

PROCEDURES FOR ORGANIZING A NEW STUDENT ORGANIZATION ALVA-CAMPUS

It is the objective of the university to provide activities that enhance the quality of student life at NWOSU. All students are encouraged to participate in one or more organizations or activities. The university views this as essential for social as well as academic integration. Involvement in campus activities will increase the probability of student success and strengthen student development. To organize a new campus organization, please follow the directions below.

1. Contact the Student Government Association Advisors and the Dean of Student Services office for an interview and/or discussion of procedures, regulations, guidelines and sponsorship.
2. Complete the "Petition to Form Student Organization" form and return it to the Student Government Association Advisors and/or the Dean of Student Services (Fine Arts Room 126).
3. If facilities are needed for organizational meetings before the group is formally recognized, complete the Facilities Reservation Request form and return to Student Government Association Advisors and/or the Dean of Student Services (Fine Arts Room 126).
4. Develop an organizational Constitution and By-Laws with purposes, rules, and procedures for the group and bring it to the Student Government Association Advisors and/or the Dean of Student Services (Fine Arts Room 126).
5. The organizational constitution will be reviewed and presented to the student government executive council for a vote.
6. If approved by the Senate, it will be presented to the Student Government Association and the Dean of Student Services.
7. Election of officers; scheduled meetings; and authorized use of university facilities should be scheduled through the Student Government Association Advisors and/or the Dean of Student Services (Fine Arts Room 126).
8. If the organization is approved, a letter will be sent to the campus sponsor.
9. All organizations must include only members of students enrolled and employees of Northwestern Oklahoma State University.
10. The club must have a University employee designated as the club/organization Sponsor. The Sponsor will must approve any club meeting, event, fundraiser, or gathering. The Sponsor is responsible for ensuring that all actions taken by the club are in compliance with the Student Code of Conduct. If there is any question about the integrity of a club event, please contact the Student Government Association Advisors and/or the Dean of Student Services (Fine Arts Room 126).
11. In order to stay active, each year the sponsor must fill out an Updated Campus Club and Organization Information Form (if this form is not filled out, the club will become inactive).

PETITION TO FORM A NEW ORGANIZATION ALVA-CAMPUS

We the undersigned, wish to be considered charter members of

(Name of Club or Organization)

*All individuals petitioning must be currently enrolled at NWOSU-Alva

1. Print Name _____

Signature _____

2. Print Name _____

Signature _____

3. Print Name _____

Signature _____

4. Print Name _____

Signature _____

5. Print Name _____

Signature _____

FULL-TIME FACULTY/STAFF SPONSOR

I agree to accept the responsibilities as a sponsor for _____ and will
(Name of Organization)

follow all university policies and regulations governing organizational activities.

Print Sponsor's Name _____

Signature _____ Date _____

FOR UNIVERSITY USE ONLY:

DATE RETURNED _____ RECEIVED BY _____

DATE SENT TO SGA _____