

Club/Organization Formation Process

Thank you for your interest in forming a club or organization at Charleston Southern University! Please read the following information carefully. The entire process does take time, so we ask for your patience and compliance.

Step One: Fill out the *Intent to Organize* form located within this packet. This form gives you up to six (6) weeks to advertise and hold meetings with the intention of recruiting members. You are *not* allowed to hold formal events—only advertising and general meetings are permitted. Once you have the proper signatures, please return this form (and all associated paperwork) to the Director of Student Activities, located in the Brewer Center Student Activities Suite.

Step Two: Find fifteen (15) members interested in your organization and provide names, signatures, and student ID numbers.

Step Three: Find a full time faculty member who is willing to serve as the club/organization adviser. The faculty member shall read and sign the *Adviser Confirmation Form*.

Step Four: Compose a Constitution for your club/organization. If you are associated with an off-campus organization, such as a nationally recognized organization, you must submit a copy of their Constitution to the Director of Student Activities with two additional paper copies for the Dean of Students and the Student Government Association.

Step Five: The approval process begins! The Director of Student Activities will read and approve (or disapprove) the Constitution. If the Director of Student Activities approves, the *Intent to Organize* form will be signed, and you will be given the contact information for the Student Government Association.

Step Six: Once all forms have been completed and approved by the Director of Student Activities, your club/organization will be given a date to appear before the Student Government Association. Appearance before the Student Government Association determines your approval as a recognized club/organization on campus. Once approved, the club/organization is officially recognized and entitled to all rights and privileges afforded to all recognized clubs/organizations.

Step Seven: You will receive a *Welcome Packet* from the Director of Student Activities or the Student Government Association.

Step Eight: The President of Pan-Hellenic will schedule a meeting with your club/organization. In this meeting, the President will go over the club/organization handbook, which includes the general rules and policies for all clubs/organizations on campus.

Intent to Organize

Proposed Name of Organization: _____

Proposed Objective/Purpose: _____

Name of student(s) completing form (please print):

Name _____

Signature _____

Phone _____

Email _____

Name _____

Signature _____

Phone _____

Email _____

Rights and Privileges

The proposed organization may advertise, reserve meeting spaces, and hold general meetings for the sole purpose of organizing and recruiting. This period of organization shall not exceed six (6) weeks.

Period of Registration: The Office of Student Activities preliminary registration for this proposed club/organization shall expire on _____. Provisional status allows the potential club/organization to advertise, reserve meeting spaces, and hold general meetings for the sole purpose of recruitment and to spread awareness. The club is *not*, however, permitted to conduct fundraising activities or hold events until they obtain official recognition as a club/organization with the CSU Student Government Association. "Provisional Status" can be renewed until the club/organization is approved by the Student Government Association, if the club/organization is making an effort to meet the necessary requirements.

For Office Use Only:

Date Received: _____

Signature of Director of SA _____

List of Interested Students

Proposed Name of Organization: _____

	Name	Signature	ID Number	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Adviser Information

Although in student clubs/organizations the officers hold the primary responsibility of upholding and ensuring that all the University's policies and procedures are followed, advisers are expected to provide assistance. Serving as an adviser is considered within the role and scope of duties for the University. Advisers have the same liability protections as when performing other official duties for the University.

Duties of a Faculty/Staff Adviser

1. Become familiar with and understand relevant University policies and procedures.
2. Act within the scope of their authority.
3. Act in an advisory capacity, as opposed to a directive relationship, for the club/organization. The following functions are cited examples:
 - A. Providing the officers with the elements of good organizational practice
 - B. Teaching the techniques and responsibilities of leadership
 - C. Teaching the principles of effective group operations
 - D. Teaching development of procedures and plans for action
 - E. Keeping the club/organization focused upon goals
 - F. Stimulating and initiating activity within the club/organization
4. Be available to the officers and members to share ideas about the affairs of the club/organization.
5. Meet with the officers of the club/organization to discuss progress and direction.
6. Advise and consult with the club/organization and its officers on financial affairs to ensure proper budgets are formulated and the distribution of and accounting for funds is maintained.
7. Contact the Director of Student Activities should any questions or problems arise.

Adviser Confirmation Form

I have agreed to serve as Faculty/Staff Adviser for the following organization:

Student Organization

I have read the *Adviser Information* sheet and agree to the terms and conditions. I have agreed to serve as Faculty/Staff Adviser from _____ to _____, a period of one year. If any changes shall occur within the year of service, I will immediately notify the Director of Student Activities.

Signature _____

Date _____

Print Name _____

Campus Extension _____

Off-Campus Phone _____

Campus Address _____

Student Organization Recognition Form

1. Completed forms should be submitted to the office of Student Activities, along with a paper copy of your club/organization's Constitution. Two additional paper copies of the Constitution should be given to the Director of Student Activities for the Dean of Students and the Student Government Association.
2. Submit a current organizational roster, including current officers and the duration of their term in office.
3. Annual recognition as a club/organization will fall under the authority of Pan-Hellenic after initial approval has been granted by the Director of Student Activities and the Student Government Association.

Organization

Name _____

Acronym _____

Website (if applicable) _____

Contact Person

The contact person's name, phone number, and Email address will be released to persons requesting general membership information. It will also be used in the Office of Student Activities' publications and resources.

Printed Name _____ Signature _____

Phone _____ Email _____

Address _____

Meeting Information

The following information will be made available to students inquiring about the club/organization. It is also the right of Pan-Hellenic or the Judiciary Committee within the Student Government Association to use this information so that one may attend your club/organization's meeting for screening purposes.

Meeting Day (circle one)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Meeting Location:	Meeting Time:
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Meetings (circle one)	Every Week	1 st Week of the Month	2 nd Week of the Month	3 rd Week of the Month
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Non-Discrimination and Anti-Hazing Clause:

We hereby certify that the members of _____ will choose and accept new members without discriminating against race, religion, national origin, age, disability, or gender. We further certify that the members of the above named organization do not, as a part of the initiation procedures or at any other time, engage in hazing. We understand that hazing is a danger, and any act that injures, degrades, disgraces, or intends to injure, degrade, or disgrace any fellow student is fully prohibited.

Signature _____

Printed Name _____