

How to Start a New Student Organization

You have an idea for a new club.

- Great! You check the website (<http://www.hiram.edu/involvement/clubs-and-organizations>) to see if this club already exists or a club that may fulfill the purpose you are thinking about.
- Start talking about your club to people on campus, see how others feel about it and get people excited about your ideas! Advocate for your club and what you would like to do.
- Make an appointment to meet with The Vice President of Activities to go over our club ideas.

Before you can start a club you must meet the requirements.

- Registered Student Organizations can be proposed for creation at any time during the school year.
- Proposed club purpose must meet a level of uniqueness as compared to other existing clubs on campus as up to the discretion of the OCI Director and Student Senate.

What to do first.

First read the Student Organizations Policy Handbook that can be found on the club and organizations website. This handbook explains the requirements and procedures to keep your club active and all the policies you should know. Within the handbook you will find all of the information regarding the functioning of a successful organization; from reserving a room to requesting money. Office of Campus Involvement website is also very important to refer to (<http://www.hiram.edu/campus-life/involvement>).

Once you have read the Handbook, you can begin gathering students who are interested in joining your group.

- Get 4 students who want to be officers. What do those positions look like? You can determine who will fill the required Executive Board positions: President, Vice President, Treasurer, and Secretary. One person cannot fulfill more than one role.
- Find a Hiram Faculty or Staff member who will be a dedicated advisor. Find someone you feel comfortable with and someone who will be invested in your group's mission. They need to be more than a signature on a piece of paper so make sure they understand the expectations of them upfront. Typically new clubs ask a person who works in an area that directly relates to the purpose of the club. For example Chemistry Club has a Chemistry Professor as their advisor.
- A petition must be submitted with at least 10 student signatures to the Vice President of Activities, these students are agreeing to be a part of your organization.
- Hold an Interest Meeting following the "Interest Meeting Guidelines" which include; the agenda for the meeting, advertisement of the meeting (email and posters) out 72 hours in advance of the meeting.

You must fill out the official paperwork.

The Office of Campus Involvement has copies of sample constitutions for you to take a look at and develop a personalized one that fits your clubs goals and needs. After you have a drafted constitution you must have the Vice President of Activities and Senate review it to approve your organization.

After your constitution has been approved you will follow the below steps to fully register your organization.

- Fill out the Annual Registration Form online through Wufoo which can be found on the OCI Website (<https://hiram.wufoo.com/forms/z1ojx7j31lmybm3/>)
- To Complete this form you will need the following information:

- Names, Majors, Residence, Campus Email, and Phone Number of the 4 Executive Board Members.
- Name, Position, Department, Campus Email, and Phone Number for your Advisor.
- Any planned activities or ideas for all campus events.
- Your organization's meeting Day, Time, and Place.
- A PDF copy of your approved Constitution to upload to the Wufoo.

Requirements and regulations to hold Student Organization Active Status

- Must have all officer positions that constitution states fulfilled at all times all by different people. One person cannot fulfill more than one role.
- Participate in the Annual Student Organization Involvement Fair which takes place in the first two weeks of the semester
- Attend the Presidents' Roundtable that happens within each semester. Dates are always given way ahead of time so you can plan accordingly.
- Send in mid-year report (on wufoo); current roster, events to date, meetings to date etc. This roster must contain at least 5 members' names.
- Required to submit an annual budget for FYB consideration (this happens at the beginning the fall semester and at the end of the spring semester).