

NEW STUDENT ORGANIZATION PROCESS

E-mail lead@samford.edu the proposed name of the organization and explanation for recognition



Create membership roster (10 members minimum)



Secure full-time faculty/staff advisor



Schedule meeting with Office of Student Leadership & Involvement to review documents, help answer questions, and confirm faculty/staff advisor



Complete the organization registration form on Bulldog Central; upload constitution and member roster



Create organization constitution



Organization considered by VP SAEM for provisional status; paperwork delivered to BOT SAEM committee for review



OSLI establishes dates for provisional status of organization; status may be extended by VP SAEM



Provisional org may host 1 interest table and meeting per provisional semester; org may hold chapter meetings; advisor must reserve space



Paperwork endorsed by Vice President for Student Affairs and Enrollment Management; group becomes an officially recognized student organization



Student Life committee introduces resolution; Senators vote on organization; SGA President signs resolution (graduate groups exempt from SGA process)



After provisional period, organization presents application to SGA Senate Student Life Committee (graduate groups exempt from SGA process)