

Student Organization Approval Process

- First of all, you will need to find a group of students who are willing to start this organization with you.
- Then 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 administration.
- Once all this is done, you will need to type up 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)
 4. Membership (to whom is membership open, etc)
 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?)
 7. Any other pertinent information

There is a sample constitution on this web site. You can find it in the Student Organizations manual which is linked on the Student Organizations page.

- E-mail your constitution, along with a list of current members and your advisor, to 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 Student Life Committee (SLC). The Student Life committee, which is composed of various faculty, students, and staff, will then review your constitution.
- Your organization's main contact will then attend one of the monthly meetings of the Student Life Committee. At that time, the SLC will ask that person questions about the organization and will discuss the overall purpose and other issues that may need to be discussed. The SLC will then either approve the organization or ask for more information or clarification.
- Once approved you are then eligible for Senate funding. You can contact Senate about the funding process.
- Good luck! If you have any questions, please e-mail activities@hendrix.edu.