



Office of Student Life
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Guidelines for Creating a New Student Club or Organization

1. All clubs and organization at Reynolds must be created by students and are student run clubs/organizations.
2. The student interested in starting the club/organization must complete the New Student Club Proposal form which is located on the Student Life website.
 - a. The student is required to submit the following information on this form:
 - i. Name of club/organization
 - ii. The goals and objectives of the club/organization
 - iii. Brief purpose of club/organization
 - iv. Name and contact information of at least one member
 - v. Signatures and student ID #s from a total of four students interested in starting the club/organization
 - vi. Name and contact information of faculty advisor
3. The student must create a constitution for the proposed club/organization. A constitution template will be provided to the student upon submission of the New Student Club Proposal form.
4. The student must submit the constitution and New Student Club form to the Counselor for Student Life in the Office of Student Life. After completing this step, the student should schedule a meeting with the Counselor for Student Life to further discuss the club/organization.
5. The Counselor for Student Life will review the constitution to ensure that the document is complete. If there are any mistakes or missing information, the Counselor will return the document to the student to make the appropriate changes. The student will re-submit any necessary changes to the Counselor for Student Life.
6. The Counselor for Student Life will discuss the proposal with the Dean of Students. The proposal will be approved or denied.
7. Regardless of whether the proposal is denied or approved, the Counselor for Student Life will inform the student of the decision.
8. If the proposal is approved, the club/organization will be assigned to a Student Life staff member to serve as a liaison in the office. A representative from the club will then schedule a meeting with this staff member to review club policies and procedures.
9. Failure to follow any of the standards mentioned above may result in the refusal of funding or even the removal of official club/organizational status within the Office of Student Life.