

# Organization Procedures

To establish a new club or organization on campus, the following steps must be taken: (1) Obtain from the Dean of Student Services or Designee an organizational form for new campus clubs and organizations; (2) Each organization must have a full-time faculty or staff member as an advisor; (3) Request recognition by the SGA by submitting to the Dean of Student Services or Designee a completed copy of the organizational form which must be signed by the faculty or staff advisor. Included with this should be a copy of the proposed constitution and by-laws; and, (4) Upon approval by the Student Government Senate, the SGA president will request recognition of the club or organization by the Dean of Student Services.