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 (all organizations must have a faculty or staff advisor in order to achieve or maintain recognition)
    - Potential Budget
- The Assistant Director will also provide interested organizations with Sample Constitution and Bylaws to begin thinking about it.
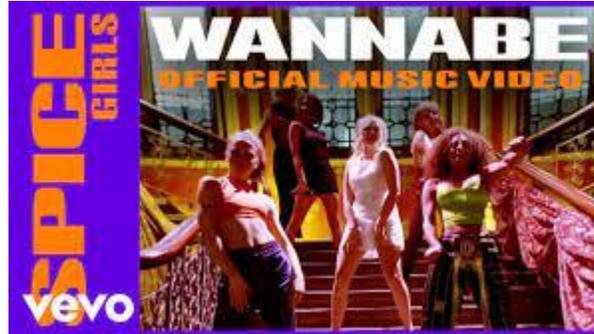
Senate Hearing

Once documents have been drafted and reviewed, the Assistant Director will pass it on to the 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 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

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Office of Campus Life

So You Wannabe A New Org? (Checklist)

STEP	EXAMPLE	☑
1. Set up a meeting with the Assistant Director (AD) of Campus Life, Graham Davis. Graham can be contacted via email at gdavis11@iit.edu	n/a	
2. You then must create a Proposal. This will be shared with the Assistant Director (AD) of Campus Life during your meeting. The AD will review the document and then share it with the Student Government Association (SGA) if it's ready, or return it to you with feedback and suggestions.	Proposal Example	
3. Next, you will create a budget. SGA looks carefully at budgets before confirming an organization. Be as specific as possible when creating your budget. Note: According to Finance Board policy, new student organizations are limited to a maximum funding of $4,000 per semester.	Budget Example	
4. Once the AD connects you to SGA, you will be given a date to present at an SGA meeting. 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.	Presentation Example	
5. As you are going through steps 1-4, 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.	Constitution Example	

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HOORAY You have been accepted! Now what?

Use [this](#) checklist to begin next steps: