

## How to Form a Student Club

Whether you are a new student club or a returning student club, you will need to submit application paperwork to the Director of Student Life and Student Senate to become a recognized student club for the year. Student Senate is responsible for the approval of all club applications and is the body which recognizes all student clubs and organizations at Normandale Community College. You will need to have a minimum of 8 members to have your club approved by Student Senate.

To create a recognized student club, you will need to follow these steps:

1. Submit the following to the Campus Events Assistant or Zone (K1425) Front Desk:
  - a. Club Application (including club member roster, main contact person, and signed club expectations)
  - b. Member participation waivers
  - c. Club constitution and bylaws (both optional) – If you are affiliated with a national organization, you also need to submit a copy of the national organization’s constitution and bylaws.
2. Once your paperwork is complete, the Student Life staff will review your club paperwork and submit it to Student Senate Executive Board for review and approval.
3. The Campus Events Assistant will work with you to schedule a time for you to come to the Student Senate Executive Board meetings (held weekly) and request formal recognition.\*
4. Send at least one member of the club to the scheduled Student Senate Executive Board meeting, where Student Senate Executive Board will either approve or deny the club application.
5. If approved, schedule a meeting with the Director of Student Life to discuss club information, policies, requesting club dollars (LEAD dollars), and additional information to help you be successful as a student club.\*\*

\*For Honor Societies: No Honor Societies may induct members without first being a recognized club.

\*\*If the club application is denied, the students may submit an appeal in writing to the Director of Student Life and a final decision will be made by the Dean of Students within two weeks of the appeal being submitted.

If you have any questions during this process, please feel free to stop by the Zone (K1425) or by the Student Life staff offices and we can help!