

## **New Student Organization Registration Process**

- First of all, you will need to find a group of students who are willing to start this organization with you. You can advertise interest meetings by submitting an ad through Hendrix Today, the daily email from the Communications office. Or you can print posters/flyers, or place an ad in Table Talk.
- You will need a **faculty/staff advisor** that is willing to be the official advisor for your organization. This advisor will need to be available to approve expenditures when you get a budget, attend any competitions, retreats, or conferences your group might attend, and to be the official liaison between your organization and the college. *An advisor must be a full-time employee of Hendrix College.*
- Once all this is done, you will need to **write a constitution** for your group. The constitution needs to include the following items:
  1. Your group's **official name**
  2. **Purpose** (how will your group contribute to the overall mission of Hendrix College and how does your group plan on doing that?)
  3. **Funding** (Senate, fundraising, etc). How will you all get funding for the group and how you plan to use those funds. Will you collect membership dues and if so, what purpose will those dues have?
  4. **Membership** (to whom is membership open, etc). What constitutes membership of this group? Can any Hendrix College student join? Can one lose their membership and if so, how?
  5. **Meetings** (when, where, and how often)
  6. **Officers/Chairs/Captains** (what will the leadership of your organization look like, what will their duties be, and how will elections be held, who can hold an officer's position, can an officer be impeached or fired?)
  7. **Any other pertinent information.** For example, if your club is to be affiliated with a regional or national organization (for example, the ACLU), you will need to include the national organization's documentation for starting an individual charter of that org.
- E-mail your constitution, along with a list of potential members and your advisor, to [activities@hendrix.edu](mailto:activities@hendrix.edu).
- Your constitution will be reviewed by the Office of Student Activities. Once all information has been reviewed, the student activities office will then forward your group's constitution to the Committee on Student Life, which is composed of various faculty, students, and staff, will then review your constitution.

- The SLC will then either approve the organization or ask for more information or clarification. Usually, this involves minor constitution edits, but sometimes may involve questions of liability. The Office of Student Activities will guide you through this process if there are concerns that are brought forth.

*Please note that the Committee on Student Life has the right to deny approval of an organization if that group is affiliated with a regional or national organization that is in direct opposition to the mission/purpose of Hendrix College or does not align with the college's commitment to diversity & inclusion.*

- Once approved, you are then eligible for Senate funding. You can contact [senate@hendrix.edu](mailto:senate@hendrix.edu) about the funding process.
- Good luck! If you have any questions, please e-mail [activities@hendrix.edu](mailto:activities@hendrix.edu).