Student Activities Guide

Starting a New Student Organization

E&H Procedures for New Groups:

"The Student Government is the governing body over all student organizations at Emory & Henry College, including fraternities and sororities on campus. Thus, the Student Government is responsible for the actions of these groups and is the appropriate body to take any disciplinary action that may be necessary. In light of this responsibility, the Student Government has adopted the procedure listed below."

"All student organizations operating on the Emory & Henry College campus must be approved by the College Senate. Students wishing to form new organizations must submit a

1.) written request
2.) the advisors
3.) a list of officers and charter members
4.) a copy of the organization's constitution

to the College Senate. This documentation may be submitted through the Presiding Officer of the Senate."

- "Policy for Student Organizations," Student Handbook

Tip: Purpose?

What is the purpose of your proposed student organization? Does a student organization already exist at Emory & Henry with the same mission? To find out, turn to the Student Handbook and review the list of current organizations and their mission statements. Perhaps you can get involved.

Tip: Research is Key

Does a model for your student organization exist at other colleges or universities? A simple Google search may connect you with other local chapters or similar student groups. Why reinvent the wheel? Connect with intercollegiate resources.

New Student Organization

SGA Request Form

General Information

Prospective Student Organization Name: _____

Primary Contact Name: _____

Contact Person's E-mail: _____

Contact Person's Phone: _____

Prospective Advisor Name: _____

Prospective Advisor Title: _____

Prospective Advisor E-mail: _____

Short Answer Questions

What would be the primary purpose of your organization?

_____

_____

_____

How will your organization make Emory & Henry College better?

_____

_____

_____

What types of events would your organization sponsor and what types of services would it provide?

_____

_____

_____

To what extent would your organization require college funding, or would it be self-sufficient?

_____

_____

_____

Please return this request form to the Presiding Officer of the Senate.

Choosing an Advisor

In order for a student organization to register and remain active, the organization must have a faculty/staff member serving in an advisory capacity. The advisor serves as a source of continuity, program ideas and experience. In addition, the advisor(s) should be kept abreast of the organization's activities by attending all functions and meetings.

Aside from being the person who signs financial statements, various forms and room reservations, the advisor can mean the difference between a mediocre organization and an excellent organization. Organizations can often utilize their advisor in solving problems such as recruitment, internal strife and lack of funds. The advisor is of crucial importance to any organization.

When selecting an advisor, the student organization should consider the following:

1.) Advisors for student organizations should be selected from among the active members of the college faculty or staff.
2.) Advisors should be selected based on a field of experience or interest that relates to the mission of the organization
3.) A faculty/staff member who serves as the primary advisor for another student organization might not be the best choice for a new campus group.
4.) The term of service for advisors should be clearly stated in the organization's constitution.

An organization's advisor must:

1.) Be a full-time faculty/staff member of the College
2.) Sign for authorization to use college facilities
3.) Sign off on all financial transactions
4.) Provide thoughtful guidance to the officers and membership of the organization
5.) Understand and interpret the rules and regulations pertaining to student organizations at Emory & Henry College as outlined in the Student Handbook.

E&H Student Activities
LEADERSHIP CONFERENCE

Train Your Officers and Charter Members!

The Office of Student Life sponsors the Student Activities Leadership Conference. The conference is a great opportunity to train active members on ways to effectively lead meetings, plan successful events, and manage changing group dynamics. For more information about the next conference, please contact the Director of Student Activities at ext. 6795.

Sample Constitution

Preamble

In order to provide Emory & Henry College students with an organization that ***(list priorities)***, we hereby establish this constitution to govern the members of ***(name of organization)***.

Title I: Name

The name of this organization shall be the ***(name)***.

Title II: Membership

Article I: Membership

Article II: Student Membership Qualifications

Article III: Termination of Membership

Title III: Officers

Article I: List of Officers

Article II: Qualification for Holding Office

Article III: Methods and Dates of Selection

Article IV: Duties and Powers of the Officers

Article V: Resignations

Article VI: Impeachment Procedures

Article VII: Filling Vacancies

Article VIII: Length of Term

Title IV: Advisor

Article I: Definition

Article II: Appointment Procedures

Article III: Responsibility of the Advisor

Article IV: Length of Term

Title V: Meetings

Article I: Frequency of Regular Meetings

Article II: Special Meetings

Article III: Quorum

Article IV: House Rules

Title VI: Finance

Article I: The Handling of Funds

Article II: Budget Planning

Article III: Banking

Article IV: Disposition of Funds in the Event of Inactivation

Title VII: Amendments

Article I: Amendment Procedure