



*Different People,
Different Passions,
ONE GROUP!*

CHADRON STATE COLLEGE
NEW STUDENT ORGANIZATION
PROPOSAL PACKET

GUIDELINES FOR STUDENT ORGANIZATIONS

Student organizations are groups which are formed for a specific educational, professional, social, recreational, or cultural purpose. A student organization must also derive the majority of their membership and leadership from the Chadron State College student body

To qualify for recognition as a student organization the following criteria must be met:

- 1) A constitution that clearly states, lawfully, the purpose and goals of the organization must be provided
- 2) The organization must function with the counsel and guidance of an advisor who is a full-time member of the general faculty, support staff, or professional staff employed by Chadron State College
- 3) The organization must comply with college and state policies and regulations
- 4) The organization must have record of at least 10 members including 5 mandatory club officers
- 5) The organization must meet with the Campus Activities Executive Board at least one week prior to turning in the proposal packet
- 6) The organization must be of nonprofit nature

The following items must be included in the student organization constitution:

1) The name of the organization; 2) The purpose and objectives of the organization; 3) The qualifications for membership; 4) The sources of financial support; 5) A description of officer qualifications, duties, term of office, and method of election; 6) Any affiliations with local, state, or national groups; 7) Method of amending the constitution; 8) The role of advisors in the organization. *Other items may be included as the organization deems necessary.

In order to fully represent each group's membership and maintain eligibility for student activity funds, each organization must appoint at least one member to serve as the Campus Activities Board Representative. The duties of this member are to attend all mandatory CAB meetings, work cooperatively with organization to file yearly budget packets and attend budget hearings, and also attend any other CAB meetings to justify reason for funds. Do remember, your attendance at the CAB meetings does affect your club funds at the yearly budget hearing.

New clubs may apply for a set amount of "seed" money. Clubs that are granted official states are eligible to receive \$100 from the student activity fee fund.

Requirements for Recognition as a Student Organization

Checklist

- Advisor Agreement Sheet
- List of Current Members
- Officer Information Sheet
- Current Constitution
- Completed Petition for Recognition as a Student Organization

Upon completion of above requirements, the presentation of a completed organization packet to the Campus Activities Board (CAB), in which CAB will review the packet and recommend changes (if necessary) to the constitution and supporting materials. After CAB's approval, the committee will induct the new organization at the next regularly scheduled CAB meeting. At this point, the new organization is expected to adhere to all duties and responsibilities associated with being a CAB affiliated club.

Campus Activities Board Chair

Date

Student Activities Coordinator

Date

ADVISOR AGREEMENT

I, _____, (full name) do agree to serve as the advisor for the following student organization _____ (student organization name).

Being an advisor for a student organization includes providing guidance in financial matters, assisting in attaining goals, providing continuity to the organization from year to year, and encouraging open lines of communication among students, faculty, and administration. Advisors are selected by the students involved in student organizations and serve, upon mutual agreement between the student organization, the advisor, and the advisor's administrative head.

ADVISOR SIGNATURE

DATE

CAB CHAIR SIGNATURE

DATE

STUDENT ACTIVITIES COORDINATOR

DATE

Last updated 02/18/2014

OFFICER INFORMATION SHEET

The following is a list of current officers of: _____

****Must have at least 5****

<i>NAME</i>	<i>POSITION</i>	<i>EMAIL</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of student members: _____

Total number of non-student members: _____

Total membership: _____

Date: _____

CSC Advisor(s): _____

Signature: _____

Meeting (time/location): _____

May need to schedule with conferencing for meeting time/location

For Official Use Only

CAB Committee Chair

Date Received

Last updated 02/18/2014

Campus Activities Board, Student Senate Office, 1000 Main Street, Chadron NE 69337 | cab@eagles.csc.edu

PETITION FOR RECOGNITION

We, the undersigned, petition the Chadron State College Campus Activities Board to be recognized as an official student organization on the campus of CSC. Recognition is not final until a copy of the organization's constitution/bylaws has been submitted to and approved by the Campus Activities Board.

Name of Organization: _____

Purpose of the Organization:

Names and signatures of at least 10 CSC students (including the club officers) and 1 CSC employee, agreeing to serve as the club's sponsor:

PRINT NAME

SIGNATURE

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____