



**NORTH AMERICAN
UNIVERSITY**

INSPIRATION INNOVATION GLOBAL COMPETENCE

HOUSTON, TEXAS

Student Guide Book for Organizations

Policies and Procedures Manual

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North American University
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Introduction

College is more than just going to class, it is also about getting involved!

Students who become engaged in Student Life during their time at North American University are more likely to develop leadership qualities; such as social and communication skills which can be applied to their career and personal lives.

This “Student Guide Book for Organizations” is the student’s manual to starting an organization on the North American University campus. It is also a useful tool for already active/charter organizations.

“Studies show students involved in extracurricular activities are more likely to become leaders, more willing to complete tasks, more willing to voice opinions. Extracurricular activities are also a good way to explore social, political, and career interests.”- Montana State University

Mission

NAU, an institution of higher learning, is committed to providing a nurturing environment for the systematic pursuit of academic excellence, professional and personal development, responsible citizenship, and global cultural competency.

Benefits of an Organization

Dear Students,

Congratulations on your decision to start and maintain an organization on campus! The Dean of Students Office offers support and resources to help you achieve your leadership and organization goals. This packet is designed to provide you with the necessary information on starting and maintaining an organization on the North American University campus.

Approved organizations receive many university benefits, including:

- Usage of university bulletin boards for advertising
- Requests for room reservations to hold meetings
- Association with University Publication (i.e. Newsletter, Facebook, Twitter, Website, etc.)
- North American University email address (i.e. green@na.edu)
- Opportunities to host events and activities
- Permission to participate in Orientation and Events
- Advising from the Student Life Coordinator
- Solicitation of student body on campus under organization name
- Suggesting development of change
- May be eligible to receive up to 100% funding for North American University approved activities by the Student Government Association (SGA)
- Use of copier service on an expense reimbursement basis, if eligible
- Use of NAU facilities for events, if available

We at the Dean of Students Office look forward to helping you succeed. Please feel free to visit or email us with any questions. We look forward to working with you!

Sincerely,

Alexis Lakers
Student Life Coordinator
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Steps

1. Paperwork- Upon developing an interest in starting an organization on campus you will need to fill out the necessary paperwork.
2. Paperwork Submission- Once your paperwork has been filled out you will need to return the forms to the Student Life Coordinator.
3. Approval- The Dean of Students Office will review and determine if the organization is appropriate.
4. Notification- The Student Life Coordinator will confirm the outcome of the organization status approval by email.

Paperwork Checklist

- ✓ 1. Application_____
- ✓ 2. Membership List_____
- ✓ 3. Calendar Template _____
- ✓ 4. Constitution _____
- ✓ 5. Advisor Confirmation Form_____

Types of Organizations

North American University Organizations are organizations that have been sanctioned by North American University after meeting all criteria for recognition. All students are allowed to participate in organizations, this is inclusive to I.E.P. Students

Interest:

Interest clubs are organizations that have been chartered solely by North American University. For example, Green club, Film Club, STEM, Photo Club, etc. Interest groups chartered by NAU are open to any and all students wanting to participate. Interest organizations operate under North American University. Their constitution, by-laws, and membership are constructed under NAU. They are permitted to receive services from the Dean of Students Office if they comply with all of North American University policies, rules and procedures and are allowed to conduct activities on campus.

Affiliate:

Affiliates are student organizations which are chartered independently of North American University, including fraternities, sororities, honor societies, nationally affiliated groups and any other organization whose membership are not open to all North American University students and/or has a charter, constitution, or by-laws which provides that, upon dissolution, that organization's assets shall be distributed to its members or an entity other than North American University. Affiliates do not operate under North American University's corporate umbrella and are only permitted to conduct activities on campus and receive services from the Dean of Students Office if they comply with all of North American University policies, rules and procedures.

Sports and Recreation:

Club Sports teams are organizations that promote physical activity. They have practice dates and times, as well as participation in tournaments and games. Please see the Sports and Recreation Manual. You can pick one up in the Dean of Students Office.

I.E.P.:

Intensive English Program students are allowed to create and participate in any and all clubs sanctioned by North American University except for National Organizations or affiliates. I.E.P. has their own governing organization which reports to the Student Government Association of North American University. Please refer to the Hierarchy Club Chart on page 13 of this Guide Book.

Requirements for Recognition

All recognized or chartered organizations are expected to operate within North American University policies and procedures (please see Student Handbook).

To be officially recognized or chartered, a student organization must provide:

1. A constitution, pending the approval of SGA and/or Student Services
2. A completed membership roster with at least 5 currently registered students
3. A minimum average Cumulative Grade Point Average (C.G.P.A.s) of 2.0
4. I.E.P. students must be in good standing and passing all classes
5. At least 2 officers (President and Secretary)
6. 1 Senator (can have an alternate senator as well)- Will represent your club at student association meetings
7. The contact information of its Organization Advisor
8. Completion of all Student Services required training for the fall and spring semesters
9. Hold at least two organization meetings per month
10. Recognized by the Student Government Association
11. Host at least 2 events, activities, and/or educational programs

As set forth in these guidelines, student organizations must maintain official recognition by the University in order to be eligible for the services, benefits and privileges offered by the Dean of Students Office.

Recruitment

Once your organization has been approved, it's time to get other students involved!! The best way to recruit is to appeal to a specific group of people. You may see more results targeting a specific group within the University, rather than trying to advertise to the whole student body. Think about what kind of student your club or organization appeals to. In the first meeting of the organization discuss and plan how to advertise to gain more students.

Students can create flyers and post (see the Posting & Promotions Policy & Procedure) them on the Bulletin Boards with the Dean of Students Office approval, hold information tables, or host events to gain interest in the student population. For more information or ideas contact the Student Life Coordinator.

Fundraising/ Events

If your organization would like to fundraise or hold an event or activity, it must be first passed through the Student Government Association and Student Services. You may hold an event/activity or fundraiser that withholds the policies and guidelines of North American University (please see Student Handbook).

You may fundraise for any charity of your organizations choice or you may fundraise for your organization after you has received approval from the Dean of Students Office and SGA.

Student organizations or clubs can hold several types of fundraisers, including: bake sales, campus garage sales, lemonade stand sales, etc. Your organization or club can also hold big fundraising events such as walks, marathons, Relay for Life, etc.

Student organizations can hold a number of events or activities, including; dances, games, off-campus travel activities, etc.

Prior to asking for money for your event/activity you must pick up a Budget Allocation Application (BA) to request money from the university.

Instructions on How to Run a Meeting

All designated meetings will need to be run in an orderly fashion. In order to ensure that organizations meet these expectations, executive board members (at least) need to be acquainted with Robert's Rules of Order. Attached to this packet is an over view of Robert's Rules of Order. You and your organization will also be trained on how to properly run a meeting. If you have any questions or concerns on the Robert's Rules of Order please get in contact with a Student Government Representative and/or the Student Life Coordinator.

Student Associations

Student Government Association:

SGA is an organization that governs over all other organizations, including Student Athlete Association (SAA). The representatives of SGA are all elected into their positions by the student body every Spring semester for the next academic year. The Senate makes up the membership of SGA under the executive board.

Senate:

Comprised of a representative from every organization under SGA's jurisdiction. Organizations under SGA include any and all organizations that receives funding from the university, or an approved sanctioned club set by the university. These organizations must also submit their constitutions and must be chartered by the school in order to receive funding through Student Government Association and/or Student Life Coordinator. The Senate also serves as a forum for organizations to express concerns, problems and upcoming events. Senator meetings occur during each semester and all organizations under SGA are required to send at least one representative.

Student Athlete Association:

SAA is an organization that governs over all sports clubs on campus. The representatives are all a part of an NAU sports club. The representatives are elected into their positions every spring semester for the next academic year by the sport club athletes.

Fees and requirements

Organizations that are sanctioned by the university is mandated to have a representative (senator) at the Student Government Association meetings. Senators that are late to the meetings are fined through their organization budgets, \$3 per meeting. Senators that do not show up to the Student Government Association meetings without 24-hour notice are fined through their organization budgets, \$5 per meeting. SGA and the Dean of Students Office has the right to withdraw privileges of organizations dependent upon the contribution of the organization.

Continuous Organization Maintenance

Every semester organizations will need to maintain themselves by holding organization meetings and attending Student Government Association meetings. Every semester the organization is active they will need to submit the following:

Budget Allocation Applications- Submitted (2 weeks prior) when an organization is requesting funding from the organization budgets.

Event Requests Forms- Submitted 2 weeks prior to any event (refer to Organization Events List).

Vehicle Request Forms- Submitted (2 weeks prior) when an organization is requesting the usage of a school vehicle for an organization trip.

Members List- Submitted at the beginning of each semester to keep updated information on members and the organization meetings.

Calendar Template- To be filled out with all organization meetings and planned events

Room Reservation Request Forms- Submitted (2 weeks prior) when needing a space to meet, hold an event, activity, or educational program.

Event Sign in Sheets- Submitted after an organization event (refer to Organization Events List).

Field Trip/Assumption of Risk & Release of Liability Agreements- Submitted before organization trip or event that will require the form to be filled out by attendees.

Organization Events Lists- Submitted at the beginning of every semester for planning purposes.

Hierarchy Club Chart

