

## **Steps to Forming a New Club at JBU**

1. Have an initial organizational meeting to find out the interest and participation level of students (must have at least 10 members to start a club).
2. Find a full-time faculty or staff person willing to advise and sponsor you.
3. Write a club constitution (see sample outline). Make sure it is approved by your club members.  
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 (review the Club Manual for club mandated duties)
  - Monetary information (who spends it, how it is spent, fundraising, dues)
4. Take your draft of the constitution to Caitlyn Bennett, Director of Student Engagement, for helpful review and critique. Email [cbennett@jbu.edu](mailto:cbennett@jbu.edu) to set up this meeting.
5. Once approved by the Director of Student Engagement, you will be contacted by the SGA President with your SGA presentation time, location and any other details you need to know.
6. Show up at the designated SGA Senate meeting.
  - Have copies of your constitution ready to hand out (ask the SGA President how many).
  - Be prepared to answer questions about your club, its purpose, etc.
  - Dress business casual. It sets a good impression.
7. Make sure you file a copy of your final constitution with Caitlyn Bennett, Director of Student Engagement. 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.
8. Make sure to send Caitlyn Bennett key information regarding the club such as student president, faculty sponsor, list of members, brief description and contact info for the JBU website and any other pertinent information.
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 of 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.