

New Student Organization

The following are the steps to starting up a new student organization on campus.

- **Decide on a name and mission of your organization:** Deciding what your organization will be about is one of the most important decisions that will be made. Once you decide the mission of your club/organization, settle on a name.

- **Find an advisor:** Student organizations are required to have an advisor. Advisors may be a current Ai Minnesota faculty or staff member. Advisors are subject to approval by the Student Development Coordinator.

- **Complete the student organization registration form:** The main person interested in starting up a new organization should complete a Student Organization registration form. Please list yourself as a temporary officer and main contact for the organization (until elections can be held). At this point, you will be indicating the type of student organization you are starting and the purpose of the group.

- **Create a constitution:** Student organizations are required to have a constitution that governs the organization. Use the sample constitution, provided by the Student Affairs Office, as an example of how to proceed.

- **Submit your student organization registration materials:** You need to submit your student organization registration materials (registration form and constitution) to Melissa Grosso in the Student Affairs Office, room 002.

- **The Student Affairs Office will review the materials:** The Student Development Coordinator will review the constitution and registration page. After review, the Student Development Coordinator will meet with members of the organization to discuss any concerns that may arise. If no concerns are brought up and the Student Development Coordinator approves the registration of the student organization, the student organization is considered “officially recognized” by Ai Minnesota.

- **Approval Letter:** If your student organization has been officially recognized by the Student Affairs Office you will receive a letter of congratulations. If your student organization has not been officially recognized by the Student Affairs Office you will receive that information as well as suggestions on how to become recognized.

- When your organization is recognized by Ai Minnesota you are eligible for the following benefits:
 - ◆ Access to leadership training
 - ◆ Use of school facilities (for meetings, events, fundraising, etc.)
 - ◆ Publicity space within the school
 - ◆ Resources from the Student Affairs Office (workshops, conferences, etc.)
 - ◆ Inclusion in information given to incoming new students and prospective students
 - ◆ Inclusion in other official school publications
 - ◆ Faculty or staff advisement
 - ◆ Funding for activities if applicable

- **Updates:** Make sure that as things change in your organization you are keeping the Student Affairs Office aware of those changes. After the first meeting is held provide a member list to the Student Affairs Office.



Student Organization Registration

I. The Organization

Name of organization _____

Nickname _____

Organization status:

_____ New (Application for registration)

_____ Pre-existing (Application for active status)

II. Officers

All organizations are required to have (at least) two officers, who must be a full-time students in good academic, financial and disciplinary standing according to the policies of Ai Minnesota outlined in the student handbook and the school catalogue. Additional officers may be determined by the needs of the group. The officer(s) listed below should be:

- The primary student leader (President, Chair, etc.)
- The treasurer (if the group will be handling any funds)
- Any additional officers should be indicated on the membership list.

If the officers change during the year, the group **MUST** notify the Student Affairs Office

Leaders (1) _____

Name	Title	Phone
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_____	_____	_____
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Address	Email
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(2) _____

Name	Title	Phone
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_____	_____	_____
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Address	Email
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Treasurer _____

Name	Title	Phone
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_____	_____	_____
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Address	Email
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III. Advisor(s)

The advisor(s) must be full-time Ai Minnesota faculty or staff.

Advisor(s)(1) _____

Name	Department	Phone
(2) _____	_____	_____
Name	Department	Phone

IV. Constitution

A typed updated copy of the organization’s Constitution must be on file with the Student Affairs Office. The Office of Student Affairs has a sample Constitution for groups who need to create or amend a Constitution.

V. Membership

Please attach a list of members for the upcoming term. Indicate officer titles, phone number, and e-mail address.

VI. Signatures

All information listed on this application may be released to interested parties.

As the President of this organization, I am a full-time student at Ai Minnesota in good academic, financial and disciplinary standing and will serve as the primary leader of this organization from _____ (month/year) to _____. As the primary leader, I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organization’s Constitution, and the policies outlined in Ai Minnesota Student Handbook.

 Primary Leader’s Signature Date

As an officer of this organization, I am a full-time student at Ai Minnesota in good academic, financial and disciplinary standing and will serve as the _____ of this organization from _____ (month/year) to _____. As the _____, I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organization’s Mission Statement, and the policies outlined in Ai Minnesota Student Handbook.

 Officer Signature Date

 Advisor’s Signature Date

 Co-Advisor’s (if any) Signature Date

For Student Affairs Office Use Only:

_____ Date Received _____ Approval Date _____ Letter Sent