



## Policy # 69001.5

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### PROCEDURES FOR STUDENT CLUBS AND ORGANIZATIONS

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**Original Effective Date:** July 2, 2002

**Revised Date:** January 1, 2022

**Responsible Office:** Recreation/Intramural Sports

**Division:** Student Affairs

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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 to register.
2. After the appropriate paperwork/forms have been approved, the organization may reserve University facilities for recruiting and formation.
3. An organization must submit a constitution, the statement of purpose for the organization, and its membership type before its official recognition.
4. An organization must have a minimum of ten (10) members, including 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 at least twelve (12) credit hours per term with a cumulative GPA of 2.0 or above as required by the constitution when elected and in office.
7. All student organizations must have a full-time Grambling State University faculty or staff member as their club and organization advisor on record with GSU.
8. Club and organization advisors must attend all meetings and functions organized by the clubs and organizations for which they advise.
9. All elected officers shall be undergraduate students unless the organization is a graduate organization or club.
10. Organizations or clubs are prohibited from accruing outstanding debt to any department of the University or outside entity. All funds belonging to the club or organization must be deposited into the University's Accounting Office.

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11. Organizations or clubs must adhere to University's policies and procedures and should not violate university communications policy.

**REVISION/REVISED HISTORY**

July 2, 2002- Effective Date