membership from the organization.

3.06. Non-Voluntary Members Withdrawal: After bringing an issue with a member to the GSC Executive Board and the GSC faculty advisor, a member may be removed from the group under specific circumstances that are at the discretion of the GSC Executive Board or the GSC Advisor.

Article 4: Officers, Duties, and Meetings

4.01. The Officers of the Organization shall consist of a President, one or more Vice Presidents, a Secretary, and a Treasurer who shall constitute the Executive Committee (herein so-called) of the Organization. *The majority of the Officers must be Guarini, Thayer, or TDI graduate students.*

4.02. The President and the Vice President(s) should be able to answer all questions directed toward the Organization upon request.

4.03. *Any individual eligible to be an Officer of the Organization shall not be permitted to hold more than one office in that organization at any one time.*

4.04. The election processes for new Officers, respective Officer duties, and general meeting rules are defined below:

- I. [Insert brief description of Officer elections, responsibilities for each Officer role, and organizational meeting guidelines] (See GSC Bylaws for an example election process)

4.05. *The Advisor to the Organization must be either a faculty or staff member of the College.* The Advisor is welcome to attend all meetings of the Executive Committee as a non-voting member thereof and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming terms.

Article 5: Voting

5.01. *Each Member shall have one (1) vote.*

5.02. All decisions except those described in section 6.02 will require a simple majority vote.

Article 6: Miscellaneous

6.01. *This Constitution shall have been presented to the Membership of the Organization and shall be ratified by a majority vote thereof.*

6.02. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization then in residence at Dartmouth.

6.03. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

6.04. *This Constitution and any amendments and changes hereto shall be kept on record with the GSC Vice President and shall be available to any Member of the Organization for inspection during reasonable office hours.*

PETITION FOR RECOGNITION

Graduate Student Council

Date Submitted: _____

Name of Organization: _____

Main Contact Person for Group: _____

Membership Information: Names and signatures of six (6) graduate students interested in forming the proposed organization.

NAME	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
TOTAL NUMBER OF MEMBERS:	

Faculty Advisor Name: _____ **Signature:** _____

For the GSC to consider your Student Organization Recognition request, please fill out the online Student Organization Recognition form and submit this *Petition for Recognition* document and your Organization's Constitution to the GSC Vice President (Graduate.Student.Council.Vice.President@dartmouth.edu).

GSC RECOGNITION CHECKLIST

The following items must be completed in order to be eligible for GSC review:

- We have reviewed the “Applying to the Graduate Student Council (GSC) for Recognition” packet.
- We have found a faculty/staff advisor. They have signed the “Petition for Recognition” form.
- We have written a constitution for our organization.
- We have completed the “Petition for Recognition” form.

Questions about the recognition process?

***Stop by the GRAD Office or e-mail the GSC Vice President
(Graduate.Student.Council.Vice.President@dartmouth.edu) or Kerry Landers
(Kerry.H.Landers@dartmouth.edu).***

GSC Recognized Student Organization Funding Policies

For a more detailed explanation of these policies, please visit the [GSC website](#):

What is block funding?

Block funding is a preapproved fund granted to GSC recognized student organizations which allows them to hold events throughout the year without having to submit additional requests.

- Up to \$1000 can be requested from the GSC for block funding.
- Please submit your application using the Application for [Block Funding form](#) on the [GSC website](#).

Eligibility

Any GSC recognized graduate club or organization is eligible to apply for block funding if:

- The group hosts at least one meeting or event per term;
- The group advertises meetings and events through the GSC Event Calendar and DartGrad Weekly (Facebook advertisement is encouraged but not required);
- The group utilized funds requested from the GSC in previous years (if any); **and**
- The group is represented at the Graduate Student Activities Fair.

What is standard funding?

Standard funding can be requested to help host an event or activity on campus. Standard funding will not be awarded retroactively; funding must be requested before the staging of the event or activity.

- Up to \$1000 can be requested from the GSC for a single event.
 - Requests up to \$250 will be considered via "fast track" approval by the executive board. You will receive an approval/denial response within a week of your request.
 - Requests over \$250 and up to \$1000 will be considered for approval by the general council at the next monthly GSC meeting. The request must be submitted at least 72 hours before the meeting, and a representative from your group must attend the meeting to answer any questions and explain the request before the council.
 - Requests over \$500 require event coordination with the GSC Vice President.
- Funding may be requested for events which occur before the next monthly GSC meeting. Any standard funding request over \$250 that is not submitted in time to be considered at the next monthly GSC meeting must meet the following guidelines:
 - The funding request must be submitted 7 days prior to the event.
 - The funding request cannot exceed \$500.

Eligibility

- Any graduate student or graduate student organization may request event funding by using the Application for Standard Funding form on the GSC website.
- Events and activities funded by the GSC must be open to all Dartmouth graduate students.

How do I get reimbursed?

GSC funding is by reimbursement only.

- Reimbursement requests can be completed using the BER Submission Form on the GSC website.
- Reimbursement requires itemized receipt within 30 days of the event.

Can I get a cash advance?

Yes! Please contact the GSC Finance Officer.