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# INTRODUCTION

***Congratulations!*** You've decided to begin a new student organization or revive an inactive organization. Radford University encourages this form of student involvement. Students benefit substantially from being involved in campus organizations. Students learn by becoming involved. This involvement provides rewards and challenges. During the next semester, the Department of Student Activities will offer assistance during your new endeavor. The enclosed information and materials will help build a better student organization.

## *Let's get started!*

The first step in beginning a new student organization is to let the University know about the idea. The following page is the Application for Registration. It is the responsibility of the proposed student organization to complete the form and return it to the Student Leader Resources Coordinator in 205 Heth. One of the many roles of the Student Leader Resources Coordinator and the Graduate Assistant for Clubs and Organizations is to provide assistance to students forming a new organization. The student contact(s) for the proposed organization need to set an appointment immediately with the Coordinator or Graduate Assistant so the group may discuss the new idea and map out a plan.

Key information required on the application:

1. Student contact name, address, phone, and E-mail
2. Faculty/Staff Advisor, name, address, phone, and E-mail
3. The name of the proposed student organization
4. General interest meeting information
5. Copy of your publicity information

**\*\* Club recognition will occur only two times per semester. The Committee on Clubs and Organizations will review groups in progress in the following months: October, December, February and April. The exact dates will be provided by the Chair of the Committee.**

# APPLICATION FOR REGISTRATION

## New Student Organization

Complete the form below and submit to the Student Leader Resources Coordinator.

Proposed Organization Name:	
Description of Organization:	
<i>Student Contact:</i>	Phone:
Address:	E mail:
<i>Faculty/Staff Advisor:</i>	Phone:
Department:	E mail:
RU PO Box:	

1. Pick up copy of “How To” Kit from the Department of Student Activities.
  
2. Meet with the Student Leader Resources Coordinator to discuss the “How To” Kit.  
 Date: \_\_\_\_\_      New              Reactivation              Constitution revision  
 Comments: \_\_\_\_\_
  
3. Meet with other students interested in helping start the organization. Schedule three general interest meeting(s) to gather interest on campus. Scheduling is handled through the Information and Event Planning Office, in the main lobby of Heth Student Center.  
 Meeting #1 date/time/place: \_\_\_\_\_  
 Meeting #2 date/time/place: \_\_\_\_\_  
 Meeting #3 date/time/place: \_\_\_\_\_

## ***What is COCO?***

The Committee on Clubs and Organizations (COCO) is an internal governance committee that is comprised of one faculty member, two students, and a Student Affairs member. Additional persons may be included as non-voting members as needed to conduct the committee's business.

## ***What is the function of COCO?***

The committee recommends, reviews, and administers policy regulating student clubs and organizations. The committee grants official recognition to student clubs and organizations in accordance with the authority delegated to the committee by the Vice President for Student Affairs.

## ***Who are the responsible Administrators?***

Recommendations from COCO are submitted to the Director of Student Activities for review and comments. Final decisions are forwarded to the Vice President for Student Affairs.

## ***Contact with COCO***

The contact for student clubs and organizations is the Student Leader Resources Coordinator located in 205 Heth Student Center. The Coordinator serves as chairperson for COCO.

## ***When will new groups present to COCO?***

Club Recognition will occur only **two** times per semester. In the fall, recognition will occur in October and December only. In the spring, it will occur in February and April. New student organizations present their constitution and purpose to COCO only after they have completed each step in the pre-recognition process and the constitution has completed the review and revision process. Groups are scheduled on a first-come first-served basis. For presentation, groups are invited to bring one to three organization members that have worked closely with the formation process.

## ***How will new groups be notified of COCO's decision?***

The committee hears all the presentations and then meets in private for discussion. The organization is notified by the Student Leader Resources Coordinator within 24 hours of COCO's decision.

# CHECKLIST

This checklist provides a way to keep track of the steps in the process of being recognized by the University:

- 1. After the first or second general interest meeting, begin discussions with other interested students about the organization of the group's constitution. Refer to Section IV of this kit.
- 2. Attend at least two leadership workshops presented by the Peer Consultants Leadership Resource Team. Refer to the Leadership Workshop series schedule provided by the Coordinator for Student Leader Resources.
- 3. Submit the group's constitution to the Student Leader Resources Coordinator for initial review.
- 4. Revisions - If constitution revisions are needed, the proposed organization makes the necessary changes and resubmits the constitution to the Coordinator.
- 5. After the review and revision process is complete, the Coordinator will submit your constitution to the Committee on Clubs and Organizations (COCO) for approval. The Coordinator schedules the proposed organization on COCO's agenda. The proposed organization will have a representative at the review meeting.
  - Presented to COCO/date: \_\_\_\_\_
  - Decision of COCO: \_\_\_\_\_
  - Student Organization notified: \_\_\_\_\_
- 6. Make appointment with the Student Leader Resources Coordinator to review COCO's decision.
- 7. Revisions - If further constitution revisions are needed, the proposed organization makes the necessary changes and resubmits the constitution to COCO. (Return to Step 5)
- 8. Meet with the Student Leader Resources Coordinator for Club & Organization orientation:
  - submit a copy of the constitution for active club files
  - complete officer information sheet
  - complete handbook description
  - receive Club Leaders manual
  - receive mailbox assignment
  - discuss setting up an E-mail account and web site
- 9. Schedule regular meetings for the remainder of the semester.

# STUDENT ORGANIZATION CATEGORIES

Radford University has established a system for categorizing all clubs and organizations in order to help students identify the purpose/goal of the organizations. By understanding club categories, one will gain a better understanding of the club's goals, the members' interests, and how the organization fits at Radford.

**Academic Honor Fraternity** - groups associated with a particular major or subject area, membership is by invitation only

**Activity** - variety of groups assembled to pursue a particular interest

**Curriculum** - groups associated with a specific department, major, or subject area, membership is open to all those interested

## **Greek Letter**

*InterFraternity*- male social fraternities

*National Pan-Hellenic* - historically African American fraternities and sororities

*Panhellenic* - female social sororities

## **Leadership** (two different categories)

*Organizations* - groups that have an affiliation with a nationally recognized organization

*Representatives* - students participate in an application and selection process for positions to represent RU within a department or program.

**Programming** - groups that are responsible for all-campus programming such as concerts, theater, lectures, comedians, annual events, and movies.

**Religious** - groups affiliated with a particular belief system or denomination

**Residence Hall Associations** - councils involved with programming within the residential halls and community outreach

**Service** - groups interested in providing service to the community at-large

**Social Action** - groups bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests

**Sport & Recreation** - sport enthusiasts competing and interacting on non-divisional competition levels

**Student Government Association** - governing council of the student body that exists to facilitate the representation of student opinion.

**Student Media** - student-run, student-based, media with formats ranging from the newspaper to the World Wide Web

Each year the Department of Student Activities publishes a *Clubs and Organizations* brochure. This document is designed to keep you up-to-date on all the active student groups on campus. Copies of the resource guide are available in 205 Heth and the Club Resource Center.

# **BUILDING A NEW STUDENT GROUP**

## **Publicity**

### ***Letting everyone know you exist...***

The hardest part about starting a new organization is letting everyone know. To do this, the new organization must publicize to students, faculty and staff. The best place to start is by designing a flyer. A flyer allows the new organization the opportunity to tell people what the new group stands for, how to make contact and where the new group meets. Organizations can post flyers on bulletin boards across campus simply by seeking permission at a few key offices.

### ***\*\*Remember...***

When posting information about an organization, always answer the following questions:

1. Who are you?
2. What are you all about?
3. Why should someone be interested in your group?
4. When are you meeting? Time? Place? Date?
5. Who is the contact?

## **Interest Meetings**

Every new organization is allowed three general interest meetings to gather support and feedback. These meetings can be held within the Heth Student Center or across campus. The location sometimes is vital to the recruitment of members. For example: If the group is a new visual arts organization, the group should consider meeting in Porterfield or Powell, where most of the prospective members take classes.

The purpose of the general interest meetings is to inform people about the organization and gather supporters. Those attending want to hear why the new group is forming and how students can become a part of it.

### ***\*\*Suggestions for interest meetings include:***

1. Provide a variety of times. Do not hold all three on Wednesday at 2 p.m.
2. Keep the meetings short, approximately 30 minutes to an hour.
3. Allow time for those attending to get-to-know each other.
4. The main speakers during the meeting should be the student contacts, with supportive comments from the faculty/staff sponsor.
5. Allow time for suggestions and questions from the audience.
6. Provide information, in writing, to those attending on how to become involved, when the next meeting is held and who to contact for questions.

# GETTING ORGANIZED

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## Organizational Bodies

*Executive board* - elected or appointed officers charged with organizational responsibilities

*Advisor* - University contact to provide support and advice

*Membership* - body of involved students

## Executive Boards

The following are typical or suggested duties assigned to Executive board members.

### President

- Preside at organization meetings
- Facilitate executive board meetings
- Represent the organization to the institution
- Meet weekly with the adviser
- Be aware of all money matters
- Assist all executive officers
- Serve as spokesperson for the executive board and organization
- Provide motivation for the organization
- Prepare for all meetings
- Coordinate campus wide programs
- Serve on various committees or task forces
- Prepare prior to all interviews
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Organize executive board retreats
- Prepare for the annual banquet
- Coordinate the executive board transition for new officers

### Vice-President

- Preside at organization meetings in the absence of the president
- Serve as Parliamentarian (if relevant)
- Direct constitutional updating and revision
- Facilitate elections
- Submit semester reports
- Serve as liaison to committees
- Perform other duties as directed by the president

### Secretary/Recorder

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Keep the organization informed
- Maintain attendance (roll call) at all meetings
- Maintain a calendar of events

- Serve as the organization's recognition coordinator
- Maintain a phone and e-mail directory of all members
- Maintain name tags and folders for all members
- Organize an end-of-year slide show or scrap book
- Reserve meeting rooms for the semester and year
- Advise on public relations
- Maintain the office
- Perform other duties as assigned by the president

### **Treasurer**

- Prepare the organizational budget
- Serve as chair of a finance committee
- Prepare purchase orders, requisition forms, or supply requests
- Audit books twice per semester with adviser
- Maintain a financial history of the organization
- Maintain a working relationship with institutional accounting
- Inform the executive board of all financial department personnel matters
- Serve on various committees and task forces
- Coordinate solicitations
- Claim all stolen or lost equipment
- Maintain an inventory of all equipment and its condition
- Make quarterly reports of all receipts and disbursements
- Perform other duties as directed by the president

### **Advisor**

- Meet weekly with the organization's president
- Meet weekly with the executive board
- Attend organization meetings
- Give a report during the organization meeting
- Keep the executive board informed on institutional matters
- Maintain a relationship with institutional accounting
- Audit finances with the treasurer
- Attend and advise delegations during trips to conferences, business meetings, and so on
- Provide developmental activities to the executive board to assist in developing group cohesiveness
- Assist the organization with election concerns
- Respect and encourage all organizational functions
- Provide a background history and insight to the organization
- Maintain a history of the organization
- Hold a goal-setting meeting for the executive board
- Coordinate an executive board retreat annually
- Assist with risk management decisions

### **Committee Chairs**

- Hold goal-setting meeting for special projects
- Organize volunteers to handle specific duties
- Report back to Executive Board, Advisor and membership as progress is made

# WRITING A CONSTITUTION

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## *The Foundation of Your Organization*

A strong foundation gives the proposed organization what it needs to last the test of time. The constitution is the most important organizational document. It gives the group purpose, direction, and guidance. The language should be clear and concise, leaving little room for interpretation. Depending on the complexity of the organization, a constitution can be a simple two-page document or can expand to over twenty pages. The goal is not to answer every possible issue, but to provide a framework so that members can address any issue that may arise. Whether an organization is framing or revising a constitution, several issues should be considered by the organization's leaders.

## *Constitutional Issues*

The following issues are vital aspects to be considered, as recommended by *Advising Student Groups and Organizations*, written by Norbert Dunkel and John Schun, 1998:

1. The constitution should include all the elements required by the campus office that registers student organizations.
2. If the organization is the custodian of a foundation account, scholarship, or fellowship funds, there should be information about how funds will be distributed if the organization is dissolved.
3. A constitutional committee should be identified by the organization's president to review the document periodically.
4. The advisor should meet with the committee to provide historical perspective and advice on legal or financial matters, and to listen to discussion. The advisor should have a copy of the constitution and should review it at least annually to stay informed as to its contents.
5. Finally, the constitution approval process should be reviewed by the committee to gain an understanding of the time involved for constitutional approval. In most cases the constitution is approved by a committee, presented to the membership, and adopted by a two-thirds vote of the membership. The constitution then begins the approval process directed by the University.

# CONSTITUTION GUIDELINES

All constitutions (or by-laws) must address specific topics. While they do not have to follow this outline exactly, the following format is used by a majority of student organizations. However, the required statements under each section must be included:

## Article I: Name of Organization

Name of Organization and National Affiliate (if applicable): If the organization has a National affiliate, copies of their by- laws and constitution must be presented for review and to be added to your group's folder.

## Article II: Purpose

The purpose should state why the organization exists and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.

## Article III: Membership

### Section 1. General Requirements

A statement defining who is eligible for membership must be included. An optional but suggested statement is included here: "Membership in this organization will be open to any interested student."

#### **\*\*The following statement must be included:**

*"This organization will not discriminate on the basis of sex or gender, race, creed, nationality, sexual orientation, disability, age, veteran or martial status, or religious or political affiliation."*

Radford University is committed to non-discrimination in hiring and all its other practices and encourages our recognized student clubs/organizations to assume the same posture of open access to all full-time student members and faculty/staff members of Radford University. As the University carries out its mission to prepare students to live and work in a pluralistic society, it is our hope that all student organizations will recognize the valuable learning experience which is offered through club participation. If this club sponsors a public event in University facilities (e.g., an all-campus dance) or receives University funding for an event, it will permit equal and open access to that event by all members of the Radford University community.

### Section 2. Categories of Membership

The types of membership (active, inactive, Alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus organizations shall consist only of matriculated students, faculty and staff of this institution. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:

- 1) Inactive members - persons who have been but no longer are, voting members of the organization, for reason as defined by the organization's constitution and/or by-laws.
- 2) Alumni of the organization who are no longer enrolled at Radford University.
- 3) Special members -a limited number of persons (who may not be affiliated with the University) who qualify for membership according to specifically stated criteria established for special membership. Criteria for special membership must be sufficiently specific and appropriate to meet with the approval of the Committee on Clubs and Organizations (COCO).

### Section 3. Qualification and Privileges

The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that the majority of voting members must be students.

*Section 4.* Selection process

The selection process must be listed for each type of membership.

*Section 5.* Removal procedures

The reasons for removal and process must be listed for the membership.

## **Article IV: Meetings**

A statement of the quorum (the minimum number of members who must be present before an official meeting can take place) must be included.

*Section 1.* The number of meetings (e.g., per month/semester/year) should be listed.

*Section 2.* The specific guide to parliamentary procedure (e.g., Robert's Rules of Order, Newly Revised) must be listed.

*Section 3.* Quorum defined - A quorum is the minimum number of members who have to be at a meeting for the group's business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended on to attend to regular meetings.

*Section 4.* Majority defined - For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

## **Article V: Dues**

*Section 1.* How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather to explain how the dues will be calculated.

*Section 2.* When dues will be collected, who will collect the dues, and the checks and balances system.

## **Article VI: Officers**

*Section 1.* List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

*Section 2.* All qualifications for holding an office must be stated, including the statement "Only full-time students (12 semester hours) may serve as officers."

*Section 3.* Duties of each officer explained. This is not an exhaustive list, but does list the main responsibilities.

*Section 4.* A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period of time.

*Section 5.* A statement explaining the reasons for removal of an officer and the specific procedure must be included.

## **Article VII: Advisor**

*Section 1.* A statement requiring the designation of a faculty or staff advisor(s) from Radford University must be included.

*Section 2.* The advisor's duties must be stated.

**\*\*The following statement must be included:**

*"The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Radford University policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford."*

*Section 3.* A specific method of election must be explained.

*Section 4.* A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.

### **Article VIII: Committees (Optional)**

#### *Section 1.* Executive Committee

Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

#### *Section 2.* Standing Committees

Many organizations establish regular standing committees to handle needs such as membership, publicity and social events. These committees are lead by one Executive Board member and consist of active members. If this section is applicable, each committee should be listed individually. Items such as the formation procedure and the function of each committee can be addressed in the by-laws or the constitution.

#### *Section 3.* Special Events Committees

These committees are formed and dissolved as a specific need is addressed. For example: The group may co-sponsor a community clean up project with another organization on campus. The Executive Board would ask one Board member and a handful of active members to organize the group's efforts. Once the project is complete the Special Events Committee is dissolved.

### **Article IX: Responsibilities**

**\*\*The following statement must be included:**

*"The organization will adhere to University policies, the Constitution and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford."*

### **Article X: Amendments**

*Section 1.* A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

*Section 2.* The statement must be included that, "Any revisions to the constitution and/or by-laws must be approved by the Coordinator for Student Leader Resources."

# **SAMPLE CONSTITUTION**

## **Constitution of Society of XYZ at Radford University**

### **Article I: Name**

The name of this organization shall be Society of XYZ affiliated with the National Chapter of the Society of XYZ.

### **Article II: Purpose**

The purpose is to prepare members for a better understanding of and appreciation for future business management skills of the college environment.

### **Article III: Membership**

#### *Section 1. General requirements*

Membership is open to all Radford University students, faculty and staff. Membership in this organization will not discriminate on the basis of sex or gender, race, creed, nationality, sexual orientation, disability, age, veteran or marital status, or religious or political affiliation. Members must belong to both the national and local organizations through the payment of dues.

#### *Section 2. Categories of membership*

Active members of XYZ shall be determined by the chapter activity, payment of dues, and national affiliation. Chapter honorary members may be selected by any chapter in recognition of significance or accomplishment.

#### *Section 3. Qualification and Privileges*

Active membership carries voting privileges. Privileges include participation in activities and programs sponsored by the organization.

Voting qualifications are as follows:

1. members must be currently enrolled at Radford University
2. membership must be in good standing as defined by the current Executive Board
3. members must have paid their dues to the national and local organization

#### *Section 4. Selection*

New members can be selected each semester according to the chapter by-laws.

#### *Section 5. Removal*

Members of XYZ may be removed from chapter membership only for just cause by a vote of 3/4th of the entire voting membership. Any such removal must be approved by the chapter Advisor.

### **Article IV: Meetings**

*Section 1.* Meetings will be held twice a month during the academic year and special meetings may be called if necessary.

*Section 2.* Business will be conducted according to Robert's Rules of Order, Newly Revised. In case of voting tie, the President will cast the deciding vote.

*Section 3.* A quorum is two-thirds (2/3) of the active members.

*Section 4:* A simple majority, (50%, plus one) rules.

## **Article V: Dues**

*Section 1.* Dues shall be a combination of national and local chapter dues to be paid one month prior to initiation of members. Chapter dues shall be set yearly at the first meeting held in the fall semester of each academic year upon recommendation of the Advisor. National dues are set by the National Executive Committee.

*Section 2.* Dues shall be collected by the Treasurer within 60 days of the first meeting of the semester. The President and Advisor will review dues collection on a monthly basis.

## **Article VI: Officers**

*Section 1.* The XYZ officers shall be: President, Vice President, Recorder, Treasurer, and Advisor

*Section 2.* Qualification for Officers

Only full-time students may serve as officers. In addition they *must* be a paid member.

*Section 3.* Duties of the officers are as follows: Additional duties of the officers are listed in the by laws.

1. President- Provides leadership and overall direction for the campus chapter. Prepares and maintains a calendar of scheduled chapter events, and oversee the chapter meetings.

2. Vice-President- Assists the President in the management of campus chapter affairs; fills in for the President in his/her absence; appoints member(s) to serve as coordinator of committee chairs as needed.

3. Recorder- Maintains membership records, conducts correspondence with the members and relevant others, issues announcements at all meetings, prepares and maintains the minutes of all meetings, and maintains historical records of the campus chapter.

4. Treasurer- Receives and disburses funds and manages the financial affairs of the campus chapter, keeps a voucher system to account for all expenses and serves as chairman of the fund raising committee.

*Section 4.* A majority vote of the active membership will determine the election of officers. Elections will be held mid-Spring semester for the following academic year. Officers will serve a term of one full academic year.

*Section 5.* Officers can be recommended for removal by the Executive Board for just cause or if they fail to meet membership qualifications, fail to execute the duties of the office, or fail to satisfactorily attend the general and executive board meetings, unless excused by the President or Advisor(s). Approval by a majority vote of the active membership is necessary.

In case of resignation or dismissal, the outgoing officer must notify the Executive Board, which consists of the officers and advisor(s). The unoccupied position will be filled by appointment by the Executive Board unless the unfinished term of the officer is longer than a month before the annual spring elections, in which case an election will be held to fill the vacancy for the remainder of the term.

## **Article VII: Advisor(s):**

*Section 1.* A current full-time faculty/ staff member of Radford University will be eligible to be the campus chapter advisor(s).

*Section 2.* The advisor(s) shall work closely with the organization in coordinating activities to insure they

are conducted in compliance with Radford University policies, and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.

*Section 3.* The advisor(s) will be recommended by the Executive Board and elected by a majority vote of the active membership. The purpose of the advisor(s) is to help give members guidance in policies and procedures concerning this organization.

*Section 4.* The advisor(s) will be removed for just cause at the recommendation of the Executive Board and removed by a majority vote of the active membership.

### **Article VIII: Committees**

#### *Section 1. Executive Committee*

On a monthly basis, the Executive Board will meet to discuss issues pertaining to the chapter. All Board members and Committee chairs are required to attend these meetings.

#### *Section 2. Standing Committees*

a. XYZ will have the following Standing Committees: 1. Fund raising Committee; 2. Programs Committee; 3. Promotion Committee; 4. Membership Committee; 5. Publications and Services Committee.

b. Members sign up for committees in which they have an interest. A designated Executive Officer serves as chairman for each committee. In case of a voting tie, the chairperson shall cast the deciding vote.

*Section 3.* Special Event Committees will be set up as needed by the campus chapter. The committee chair will report committee activities at each general meeting as appropriate.

### **Article IX: Responsibilities**

The organization will adhere to University policies, the Constitution, and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford.

### **Article X: Amendments**

*Section 1.* Proposed amendments to the constitution of the Radford University chapter of the Society of XYZ must be brought forth during a regular business meeting. The amendment must then be presented to a quorum of the organization at the next regular business meeting. All active members must be notified in writing of the proposed amendment. A two-thirds vote of the active membership shall be required for adoption.

*Section 2.* Any revision of the constitution must be reviewed and/or approved by the Coordinator for Student Leader Resources.

(insert COCO constitution review checklist)

# GRAND OPENING

## *Establishing a New Group on Campus*

Now that the new student organization has completed its registration, it is time to let the world know. In referring to the checklist on page 5, the Student Leader Resources Coordinator is available to help get the ball rolling. The Coordinator makes mailbox assignments in the Club Resource Center, distributes Club Leaders Manuals, and a variety of other tools needed to keep the organization informed.

The first step is to ***complete the Club Registration form and return it to the Coordinator as soon as possible***. This simple step makes it possible for you to receive mailings, information, and for the release of contact information to prospective members.

## *Recruiting New Members*

Enlarging the membership pool is usually the top priority of most new student organizations. Take some time to consider creative ways the organization can recruit new members. It is also a wise idea to speak with other organizations to find out what worked, and what didn't.

## *Becoming More Involved on Campus*

The energy and momentum of a new organization can quickly subside if it is not maintained. To keep the organization active and alive it must become involved on campus. Here are just a few suggestions to maintain involvement and visibility:

- ✓ Participate in Club Fair
- ✓ Attend campus Leadership conferences and workshops
- ✓ Co-sponsor events on-campus with other organizations
- ✓ Attend sporting events as a group

### *Questions?*

Please contact

The Office of Student Leader Resources

Heth Student Center Room 205

(540) 831-5255

(insert registration form for clubs and organizations)