



## Procedures # 69003.5

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### PROCEDURES FOR STUDENT CLUBS AND ORGANIZATIONS

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*To establish guidelines for organizations to be recognized as an official university student club or organization.*

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#### STEPS

1. Organizations should contact the Office of Student Clubs & Organizations to secure the appropriate paperwork/forms for the purpose of registering.
2. After the appropriate paperwork/forms have been approved, the organization may reserve University facilities for organization recruiting and formation.
3. An organization must submit a constitution, the statement of purpose of the organization, as well as its type of membership, prior to its official recognition.
4. An organization must have a minimum of ten (10) members inclusive of officers. (Exceptions are academic organizations sponsored by a particular academic college).
5. Each member must have a minimum individual cumulative GPA of 2.0 unless the organization's constitution requires a higher GPA.
6. Officers must be enrolled in twelve (12) or more semester hours with a cumulative GPA of 2.0 or above as required by the constitution when elected and while in office.
7. All student organizations are required to have a full-time Grambling State University faculty or staff member as their advisor of record.
8. Advisors must attend all meetings and functions provided by the organization they advise.
9. All elected officers shall be undergraduate students unless the organization is a graduate organization or club.
10. Organizations/clubs are prohibited from accruing outstanding debt to any department of the University or outside entity. All funds belonging to the organization must be deposited into the University's Accounting Office.