



MILESTONE INSTITUTE

HANDBOOK TO SET UP A SOCIETY OR CLUB

As of 2015 May



MILESTONE INSTITUTE

INDEX

GENERAL MEETING AID	3
STEPS TO REGISTER A CLUB OR SOCIETY	4
REGISTRATION FORM	5
SAMPLE CONSTITUTION	6
IMPORTANT CONTACTS.....	11



MILESTONE INSTITUTE

GENERAL MEETING AID

You might want to advertise to all Milestone students and members of faculty the time of your first general meeting when you plan to brainstorm or launch your society, approve your constitution and your society's yearly plan. You should try to get students and faculty on board who are experts in your field (ie. IBO winner for a natural science society, philosophy mentor or module leader for a philosophy society etc.) You should feel encouraged to invite any members of faculty who you think could be interested.

Things you should discuss during your founding meeting and throughout the year:

1. Agree on a name
2. Agree on a logo
3. Set up a committee of at least 3 mandatory positions of President/Chair, Secretary and one additional society-relevant officer. The committee can have additional positions such as External Relations, Recruitment, Finance, Social Secretary, Operations etc.
4. Identify tasks and distribute clear responsibilities among the committee members
5. Establish the primary goal of your society
6. Discuss if there are any alumni or members of staff who you should consult or ask for help with ideas or their professional network etc.
7. Write constitution (see template)
8. Agree on a regular meeting times
9. Set up a yearly schedule, identify your main events ahead.
10. Discuss how you could form synergies with other societies (eg. collaboration for events)
11. Discuss how you can increase your membership or do event which could attract greater audience
12. Find potential collaborators. Think about the following:
 - a. professional collaboration with companies, NGOs, organisations, schools, embassies etc.
 - b. sponsorship (financial and material)
 - c. collaboration with other Milestone societies (for co-hosted events etc.)
 - d. find individuals, relatives, friends, family friends who might help you
 - e. find alumni who might help you
 - f. introduce yourself to potential collaborators or similar societies
13. Look for international or national events or competitions where your society could participate
14. Discuss if there is any social cause or project that your society could run or support (eg. volunteering, collecting thematic books for the library).
15. Discuss if you want to organise any public lectures or events
16. Marketing and PR: establish a small sub-site (sub-section of the Milestone website) or Facebook site for the society with the following content (minimum), bearing in mind that universities and potential employers might read it:
 - a. General information about your society (e.g. goals, contact details)
 - b. List of the committee members
 - c. List of events (yearly schedule)
 - d. Committee meetings (you should arrange at least two General Councils per year, to be advertised on the website if possible)
 - e. Information for supporters on how to support your society
 - f. Society relevant news and information (e.g. history of MUN, links to favourite cooking sites, rules of Diplomacy game, reading lists, etc.)
 - g. List of sponsors and collaborators
 - h. Photo gallery
17. "Don't be a space pioneer if you don't have to be" (i.e. Who to learn from? Have others gone where you want to go before?)
 - a. Identify similar societies at top UK and US universities
 - b. Check out their websites, Facebook pages and identify best practices
18. Identify any websites, journals, etc. which could be helpful for your members
19. Identify facilities, equipment, resources your society needs. Discuss how you will get access to these
20. Financial Plan - identify if there are any additional costs the society might incur, discuss if you want to rely on any membership contribution or how do you want to receive funding.



MILESTONE INSTITUTE

STEPS TO REGISTER A CLUB OR SOCIETY

Clubs and Societies are a great way to connect similarly minded people, make professional networks within your field of interest both in Hungary and abroad and to bring together a community who is willing to organize themselves to educate each other and work towards achieving extraordinary results.

To become an accredited society or club within MS you need to send the following documents to mentors@msinst.org:

1. approved **Constitution signed by at least 10 Founding Members** who are Milestone students or members of faculty (see p.4)
2. submission of "**Registration Form**" (see p.4)
3. send a **Yearly Plan** (draft works for new societies)
4. propose a **Senior Member** (member of faculty, alumni or renowned external expert) as your society's advisor

Some of the benefits of being an accredited society or club:

- you are officially affiliated with Milestone and can use the Milestone name in your society's name
- you can apply for financial grants to Milestone (see p.5)
- you can rely on Milestone's resources
- you have priority when using the facilities of Milestone
- you become member of the Presidential Board which consists of all heads of societies



MILESTONE INSTITUTE

REGISTRATION FORM

*****Information provided here will be publicly available*****

Full Name of Society	
Logo of Society	
Aim & Missions of Society (100 words)	
Regular Meeting Schedule (if applicable)	
Name of President/Chair	+ Email:
Name of Secretary	+ Email:
Name of Treasurer	+ Email:
Senior Member	+ Email:
Website/FB page	
Email Address	<input type="checkbox"/> I wish to request a Milestone Webmail Address

I hereby confirm that I am fully authorised to make this submission and that all the details are, to the best of my knowledge, correct.

Name of Submitter:

Bajza utca 44, 1062 Budapest
www.msinst.org
info@msinst.org



MILESTONE INSTITUTE

SAMPLE CONSTITUTION

[This sample constitution is provided as a guide to developing constitutions for student organizations at the Milestone Institute. Organizers of new groups are encouraged to adapt this style to the unique needs and purposes of their organizations. All points covered in this sample should be included in the new constitution. Submit the new constitution with all registration materials to the Office of Student Life for review and approval. Once approved, the Office of Student Life will notify the group of their status as a registered student organization.]

CONSTITUTION OF THE MILESTONE [state name of organization]

ARTICLE I: Name

The name of this organization shall be the Milestone [state name of organization] (hereinafter referred to as [the "society," the "club," etc.]).

ARTICLE II: Purpose

Section 1:

The purpose of the [society, club, etc.] shall be [state purpose].

Section 2:

The [society, club, etc.] shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of the organization.

ARTICLE III: Membership

Section 1:

Membership in the [society, club, etc.] at the Milestone Institute shall be open to any and all enrolled students, alumni who graduated from Milestone Institute, faculty, and staff at the Milestone Institute. Active membership shall be determined by [include specific criteria]. Once a student ceases to be a student at the Institute, unless he graduates from the programme, his/her active membership in the [society, club, etc.] shall cease.

Section 2:

An affiliate member is one who is taking less than three hours of Milestone course work or one who is not currently enrolled. Such members may not outnumber student members, hold office, vote for officers, or vote on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all rules and regulations of the Milestone Institute.

Section 3:

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges



MILESTONE INSTITUTE

at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within [state time lapse] of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

Section 4:

It shall be stated as part of the policy of the [society, club, etc.] at the Milestone Institute that there shall be no form or type of discrimination in the [society, club, etc.], whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age or handicap.

Section 5:

With active membership in the [society, club, etc.] comes full floor and voting privileges on any and all items of [society, club, etc.] business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers

Section 1:

The officers shall consist of a [example: president, vice president, secretary, treasurer, and historian]. The officers shall be responsible for all administrative duties of the [society, club, etc.].

Section 2:

The [example: president] shall have the power to establish and maintain operation procedures of the [society, club, etc.], call meetings, and answer for all actions of the other officers. The [example: president] shall be able to vote in all decisions affecting the [society, club, etc.]. The [example: president] shall represent the [society, club, etc.] at the Presidential Board meetings. [List other additional responsibilities.]

Section 3:

The [example: vice president] shall assist the [example: president] with all administrative duties and assume those duties in the absence of the [example: president]. [List other additional responsibilities.]

Section 4:

The [example: secretary] shall keep accurate and detailed records of all meetings and affairs, send/transmit all official [society, club, etc.] correspondence, and coordinate preparation and distribution of [society, club, etc.] flyers, handouts, and publications. [List other additional responsibilities.]

Section 5:

The [example: treasurer] shall receive and distribute [society, club, etc.] funds upon the authorization of the [example: president], in accordance with the financial rules and



MILESTONE INSTITUTE

regulations of Milestone Institute, be responsible to maintain a balanced budget from internal (eg. grants, participation fees) and external (eg. sponsorships, fundraising) sources and make financial reports at all Executive Committee meetings, and at the regular meetings of the [society, club, etc.] and coordinate all fund-raising activities.

Section 6:

The elected officers shall form the Executive Committee.

ARTICLE V: Elections

Section 1:

The [list officers] shall be elected by the active members of the [society, club, etc.] to serve a term of one year. Annual elections shall be held [state time frame — example: the third week of the Summer Term]. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day of [example: the sixth week of the Summer Term] and end on the same day the following year.

Section 2:

Nominations of candidates for [society, club, etc.] officer positions shall be [identify process of nomination — example: from the floor of the meeting] by a(n) [society, club, etc.] active member. Nominees for officer positions must be [society, club, etc.] active members for [duration may be added].

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those [society, club, etc.] active members present, provided quorum is met. Affiliate members are ineligible to vote for officers.

Section 4:

The order of succession shall be: (1) [example: president], (2) [example: vice president], (3) [example: secretary], (4) [example: treasurer].

Section 5:

Vacancies occurring in any of the elected offices shall be officially filled at the next regular [society, club, etc.] meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

ARTICLE VI: Appointments

Section 1:



MILESTONE INSTITUTE

The [example: president] shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of the [society, club, etc.]. Examples include, but are not limited to, program chair, fund-raising chair, etc.

ARTICLE VII: Removal From Office

Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate Milestone Institute's Rules and Regulations. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active members may participate in this vote, affiliate members are ineligible to vote.

ARTICLE VIII: Meetings

Section 1:

General membership meetings shall be held [state how often], with additional meetings called by the [example: president] as needed. Notice of additional meetings must be given to all members in the most timely manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new [example: president].

Section 2:

The Executive Committee shall meet when called by the [example: president].

Section 3:

Official notice of the meeting at which the election of [society, club, etc.] officers will take place must be provided to all [organization, club, association, etc.] members not less than two weeks prior to such meeting.

Section 4:

Quorum shall be defined as [example: fifty percent plus one of the total] of the [organization, club, association, etc.] active membership.

Page 4

ARTICLE IX: Funding

Section 1:



MILESTONE INSTITUTE

Dues shall [be/not be] charged for membership in the [society, club, etc.]. [Example: The amount of dues charged for each year will be determined at the first meeting of the Summer Term.. Yearly memberships will expire on the last day of the term. Membership dues can be paid during any term and will be collected by the treasurer. Students who do not pay their membership dues will lose their privileges of membership, including voting rights.] [If dues are not to be collected, delete this section.]

Section 2:

The [society, club, etc.] will, as it deems necessary, undertake fundraisers for its own purposes. All fund-raising shall be conducted in accordance with Milestone Institute's policies and procedures.

ARTICLE X: Amendments

Section 1:

Amendments to this constitution shall be adopted by a two-thirds vote of the active members present at two consecutive meetings at which the amendment has been read.

Section 2:

Once approved by the active membership, amendments shall be submitted to the Office of Student Life of the Milestone Institute.

ARTICLE XI: Jurisdiction

Section 1:

The [society, club, etc.] is subject, as a registered student organization, to the rules, regulations, and policies of Milestone Institute and the local laws. The rules, regulations, and policies of Milestone Institute shall hold precedence over any and all rules, regulations, and policies applying to the [society, club, etc.], including those of national organizations with which the [society, club, etc.] is associated.

Adopted: Budapest, [For Example: 19th March, 2014]

Last Modified: Budapest, [For Example: 1st May, 2015]



IMPORTANT CONTACTS

Booking facilities and rooms	Denisa Bencze	info@msinst.org
Events, external communication and general advice	Fórizs Mátyás	forizs@msinst.org
Finance and grants	Tóth Julianna (Jules)	finance@msinst.org
Honorary head of Presidential Board and advisor for students societies	Léderer Dániel	lederer@msinst.org