A. Purpose

To provide guidelines and procedures for establishing and chartering student organizations. To assure that student organizations are carefully developed with purpose and functions appropriate to an institution of higher learning.

B. Responsibility

1. All students and employees are responsible for following these procedures when proposing that a student organization be established and chartered.

2. The Vice President for Student Services and Enrollment Management is responsible for coordinating the review of student organization proposals in accordance with these procedures.

3. The Inter-Club Council and the Student Government Association are responsible for reviewing student organization proposals under the direction of the Vice President for Student Services and Enrollment Management, or designee.

C. Procedures

1. Student organizations play a valuable role by providing students opportunities to experience governance, promote good citizenship, and participate in additional professional activities which enhance learning in their field of study. However, all new proposed student organizations must be established under the supervision and direction of the Vice President for Student Services and Enrollment Management, or designee, and the Student Government Association.

2. Students planning to establish an organization should contact the Coordinator of Student Programs to obtain and complete a Proposal for Establishing a Student Organization Form. The Coordinator of Student Programs will provide appropriate assistance in completing this form.

3. When a group of students recognizes a common interest which it wishes to strengthen through formal organization, a written proposal should be submitted to the Vice President for Student Services and Enrollment Management and the Coordinator of Student Programs. The proposal should show the need for the organization, its purpose, its goal and/or objectives, number of persons interested, name of sponsor, and the constitution.
4. If the Vice President for Student Services and Enrollment Management and the Coordinator of Student Programs approve the formation of the organization, the group will present the proposal to the Inter-Club Council.

5. If the proposal is approved, the Student Government Association will grant recognition conferring all the privileges and responsibilities accorded similar organizations.

6. Proposal to Establish a Student Organization

   a. Name of the proposed organization.
   b. What need will this organization satisfy?
   c. What is the purpose of the organization?
   d. What are the goals and objectives of the organization?
   e. How many students will be charter members?
   f. What faculty or staff member will serve as advisor?
   g. Attach a copy of the constitution.