

## Establishing a New Student Club or Organization

Policy Information			
Policy#:	STU.5008	Reviewed Date(s):	11/24
Date Created:	April 7, 2014	Revised Date(s):	10/19; 11/24
Policy Owner:	Dean of Students	Council/Committee Recommendation:	Strategic Enrollment Management Committee
Responsible University Administrator:	VP Enrollment Management and Student Affairs	President Council Approved Date:	November 21, 2024

### 1. Purpose

- 1.1. To establish the process of creating extra and co-curricular student clubs and organizations for the development of knowledge and skills, the cultivation of virtues, and the formation of character. These organizations/clubs will be the source of community building and belonging while fulfilling the mission, vision and values of Baptist Health Sciences University (BHSU).

### 2. Policy

- 2.1. All students have the opportunity to start a new student club or organization within the mission, vision, and values of BHSU.
- 2.2. Because of the University's commitment to inclusiveness, membership in a student organization must be nondiscriminatory and open to the entire Baptist University undergraduate and graduate student community.
- 2.3. Students are required to adhere to the procedures of establishing a new student club or organization as outlined in Section 4 Procedure.

### 3. Definitions

- 3.1. None.

### 4. Procedure

- 4.1. Students intending to form an organization must submit an initial proposal to their respective (BHSU and BUCOM) Student Government Association (SGA) which includes the following information.
  - Name of organization
  - Name of faculty/staff advisor
  - Names of a minimum of 12 students including proposed officers who have pledged interest in the formation of the organization
  - Statement of purpose which includes a detailed description of how the organization aligns with the University's mission, vision and values
  - The proposed constitution and by-laws
  - Proposed budget including plans for how the funds will be used (funds are subject to availability and must be requested on an annual basis following the University budgeting process)



- 4.2. The respective SGA will review the submission to determine alignment with the University's mission, vision, and values and make a recommendation to the Dean of Students.
- 4.3. The Dean of Students will consult with the proposed faculty/staff advisor, and other University Administration.
- 4.4. The Dean of Students will make the final decision.
- 4.5. The Dean of Students will provide a brief summary of the approved organization to the respective SGA, Business Council, and President's Council.
- 4.6. The leadership of the organization and the faculty/staff advisor will work together with the Dean of Students to establish an account with the Director of Business Services.

## **5. Related Information**

- 5.1. STU.5017 Student Organization Fundraising Policy

## **6. Publications**

<b>Yes</b>	<b>Publication</b>	<b>Yes</b>	<b>Publication</b>
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: