

NEW ORGANIZATION ON CAMPUS? GETTING STARTED

Hold three informational meetings. At this time:

Discuss the mission of the club. Advisor should work with the students to create a mission statement for the constitution of the organization.

Establish a list of voting members (these students have a minimum 2.0 GPA or are new students and are committing to attending the meetings of the organization in addition to organization activities and initiatives).

Explain the duties of the executive board positions and establish a list of students who are interested in a position (these students have a minimum 2.5 GPA or are new students and are committing to attending general meetings as well as executive board meetings in addition to organization activities and initiatives).

Establish a meeting day/time for the organization (must meet minimally once per month unless part of a literary organization). Executive board meetings should be held between general meetings to prepare for the next general meeting.

Discuss activities/initiatives for the upcoming year. Project budget needs based on the plans for the group – a normal budget request for a new organization would be up to \$500 for the year.

Discuss community service projects for the organization. It is strongly suggested that you form a RACCy Olympics team. An active team will take care of one or your two required community service projects for each semester. We also encourage you to take part in our Gift Bags for the Elderly Project in the fall semester if possible.

Once you have organized all of the above objectives, schedule two formal business meetings. You must have a quorum to hold an official meeting (50% of voting members plus one). Club name, officers, mission statement, budget request, activities/ initiatives, and community service projects should all be voted for during your first official meeting.

After your second official meeting, submit all of your paperwork to the SGA advisor at least one week before the next SGA meeting. Sanctioning will be placed on the next SGA agenda if everything is completed correctly.