****

**“Getting Started 101”  
New Student Clubs & Organizations**

New student clubs form on a regular basis, and add the quality of student life and involvement opportunities on campus! Outlined below is the process of starting a new student club or organization at Niagara University.

1. **Got a club idea? Meet with the Campus Activities Office!**

* Once you have an idea of the type of club you would like to create (social, recreational, club sport, etc.) go to the Campus Activities Office to set up a meeting to discuss your club idea.
* Note: The university mission must be considered when thinking about the type of organization you wish to establish.

**2. Host an interest meeting to gather support.**

* Campus Activities can help you secure a room to hold the meeting and can also assist you in advertising for it.
* Currently, a minimum of seven members is required.
* At the meeting discuss your goals and plans as a group.
* Be sure to collect contact information of those that attend. (Name, email, address, cell phone). This will be needed later.

**3. Establish an advisor.**

* All clubs and organizations are required to have a full time university administrative, faculty, or staff advisor. The advisor is a resource which helps to direct and advise the organization, as well as to clarify its purpose within the framework of Niagara University.
* It’s your responsibility to identify an advisor, who will then be approved by the director of campus activities after consultation with club members.

**4. Write a constitution.**

* The Student Government and Campus Activities Offices both have constitution templates available. Follow the format to comply with necessary procedures and submit your constitution to the assistant director of campus activities.
* Once your constitution has been approved by the assistant director of campus activities, it will be sent to the Parliamentarian from NUSGA.

**5. Defending your Constitution before Student Government.**

* In your meeting with the Parliamentarian, he/she will explain the process of presenting your constitution to the legislative body for approval. At least one representative must be present to at the meeting to answer any questions about the constitution.
* A favorable majority vote will be needed to approve the constitution. Once approved, the club is then officially recognized by both Student Government and the University.

**6. Establish the administrative aspects of your club.**

Once approved by Student Government, visit the Campus Activities Office to establish:

* A university account to be used for all club-related financial transactions (dues, fundraisers, check requests, etc.). All club-related funds must be kept in this account.
* Online Club Roster via myNU. This is a great way for you to keep club members updated. Additionally, select two club contacts who will receive important e-mails regarding clubs and organizations from Student Government and the Campus Activities Office.
* Review important club & organization forms to ensure your club stays in good standing with NUSGA & Campus Activities.
* Once your roster is solidified, meet with the Treasurer of Student Government to determine how your new club can best use up to $750 in startup funds. A club must wait an entire semester before going through the full budget process with Student Government.

**7. Probation period.**

* The semester in which the club has been approved by Student Government will be the probationary period. The organization must abide by all rules and regulations of the clubs and organizations handbook, the Student Government governing documents, and by the policies and procedures outlined in the Niagara University Student Handbook including but not limited to establishing a club roster, collecting & depositing dues, completing required community service hours and a fundraiser. Failure to comply will result in the disbanding of the organization.

*If you have any questions please visit the Office of Campus Activities,  
 located in lower level of the Gallagher Center.  
(Rev. Oct. 2015)*