

## NEW STUDENT ORGANIZATION INFORMATION

Thank you for your interest in becoming in recognized student organization at Troy University. Organizations provide students with a wide variety of opportunities and fulfill many different interests. As you develop your organization, think very clearly about the goals you want to achieve, as a clear defined sense of purpose will set the standard for a successful organization.

Below is a checklist to help guide you through the application process:

1. To form an organization you must have a minimum of 10 interested students that are committed to being members.
2. If you do not already have your 10 members identified, you may hold two organizational meetings using university space to help recruit members.
3. During the first meeting, you should discuss the purpose of the organization, group name, guidelines, membership requirements, dues, meeting frequency, officers, officer elections, etc. The faculty advisor must also be discussed and confirmed. Two members should be appointed to compose the organization's constitution. A model constitution may be found on the Student Involvement and Leadership website:  
<https://www.troy.edu/studentinvolvement/organizations.html>
4. During the second meeting, the constitution for the organization should be presented to the proposed members and they should vote to approve the constitution. Then the first set of officers should be elected/appointed along with the faculty advisor. Next, the group should decide on two projects/goals the group will accomplish in the first three months of establishment. This information should be recorded on the Student Organization Registration Form which can be found on the Student Involvement and Leadership website: <https://www.troy.edu/studentinvolvement/organizations.html>
5. After the second meeting, the president should set up an appointment to meet with the Coordinator of Student Involvement and Leadership so that the constitution and Student Organization Registration Form can be reviewed. If you prefer, you can email your constitution to Traci Leverett at [tleverett@troy.edu](mailto:tleverett@troy.edu) in advance of your meeting.
6. If necessary, the president will be notified regarding changes/corrections that are required. If no corrections are needed, the Coordinator of Student Involvement and Leadership will forward the constitution and registration form to the Student Government Association for review.

- Review by the SGA is a minimum two-week process. The SGA will vote to recognize the organization's right to existence by having met the minimum qualifications set by the university. The president of the organization can attend the SGA meetings to speak on behalf of the group, but this is not required. The Coordinator of Student Involvement and Leadership will notify the president and faculty advisor via e-mail regarding the decision of the SGA.

- If the organization is approved, the Office of Student Involvement and Leadership will add the organization to our database, apply for the organization's e-mail address, if one is requested, and add the organization to the university website. If the organization is going to have a checking account, application for an EIN number should be made through the Internal Revenue Service. All banks require all EIN number in order to open a checking account. The Coordinator of Student Involvement and Leadership will assist the group in obtaining the EIN number if needed.