



Dickinson State University

Campus Activities

Process for Creating a New Club/Organization

Students at DSU are welcome to organize and join clubs or organizations to support their common interests. Clubs/Organizations wishing to be affiliated with DSU must form and operate in compliance with university policy. The following are guidelines relating to the formation and operation of student clubs/organizations.

- I. Student Club/Organization Recognition Procedure
 - A. Students seeking to form a recognized student club/organization should contact the Dean of Students for information and instructions on how to proceed.
 - B. New groups wishing to organize must file an Intent to Organize document with the Dean of Students. The Dean of Students MAY grant temporary (or pending) status to groups awaiting formal approval and recognition, allowing the following:
 1. Temporary right to reserve university facilities,
 2. Temporary right to publicize meetings, and
 3. Temporary right to attract membership.
 - C. Within thirty (30) working days of completing the Intent to Organize document, the group must submit:
 1. 10 copies of its constitution, and
 2. Name, email address and phone number of faculty/staff advisor.
 - D. Student Senate will review the constitution and advisor information.
 - E. Student Senate will vote to determine if the group shall be approved and recognized.
 - F. Once a club/organization has been recognized, it must maintain that status by registering with the Office of Campus Activities within the first 15 working days of the fall semester EACH year.
 1. Registration is completed each year by presenting the Office of Campus Activities the following documents:
 - a. current copy of club's/organization's constitution,
 - b. roster of ACTIVE members, to include names, EMPLID numbers, and DSU email address,
 - c. name, email address and phone number of advisor, and
 - d. completed and signed copy of the Advisor Contract.