

# Starting and Maintaining a Graduate Student Organization

For students in the Graduate School or Graduate School of Management.

(NOTE: Dental School and Law School manage their own organizations.)

## Step 1: Complete the Student Organization Request to Organize Form

Fill out the Request to Organize for on the MARQUEE (Presence) platform.

If your organization will be tied to a particular program or college (e.g. Department of Philosophy, College of Communication), speak to the appropriate faculty or staff in that unit regarding your wanting to form a student organization.



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## Step 2: Gather signatures and secure a faculty or staff advisor.

After you have submitted the form, AMU Student Engagement Services will contact you with instructions on how to gain the electronic signatures of at least five (5) other students that are also interested in creating the organization. This will also take place through the MARQUEE platform.

## Step 3: Craft your constitution.

A template is online:

[marquette.edu/alumni-memorial-union/student-organizations/new-organization.php](http://marquette.edu/alumni-memorial-union/student-organizations/new-organization.php)

## Step 4: Organization Approval

Your constitution will be reviewed by Graduate Student Success Team.

If there are suggested edits to your constitution, you will be contacted.

Once constitution is approved, your request will be reviewed by the Associate Dean for Academic Affairs & Student Development-Grad School for final approval.

Graduate Student Organization will be notified of your recognition.

An organization will be created for you in MARQUEE (Presence).

**You will need at least three officers.**

## Step 5: Familiarize yourself with student organization policies and protocols.

These include but are not limited to:

- Event Registration  
[marquette.edu/alumni-memorial-union/student-organizations/plan-an-event.php](http://marquette.edu/alumni-memorial-union/student-organizations/plan-an-event.php)
- Keeping your roster up to date and managing your MARQUEE (Presence) page. See "End of Term Checklist."  
[marquette.edu/alumni-memorial-union/student-organizations/training.php](http://marquette.edu/alumni-memorial-union/student-organizations/training.php)
- Renewing your organization yearly  
[marquette.edu/alumni-memorial-union/student-organizations/renewal.php](http://marquette.edu/alumni-memorial-union/student-organizations/renewal.php)