



Information on starting a new student organization

Before beginning the process of creating a new student organization, OSA asks that you consider the following:

- Is there a current recognized CNU organization that shares a similar mission or goal? Can your organization work together with the existing student organization?
- Are there adequate university resources (space, funding, potential participants, etc) to support the group's activities?
- Have you made the effort to determine if any existing programs offering similar services?
- Are there significant safety risks associated with activities your organization will sponsor?
- Will CNU benefit significantly from the existence of your organization?
- Is your organization sustainable? Will it exist after you graduate?

If after reviewing all other options, you determine that creating a new student organization is needed, please review the information in the packet. The Office of Student Activities is available to assist as you have questions.

Requests for recognition are accepted twice a year – September 1 and February 1 (if dates fall on a weekend/holiday then the next business day applies). Upon receipt of the request for recognition form, you have thirty days to complete the packet and participate in the new student orientation program.

Check List for Starting a New Student Organization

- _____ Review the Student Handbook; section IV – Part I (available in this packet)
- _____ Fill out the request for recognition form (available in this packet)
- _____ Create your constitution
- _____ Establish your initial list of interested members, minimum of 10.
- _____ Enlist a faculty or staff member to serve as advisor.
- _____ Participate in the new student organization orientation program
- _____ Complete your recognition request packet* and return to the Office of Student Activities.
Completed packets include:

Constitution and Bylaws (bylaws are optional)
National constitution and bylaws if applicable
Signed advisor contract

Request for recognition form
Initial list of interested members

*Packet must be completed in order to be considered. All items do not have to be turned in together. Requests are accepted on September 1 and February 1 (or the first business day following if dates fall on weekends/holidays). Students have thirty days from the deadline to complete requirements for recognition. Failure to complete the requirements during that time will result in removal from the recognition process. A student may reapply the following semester.