

# **How to Start a Student Organization at Navarro College “Connect the Dawgs”**

Thank you for your interest in starting an Organization here at Navarro College. Being a leader and/or sponsor on campus will bring you and your members' great pride and joy. As an organization on campus, your group will have the opportunity and responsibility to positively impact the whole student body by your productivity. Also, as leaders on campus, you will have the responsibility of representing Navarro College on and off campus. With great leadership comes great responsibility! Being a part of an organization will no doubt be one of the most positive experiences that you will have here at Navarro College. Thank you again for expressing your interest in starting a new organization, and welcome to the wonderful world of student activities!

## **How to Start a Student Organization at Navarro College**

This form is available to assist any Navarro College student in starting a new campus organization. The privileges of using the college name and facilities cannot be extended without careful thought. The areas that will be examined before a club or an organization can be formed are: the objectives and purpose in organizing, the relevance of the group to the college and community scene, and the way in which you have gone about the steps leading to recognition as an official student organization within Navarro College.

The Student Government Association and the Director of Student Activities ask that these steps are followed in order to become a recognized organization. If you need any assistance, we (The Student Government Association) will be more than happy to help you along the way.

1. Talk to other students to see if there is a reasonable amount of interest for the proposed group. If it is a course-related club, be sure to contact students taking that particular course.
2. Contact a full-time Navarro College faculty, staff or administrator who may have an interest in the group and will serve as an advisor. An advisor is needed to help with the details of organizing the group and carrying out the long-term goals of the organization.
3. Contact the SGA Parliamentarian and the Director of Student Activities to discuss your plans and secure a “How to Start a Student Organization” packet, along with a copy of the “Organizational By-Laws” packet. They will be able to assist you with understanding and maintaining a successful organization as well as promoting and brainstorming ideas for your new club.
4. Schedule an organizational meeting with the advisor. The advisor can assist you in reserving a space for the meeting and the publicizing of the meeting through fliers and posters, but make sure to get them approved through the Student Activities Office.
5. Hold your meeting! Secure the signatures of **at least** 10 interested students and complete the “Petition for Formation.” At least 6 members are needed to qualify as a recognized club at Navarro College.

6. Get your members together and form a constitution. If you have questions about how to form a constitution, the SGA Parliamentarian can give you tips and a sample constitution to base yours on.
7. After working with the advisor, other prospective members of your club, and the SGA parliamentarian and advisor, submit the “Petition for Formation,” membership list and constitution and the signed portion of the “Organizational By-Laws” handbook to the SGA Parliamentarian or Director of Student Activities for review and preliminary approval.
8. Begin appearing at regularly scheduled meetings of the student organization. On the second meeting, a vote will be taken for formal recognition. You should be prepared to present your club and what it stands for at this meeting, you will have 2 minutes.
9. The petition must then be signed by the president of the Student Government Association, the Director of Student Activities and the Vice President of Student Services to complete the approval process.
10. Now the Organization is formally recognized by Navarro College. Remember, your organization now carries the Navarro College and represents the student body.

# Student Petition for Formation of an Organization

Name of Organization

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Membership Requirements

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Advisor and Signature (You may have only one executive advisor, others are co-sponsors)

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Co-Sponsors

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Proposed Officers (you must have at least 2 officers to run an efficient organization meeting)

1.) \_\_\_\_\_ 2.) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_

Signatures of Student Petitioners (Minimum 10) these signatures mean these students support the idea of this club, agree upon what it stands for and would consider joining this club.

- |          |           |
|----------|-----------|
| 1. _____ | 9. _____  |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

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\*\*\*\* For Office Use Only \*\*\*\*

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Vice President of Student Services

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Director of Student Activities

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Student Government President

**Please fill out the following to the best of your ability:**

**Please describe the functions of this club:**

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**Is this an academic/professional, social, religious, or an honors Club?**

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**What are your goals regarding this organization?**

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**How is this club going to affect Navarro College and its students?**

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**As a club you will be asked to sponsor an event here on campus**

**(I.e. Fundraiser, Educational Activities, Social Activities, Community Service).**

**What idea dose your clubs have for this?**

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Also as a club on campus you will have the opportunity to engage students in activities. Would your club be willing to work with other clubs in order to work with other clubs in order to organize a school wide activity? \_\_\_\_\_

Comment, questions?

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