



NEW CAMPUS ORGANIZATION PROCEDURE

- 1.) Compile a signature list of at least 10 AU students who are interested in starting the organization. Academic Honor Societies may compile a list of 5 students who meet the academic requirements for membership.
- 2.) Find an AU faculty or staff member willing to serve as the advisor for the organization. The advisor must fill out the Advisor Agreement Form in this packet.
- 3.) Name the organization.
- 4.) Write a constitution and bylaws for the new organization. Sample constitutions are available on the Student Activities website.
 - a. A constitution is the framework of the club and expresses the fundamentals of the club's existence. It should include, among other items, a purpose statement, an indication of the number of officers, method for their selection, requirements for membership, fiscal agent, and general operating procedures.
- 5.) Complete the New Club/Organization Proposal Form.
- 6.) Complete the New Group Registration form through Community.
 - a. Log into Community (link found on AU Home Page)
 - b. Click "Groups" after signing in.
 - c. Click "New Group Registrations" then Register New Group.
 - d. Attach completed forms as PDFs in the document section of the form and add interested students to the roster.
- 7.) Once the form is complete submit.
- 8.) Present the proposed organization to the SGA Student Senate.
 - a. Contact SGA by e-mail (sga@andersonuniversity.edu) to get on the next Senate meeting agenda.
 - b. After the proposal is made, the representative will be asked to leave and the Senate will vote. If the senate approves the proposal, it will be sent to Director of Student Activities, VP for Student Development, Provost and finally, the President for additional approval.



New Campus Organization Proposal Form

Student Name _____ Date _____

E-mail Address _____ AU Box # _____

Organization Name _____

Faculty/Staff Advisor _____

Please attach the following items for your new organization
(All information must be typed)

1. Constitution and bylaws (Including Purpose Statement and Goals)
2. Advisor Agreement Form
3. Signatures of at least ten AU students interested in joining the organization (5 for academic honor societies)

Student Signature _____ Date _____

Advisor Signature _____ Date _____



CLUB AND ORGANIZATION ADVISOR AGREEMENT FORM

In order to be considered for official recognition, every student club/organization must have a full-time faculty/staff advisor. The advisor is an integral part of every campus organization and thus should be selected with care. The advisor's primary functions are to advise and guide the organization and also to act as a resource person for the organization.

Advisor Name: _____ E-mail: _____

Department: _____

Title: _____ Staff Faculty (check one)

As an advisor for _____ (club/organization name), I agree to:

1. Assist the organization in identifying its yearly goals and aid in the clarification of member and officer responsibilities within the group.
2. Be an advocate for the club/organization's program.
3. Regularly attend scheduled meetings as available and be informed of all plans of action.
4. Actively participate in the planning of all on and off campus activities as well as advise the risk to avoid negligence.
5. Review and sign all purchase orders, check requests, contracts, funding requests and any other related financial documents.
6. Schedule specified times during the year which organization members may consult with me.
7. Serve as a resource person to help in resolving problems and issues confronting the group through alternative solutions.
8. Assist in the transition between incoming and outgoing officers.
9. Attend an advisor workshop provided by the Office of Student Activities.
10. Attend or provide an alternative faculty/staff member to attend all trips or outings sponsored by the organization.

I understand that I must notify the Director of Student Activities immediately and in writing if, for any reason, I am unable to continue with my responsibilities.

Signature: _____ Date: _____