

Requirements to Start a New Student Organization

To start a student organization at Millersville University, it must first be recognized and approved for temporary status by the Student Organizations Committee in the Student Government Association of Millersville University. You must meet the listed requirements and submit the required materials to the SGA Get Involved form titled “Request to Start a New Student Organization”. The requirements to apply for temporary status include:

- A constitution that meets all requirements listed in “How to Write a Constitution.”
- A minimum of ten (10) initial members. Of these members, they must include a President, Vice President, Treasurer, and Secretary.
- A letter of support from an advisor.
 - This is a brief letter of support from any full-time permanent member of the Millersville University faculty, staff, administration, or affiliate is eligible to serve as the Official Advisor of Record to the organization. Affiliates are defined as staff members who work for PSECU, Student Services, Inc., Official University Volunteer, and Student Lodging, Inc. This individual shall only be a mentor for the organization, coaching them through important decisions, using their cumulative experience and knowledge to offer strategic guidance.

Temporary Organizations Are...

- Subject to being audited on or after the first anniversary of their issued memorandum.
- Subject to being unrecognized by the Student Organizations Committee if, through the auditing procedures, the student organization does not meet the temporary status requirements listed.
 - If your organization meets the requirements for temporary status on its first anniversary, it may retain its temporary status and is eligible to apply for permanent status.
 - If a temporary status organization is unrecognized, they are free to reapply at any time.
- Required to hold regular meetings (weekly, biweekly, monthly).
- Required to maintain and retain all eligibility requirements listed above throughout the academic year.
- Entitled to a \$200 start-up grant when they receive temporary status.
- Authorized to reserve space within the SMC for events and activities.

Application Assessment Process

For the committee to approve an organization for temporary status, it must ensure the prospective organization has met all criteria listed in this document. If the applying organization was registered with the Campus Life Department within the previous two (2) years, it may select the “Applying for Reinstatement” option on the application. The committee may request an interview with the applying party when additional information or clarification is necessary to determine whether the organization satisfies the requirements for temporary status.

The Student Organizations Committee will either approve or deny your student organization based on all the information gathered. If denied, a letter stating the reasons for denial will be sent, and the organization is free to start the application process again. If approved, the officers of the student organization will receive a memorandum that establishes them as a temporary organization at Millersville University. The SSI Business Office will also be copied, and they will create a Fundraising account at the Banking Center for your new organization. Campus Life will create a portal for the organization on Get Involved. The memorandum must be retained by the organization to apply for permanent status.

Restrictions

- Organizations that share a purpose statement with an existing organization will not be considered for temporary status. Organizations that share too great a similarity with an active, registered Millersville University student organization will not be considered for temporary status to not undermine or influence the operation of the existing organization.
- Organizations must follow all Millersville University and Student Government Association policies.

Statement of Inclusivity

Organizations are prohibited from excluding any Millersville University students of any race, religion, ethnicity, age, disability, sex/gender, sexual orientation, immigration status, nationality, or area of study. This list is not comprehensive, and the organization must follow all Millersville University policies regarding discrimination.

Organizations that require a need for separation, such as (but not limited to) athletic clubs, will be determined by the committee based on the evidence provided by the applying organization. If separation is warranted and needed for an organization to be executed safely and properly, the committee will accommodate accordingly.