Interested New Student Organizations

During the semester, students can submit proposals to bring new student clubs/organizations to campus. In order for the student club/org to be approved the following must be done.

- Students interested in bringing on a new Student club/organization will first need to schedule a time to meet with the Assistant Director of Campus Life (Graham Davis gdavis11@iit.edu) to express interest.
  - The initial meeting will serve as an opportunity for the interested organization to share the purpose and goals of the organization.
- In addition, the Assistant Director will provide students with an overview of the Student Government Association process.
- The interested student organization will work with the Assistant Director to draft a proposal. The proposal must be 2-3 pages in length and include the following:
  - Organization Name
  - Purpose and Goals
  - How the organization will benefit students
  - How is the organization different from others
  - How the organizations plans to recruit members
  - Current Executive Board
  - List of programs and events
  - List of interested students (at least 7)
  - Potential Advisor
  - Potential Budget
- The Assistant Director will also provide interested organizations with Sample Constitution and Bylaws to begin thinking about it.

Senate Hearing

- Once documents have been drafted and reviewed, Assistant Director will pass it on to Student Government Association (SGA) Executive Vice President
- Once having reviewed the proposal the SGA will schedule a hearing for Senate Approval
- In the hearing:
  - The pending student club/organization will briefly introduce their organization and answer some questions from Senators if they have any.
  - Senators will then vote on whether the pending student club/organization will pass or not.
  - If the club/organization passes they become a pre-approved student club/organization.
  - If the club/org does not pass Student Government Association (SGA), they will receive an email from the Executive Vice President of SGA and they will give them feedback on changes to be made.
So You Wannabe A New Org? (Checklist)

<table>
<thead>
<tr>
<th>STEP</th>
<th>EXAMPLE</th>
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<tbody>
<tr>
<td>1. You first must create a Proposal. This will be shared with the Assistant Director (AD) of Campus Life. They will go over this, then share it with SGA if it is ready to go</td>
<td>Proposal Example</td>
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<td>2. Next you will create a budget. SGA looks carefully at budgets before confirming an organization.</td>
<td>Budget Example</td>
</tr>
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<td>3. Once the AD hands you over to SGA, and SGA gives you a date to present, you should create a presentation based on your proposal. It should only be 10 minutes or less. After presenting you will get 5 minutes to answer questions from SGA members.</td>
<td>Presentation Example</td>
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<td>4. As you are going through all these steps, it would be smart to start working on your constitution. In order to receive your org funding, your constitution needs to be shared with the AD and approved by them</td>
<td>Constitution Example</td>
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HOORAY You have been accepted!

Use this checklist to begin next steps: