

New Student Organizations

1. New student organizations cannot duplicate existing student organizations; determined by SGA Director of Clubs and Organizations, SGA President, Director of Student Activities, and Dean of Students.
2. Student organizations must demonstrate that their group's mission and activities do not conflict with the teachings of the Catholic Church and must be prepared to explain how the organization is consistent with Catholic Social Teaching.
3. Determine 3 short-term goals to be completed during the academic year and 2 long-term goals to be completed over 2 academic years.
4. Meet with SGA Director of Student Organizations to discuss the application process.
5. Must have at least 5 interested student members, including 2 officers.
6. If applying in the spring semester, no officer may be a graduating senior.
7. Interested students must maintain a 2.5 GPA or higher.
8. Interested officers must maintain a 2.7 GPA or higher.
9. Student organizations must demonstrate that their group is sustainable by staying up to date with goals, meetings, and rosters.
10. Organizations must submit a sustainability plan that includes a few ideas of how clubs will recruit and maintain its members as well as outline proposed activities.
11. Submit a completed Application for Recognition as well as a completed constitution.

Process for Starting a New Student Organization

Students interested in starting a new organization will complete the following checklist:

1. Meet with SGA Director of Student Organizations to discuss the application process.
2. Recruit at least 5 enrolled Benedictine College Students interested in the organization, including 2 students willing to act as officers.
 - Remember, all students involved must maintain a minimum GPA of 2.5 (2.7 for officers). If applying in spring, no officer may be a graduating senior.
3. Complete the *Student Organization Roster* document at the beginning and midterm of each semester.
4. Complete the *Application for Recognition Form*, complete with advisor signature.
5. Draft a constitution and mission.
6. Submit signed *Advisor Agreement Form*.
7. Submit short and long-term goals. Complete a list of 3 short-term (completed within the academic year) and 2 long-term goals (completed over 2 academic years).
8. Complete the *Sustainability Plan* document. Through this, members will determine how the group will recruit and retain members and plan activities.
9. Refer to the Club Requirements Section of the Student Organization Handbook sections on all forms to familiarize oneself with the exact details of all materials.
10. Submit the materials mentioned to the Student Government Office and wait a minimum of 10 business days for word on approval.
11. Turn in a roster at the beginning and midterm of each semester, submit minutes of meetings to SGA Director of Clubs and Organizations, fill out Fundraising/Event Request forms for each event.

Read the Student Organization Handbook section titled General Information.