

SGA's Steps to Forming a New Club at JBU

1. Have an initial organizational meeting to find out the interest and participation level of students.
2. Find a full-time faculty or staff person willing to advise and sponsor you.
3. Write a club constitution (see sample outline).
Be sure it includes:
 - A clear statement of your organization's purpose and goals
 - Membership standards
 - Expectations of officers and how they are chosen
 - How advisors are chosen and their duties
 - Monetary information (who spends it, how it is spent, fundraising, dues)
4. Take your draft of the constitution to Danielle Vogus, Coordinator of Student Activities, for a helpful review and critique.
5. Have your constitution approved by your potential club members. (You must have a three-fourths vote in favor of the constitution to approve it.)
6. Contact an SGA officer and ask them to sponsor you at the next possible SGA meeting. They will get you on the agenda and recognize you to speak at the meeting.
7. Show up at the designated SGA Senate meeting.
 - Have 15 copies of your constitution ready to hand out.
 - Be prepared to answer questions about your club, its purpose, etc.
 - SGA members will be dressed up, so you might want to be also (it sets a good impression).
8. Make sure you file a copy of your constitution with Danielle Vogus, Coordinator of Student Activities. Any changes or updates to your constitution need to be filed with her as well. Remember that the Student Activities Office is the official contact for all kinds of helpful information—budgets, ideas, leadership, brochures, fundraising, etc.
9. If SGA grants you the right to become an official JBU student organization, go forth and do meaningful things according to your constitution and purpose.

SGA's Authority Concerning Clubs

1. Power to receive and grant requests from campus groups to be organized.
2. Power to refuse an organization the privilege of continuing in operation if evidence exists that the organization is functioning against the higher interest of JBU, or that it no longer serves a purpose.
3. Power to request a report from any campus organization when deemed advisable.