

I. Creating a new student club

- a. The student must complete the “Student Organization Preliminary Proposal” form. This form is located in the boxes outside the Office of Student Life at the Parham Road campus (Burnette Hall, Room 256-B) or at the Downtown campus (Room 116). The completed form must be submitted to one of these two offices.
 - i. The student is required to submit the following information on this form:
 1. Name of organization
 2. Brief objective/purpose of organization
 3. Brief description of membership qualifications
 4. Name and contact information of at least one member (this name may include the student completing the form)
 5. Name and contact information of faculty advisor
 - ii. The form also provides the following information/guidelines:
 1. The student must submit a constitution to the Coordinator for Student Life in the Office of Student Life no later than 3 weeks after submitting the “Student Organization Preliminary Proposal” form.
 2. If the faculty advisor is unknown, the student is required to contact the Coordinator for Student Life in the Office of Student Life at 804.523.5986 for further assistance.
 3. The student is encouraged to create a list of all active members (if applicable) of the proposed organization. All members must be students at J. Sargeant Reynolds Community College.
- b. The student must create a constitution for the proposed organization. A sample constitution will be provided to the student upon submission of the “Student Organization Preliminary Proposal” form. The student must submit the constitution to the Coordinator for Student Life in the Office of Student Life no later than 3 weeks after submitting the preliminary proposal form. The student is required to provide the following information in the constitution:
 - i. Article I: Name and Definition of Organization
 - ii. Article II: Purpose/Mission of Organization
 - iii. Article III: Membership
 1. Section I: Eligibility
 2. Section II: Responsibilities
 3. Section III: Non-Discrimination Clause
 - iv. Article IV: Officers and Executive Board (At first, there may be only one officer- the student who is creating the organization. However, the purpose of this section is not to list the names of the officers, but instead, to describe what their general responsibilities will be.)
 - v. Article V: Committees (if applicable)
 - vi. Article VI: Elections

- vii. Article VII: Impeachment (Must be approved by the Coordinator for Student Life)
- viii. Article VIII: Amendments (Must be approved by the Coordinator for Student Life)
- c. The Coordinator for Student Life will review the constitution to ensure that the document is complete. If there are any mistakes or missing information, the Coordinator will return the document to the student to make the appropriate changes. The student will re-submit any necessary changes to the Coordinator for Student Life.
- d. The Coordinator for Student Life will present the organizational proposal and its constitution at the next Student Council meeting. Each member of Student Council will vote whether or not he/she wants this proposed organization to become an official organization within the Office of Student Life. In order to make an organization “official”, there must be a three-fourths vote. (The Student Life Specialist serves as co-advisor to Student Council, and this individual has full voting privileges.)
- e. If the proposal is denied, the Coordinator for Student Life will inform the student of the decision. If the proposal is approved, the Coordinator for Student Life will present the organizational proposal to the Associate Vice President for Student Affairs and the Coordinator for Student Affairs for final approval.
- f. Regardless of whether the proposal is denied or approved, the Coordinator for Student Life will inform the student of the decision.
- g. If the proposal is approved, the student must complete and sign the “Student Organization Agreement” form. This form provides the following information to the student:
 - i. The student must meet with the Coordinator for Student Life no later than 7 days after signing the agreement form in order to discuss member recruitment strategies. (There is no requirement of the number of members in the organization.)
 - ii. The student must submit to the Coordinator for Student Life (no later than 3 weeks after meeting with the Coordinator for Student Life) the names and contact information of each member, the name and contact information of the faculty advisor, and detailed minutes from the organization’s first meeting. (For instructions on reserving rooms for meetings, see “Reserving a room on campus”.)
 - iii. The organization must receive official approval through the Office of Student Life for any activity/event that it chooses to administer. (For instructions on requesting approval for an activity/event, see “Planning an activity/event”.)
 - iv. Funding is determined by the Office of Student Life, NOT by the organization. (For instructions on requesting funds, see “Requesting funds from the Office of Student Life”.)
- h. Failure to follow any of the standards mentioned above may result in the refusal of funding or even the removal of official organizational status within the Office of Student Life.