

## **PROCESS TO BECOME A STUDENT ORGANIZATION**

A group of Purdue North Central students may become a student club upon formal recognition by the Student Government. Recognition includes the use of available University facilities. Such recognition is contingent upon the following considerations.

**STEP 1 Find a group of interested students and an advisor.**

**STEP 2 Write a constitution.**

The constitution outline (see attached) contains several items that must appear in each organization's constitution according to Purdue University policy, which are in bold print. You may wish to include additional points that will provide more explicit guidelines for the organization of your group. Please remember that a well written constitution should contain all necessary information in concise language.

**STEP 3 File an election report and officer list.**

You must file a list of elected officers, including the name of the Faculty Advisor. (See attached form.)

**STEP 4 Petition Student Government to become a formal student organization.**

Petition forms are available in the Student Government Office. A copy of the constitution and slate of officers should accompany the petition. Student Government will notify the proposed club of the decision. Student Government will decide whether or not to include seed money (\$50.00 in start up funds) with their decision.

**STEP 5 Establish a financial account.**

Student Government will notify the Bursar's Office of any new clubs approved. A memo along with a copy of the petition and reference to the seed money should be sent to the Bursar's Office. The Bursar's Office will request seed money from the Student Government account. Allow two weeks for processing before becoming a recognized student organization.

**NOTE:** To maintain the status as a recognized student organization, revised Constitutions and a list of new officers must be submitted to the Student Activities Office by the beginning of the Fall Semester. A new signature card must be completed by the fourth week of the semester in the Bursar's Office.