

## Club & Organization Process

Office of Student Life & Engagement | 540-351-1567 | [engage@laurelridge.edu](mailto:engage@laurelridge.edu)

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### So you wanna become an officially recognized club or organization on-campus?

#### 1) Be a currently enrolled student at Laurel Ridge Community College

#### 2) Meet with a member of the Student Life & Engagement team

- To start a sports club (intramural sport), a recreation club, or esports team, you will meet with the Student Activities & Recreation Specialist, Angie Schroeder. Email [aschroeder@laurelridge.edu](mailto:aschroeder@laurelridge.edu) or call 540-868-7176.
- For all other clubs and organizations, you will meet with the Coordinator of Student Life & Engagement, Chris Lambert. Email [clambert@laurelridge.edu](mailto:clambert@laurelridge.edu) or call 540-351-1567.

#### 3) Get an advisor or sponsor on-board

- The advisor must be a full-time or approved part-time employee member of the faculty or staff at any Laurel Ridge location.
- Your advisor must agree to be involved with your organization by submitting a letter/email to the Coordinator of Student Life & Engagement at [engage@laurelridge.edu](mailto:engage@laurelridge.edu).
- Look for faculty or staff that aren't currently an advisor of another club or organization. This will allow your advisor to focus more on your organization.
- Your choice of an advisor is an important one! It helps if the advisor has an interest in your organization's mission and goals.

#### 4) Hold a meeting to determine student interest

- Set time and date.
- Work with Coordinator of Student Life & Engagement to book a room by e-mailing your request to [engage@laurelridge.edu](mailto:engage@laurelridge.edu).
- Organize information to present at the meeting about your vision for the organization.
- Discuss tentative goals and functions of the organizations.
- Are there similar organizations at other colleges? Search the web to determine this and contact the organization to request information.
- Your advisor/sponsor MUST attend all interest meetings as your club or organization gets started.
- Get names and contact information for those attending.
- Don't forget to schedule another meeting! Do this by trying to have it at a time when most of your group can be there.

#### 5) Develop a constitution

- Your constitution should outline the mission, membership, rules, and officers.
- Using constitutions from other organizations on campus could provide you with a format to work with. A sample constitution can be provided to you.
- Again, using information from other colleges that have the same or very similar organization could be a big help.
- The constitution must be approved by your organization.

#### 6) Elect officers

- The titles, number of positions, and duties of officers should be outlined in your constitution.
- It is highly recommended that a student only be president of one organization at a time!

#### 7) Submit your club or organization to be officially recognized and chartered by the College

- Submit your charter, constitution, and any additional paperwork to the Coordinator of Student Life & Engagement to begin the chartering approval process.
- If everything looks in check, the Coordinator of Student Life & Engagement will present the request for recognition to the Student Government Association (SGA).
- If SGA approves, both the current SGA President and Coordinator of Student Life & Engagement will sign off.
- The Coordinator of Student Life & Engagement will then seek final approval from the College President.
- Once final approval is received from the President, the Coordinator of Student Life & Engagement will contact the club/organization advisor and student president to notify them of their official status.