

MARION MILITARY INSTITUTE

STUDENT ORGANIZATION PACKET

STUDENT ORGANIZATIONS GUIDELINES

1. **General Policy.** Student organizations should offer members opportunities to enhance, explore, apply, practice, and integrate knowledge and skills gained through pursuit of academic study. The Office of the Commandant of Cadets administers MMI's policies requiring registration for all cadet organizations. Cadet organization registrations remain valid through the academic year. All registration forms and information are managed by the Office of the Commandant of Cadets.
2. **Registration Privileges.** Standard privileges granted to all cadet organizations completing the registration process include:
 1. Use of MMI facilities for meetings
 2. Sponsorship of events
 3. Opportunity to participate in Orientation Day activities
 4. Inclusion in the Cadet Organization Directory
 5. Organization's photograph in the yearbook

Registered vs. Unauthorized

Registered cadet organizations are sanctioned school activities and must be constituted per the school's foundational tenets. These organizations must comply with all cadet regulations and must contribute to the mission of Marion Military Institute (MMI). Organizational activities, on or off campus, must have staff or faculty sponsorship and be subject to regulations and monitoring by the appropriate sponsor. Registration allows cadet organizations to enjoy privileges granted by the Institution when the organization meets minimum standards for registered status.

An on-campus organization must provide a service to both MMI and the campus community. Membership in an unauthorized organization or wearing paraphernalia of an unauthorized organization on campus is prohibited. "Unauthorized" means the organization's charter has not been approved and the organization is not registered in the Commandant of Cadets' Office.

Currently registered cadet organizations will be kept on file in the Commandant of Cadets' Office and posted on the MMI website.

3. **Registration of New Organizations and Inactive Organizations.** All cadet organizations considered new, or inactive for two consecutive academic semesters, must file a completed Declaration of Intent form with the Commandant of Cadets' Office. Privileges afforded prospective cadet organizations are limited to use of MMI facilities for meetings, permission to publicize meetings for membership recruitment, and completion of the registration process.

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Organizations must ensure the following information is on file with the Commandant of Cadets' Office:

1. A completed proposal including the names and signatures of cadet officers, the name(s), telephone number(s), and signatures of a full-time member of MMI faculty or staff member willing to serve as advisor to the organization, and the signatures of at least six currently enrolled MMI cadets interested in organizational membership.
2. One copy of the organizational constitution and by-laws.
3. One copy of the constitution and by-laws of any related or affiliated national organization (if applicable).

Once approved, organizations will maintain their status indefinitely unless revoked by order of the Commandant of Cadets or President, or at their own request.

4. **Maintaining Existing Organization Registration.** Existing organizations must submit an updated Student Organization Application for Registration form to the Commandant of Cadets' Office at the beginning of each academic year and as needed throughout the academic year if changes in organization officers, sponsor, or meeting requirements occur. If updates are made to an organization's constitution and by-laws, a written document with these modifications should be submitted to the Commandant of Cadets' Office.
5. **Withdrawal and Denial of Registration.** No cadet organization will be officially registered with the Commandant of Cadets' Office if the President determines that the organizational activities are detrimental to the mission of MMI. If the commandant of Cadets denies registration of a new cadet organization, the Commandant of Cadets will notify the President of MMI and advisor of the organization in writing of the recommendation to deny registration. The organization denied registration may appeal to the President of MMI within five working days from the date of denial notification correspondence. The decision of the President of MMI is final. The Commandant of Cadets reserves the right to recommend withdrawal of registration of a cadet organization for:
 - a) Failure to comply with regulations governing cadets and cadet organization, or
 - b) Loss of recognition by, or membership in, its respective national organization.

The Commandant of Cadets' Office will notify the President of MMI and advisor of the organization in writing about the recommended withdrawal of registration and the reason(s) for proposed withdrawal of registration. Within five working days of the date of proposed registration withdrawal correspondence, the organization must show cause for why registration should not be withdrawn. The organization may appeal withdrawal of registration in writing to the President of MMI within five school/ working days from the date of registration withdrawal correspondence. If the organization fails to appeal withdrawal of registration within the specified appeal window, the withdrawal decision is final.

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6. Guidelines for Cadet Organizations

- a) **Membership.** Membership in registered cadet organizations shall be open to all students of MMI without regard to race, religion, sex, or national origin. Registered cadet organizations must inform the MMI community of organizational membership criteria and selection processes, including membership application deadlines. Selection criteria must be relevant to the goals and objectives of the organization. Organizations with selection criteria adversely impacting a particular segment of the MMI community must eliminate those criteria.
- b) **Financial Management and Accountability.** Registered cadet organizations maintaining an account outside of MMI must keep accurate records of funding sources and disbursements including the amount of income and expenditures; the means of generating funds and approving expenditures; and the purpose of expenditures. Cadet organizations must keep receipts for funds expended and must issue receipts for money collected. Members of registered cadet organizations have the right to know how organizational funds are collected and disbursed. Additionally, sources and amounts of organizational revenue expenditures are to be available as public knowledge. Organizational funds should be dispersed by use of checks rather than cash. All checks must include the signature of the advisor and one officer, preferably the president or treasurer. Solicitation and fundraisers to support specific organization activities are authorized for approved cadet organizations with specific guidance. To ensure that donors are afforded tax benefits allowed under paragraph 501.c.3 of the Internal Revenue Service Tax Code, and that their gifts are properly acknowledged and credited, all fund-raising activities at MMI are conducted under the supervision of the Office of Advancement. All funds collected are deposited in MMI fund accounts held by the Business Office. Organizations wishing to raise funds must do so for a specific limited purpose, must have their plan approved by the Commandant of Cadets and the Vice President for Advancement, and establish a fund account with the Comptroller.
- c) **Organization Officers.** The primary officers of a registered cadet organization (president, vice president, secretary, treasurer, or the equivalent) must be currently enrolled cadets. Officers of cadet organizations must be in good disciplinary standing and must maintain a cumulative 2.5 GPA and good citizenship to hold office. The responsibility of verifying GPAs rests with the organization and organization advisor.
- d) **Organization Advisors.** Advisors of registered cadet organizations should share insights and directions with cadet leaders to ensure cadet organizations promote organizational objectives and enhance the meaningfulness of organizational membership. Registered cadet organizations have the right to request a new advisor at any time according to procedures outlined in the organizational

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constitution and by-laws. Primary responsibilities of the organizational advisor include:

1. Overseeing all financial transactions and receiving all bank statements;
 2. Ensuring officers have a minimum cumulative 2.5 GPA and that members have a minimum cumulative 2.0 GPA and are currently enrolled at MMI;
 3. Providing consultation concerning membership selection procedures and responsibilities, conducting an initial overview of membership outcomes, and reviewing profiles of newly selected numbers.
 4. Performing other duties deemed appropriate by the organization and outlined in the organizational constitution and by-laws.
7. **Cadet Organization Categories.** Cadet organizations provide MMI cadets with opportunities to become involved in co-curricular and extracurricular activities and programs. Based on the purposes and objectives of the organization as stated in the constitution and by-laws of the organization, cadet organizations should fall into one of the following categories:
- a) Academic. To foster the appreciation of a particular academic field or discipline among the student body.
 - b) Military. To support academically, to develop professionally, and/or to encourage socialization among students with a common interest in military science.
 - c) Political. To address political and governmental concerns and/or to promote interest in traditionally political issues at a campus, local, state, and national level.
 - d) Recreational/Athletic. To encourage development of skills, knowledge, or support of a particular sport or recreation/leisure activity.
 - e) Religious. To assist in the spiritual development of MMI Cadets and/or to foster interdenominational, denominational, or specific spiritual and/or religious tenets.
 - f) Service. To provide philanthropic and/or altruistic service to the campus and/or community.
8. **Fundraising and Solicitation.** Fundraising and solicitation for the benefit of individuals or groups not sanctioned by the Vice President for Advancement or the President of MMI is prohibited. Fundraising and solicitation activities for authorized cadet organizations are addressed in the Cadet Organizations section above.

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CONSTITUTION AND BY-LAWS FORMAT

A constitution and its by-laws should be simple and should reflect scope and purpose of the organization. You may refer to the following suggested guidelines.

Article One (Name)

State the name of the organization.

Article Two (Purpose)

State the purpose and aims of the group.

Article Three (Membership)

State the requirements of membership (Note: Active members must be enrolled students). Include rights and responsibilities of members, resignation, and expulsion procedures.

Article Four (Officers)

Include list of officers, terms of office, and descriptions of responsibilities. Include provisions of vacancies of offices, methods of electing officers, election procedures, and date of election.

Article Five (Meetings)

State regular meeting times and describes provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling meetings. State what constitutes a quorum at any meeting.

Article Six (Relationship)

State any present or intended relation the organization may have to any other local, state or national organization.

Article Seven (Activities)

State proposed activities.

Article Nine (Advisors)

State selection procedure for advisor and advisor's responsibilities.

Article Ten (Parliamentary Authority)

Provide for accepting rules or order, such as Robert's Rules of Order Newly Revised.

Article Eleven (Amendments)

State requirements for adopting amendments.

Article Twelve (Financial Plan)

Provide projected expenses and general plan for generating funds (i.e. one fundraiser a year, charging members, etc.). Include equipment needed, club membership fee, individual dues, and any other pertinent financial information.

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SIGNATURES

I have read and will adhere to all of the above requirements for an MMI student organization.

Organization President

Faculty/Staff Advisor