SOC Petition of Recognition

The Students Organization Council (SOC) encourages the formation of new organizations when students’ needs are not being met by existing groups. A student group desiring recognition by SOC must submit a written constitution to SOC to begin the process. A sample constitution has been provided below. In order to be recognized by SOC, an organization must fit the criteria listed in the SOC Policy for Student Organizations, (see back side of page).

Please include date, contact person, box number, email and extension.

Article 1- Name and Purpose
Section 1. Name of the proposed organization.
Section 2. Mission of above (to be published in the Student Organization booklet)
Section 3. Reason for forming organization
Section 4. Long term goals of organization

Article 2- Membership
Section 1. Requirements for membership: must be open to all interested Earlham College students as indicated on the back of this form.
Section 2. List and/or number of interested members

Article 3- Officers and/or Leaders
Section 1. Leadership positions (must have business manager and convenor)
Section 2. Duties of Officers- depending on your group, you may wish to clearly define the roles and duties of each officer.

Article 4- Selection of Officers
Section 1. Type of selection (consensus, election, etc)
Section 2. Criteria of selection (optional)

Article 5- Meetings
Section 1. How frequently you plan to meet as a group
Section 2. Where and when you plan to meet as a group (optional).

Article 6- Quorum
Section 1. What a quorum consists of (how many members or officers must be present to make decisions)
Section 2. When a quorum is required (for elections or other important actions of the group).

Article 7- Amendments and By-Laws
Section 1. Provisions for amending the constitution.
Section 2. Provisions for By-laws. (By-laws may or may not be required by your organization, depending on the complexity of your organization.)

Article 8- Faculty Advisor (Administrative or Teaching Faculty)
Section 1. SOC requests that all student organizations have a faculty advisor. Do you plan to work with an advisor? If so, with whom? If not, why? (see point number eight on the back of this sheet).
Student Organizations Council (SOC) Policy for Student Organizations

Membership in organizations and participation in activities are open to all Earlham College students. Organizations receive recognition through application to SOC. Recognition makes an organization eligible to apply for funding from SOC.

1. Students are free to belong to and form any organization to promote and develop their common interest.

2. In order to use the college’s name, facilities, or financial resources an organization must be recognized by SOC. In order to be considered for recognition a group must submit a Petition of Recognition form.

3. All groups recognized (the recognition process is outlined in I. Recognition and Eligibility for Funding) shall be considered official organizations of Earlham College and shall enjoy all privileges pertaining thereto.

4. The aims of an organization must not run counter to the educational aims or the Quaker traditions of Earlham College, nor can an organization be recognized or funded if its adopted aims are to violate, or actions do in fact violate the community code or local, state, or federal laws.

5. Recognition and funding of an organization reflects Earlham’s commitment to act as a free forum for the expression of ideas, but do not imply the institution’s agreement with or the support of the proposed programs of any organization.

6. Upon recognition each organization will be placed in a co-op group. If a recognized organization wishes to receive funds from the Student Activity Fees, this organization must participate in their co-op’s allocations meeting. The amount of money given to each co-op will be predetermined by SOC. Within each co-op’s allocation meeting the co-op will together decide the amount of funding each group will receive for the respective term(s). Two allocations meetings a year will be held. The first one will be in the Spring for funding for the Fall, the second will be in the Fall term for funding in the Spring term of the next year. Each organization is accountable not only to SOC, but to their entire co-op in terms of the use of their funds.

7. The purpose of an official Earlham organization which uses Student Activities should be to build community and provide support. Generally no activities will be funded that are not open to the entire community; however SOC will entertain proposals which seek exception to this rule.

8. SOC recommends that every recognized organization have a faculty advisor.

9. Financial reports from organizations funded by SOC are required twice a term. The budget for the coming term should be presented for the allocations meeting, and the report of how finances went for the term should be presented at the end of the current term.

10. SOC reserves the right to withdraw recognition (de-recognize) any organization after due process