



## Student Organization Recognition Packet for New Organizations

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WELCOME JAGUARS!!

The office of Student Life and Engagement is committed to providing innovative programs to help students get involved on campus to develop leadership skills and pursue common interest through experimental learning.

Even with over 200 organization, there is plenty of room for more.

Whether your organization is a new organization, or an organization that is being re-established on campus, the Office of Student Life and Engagement is here to assist you.

### Contact Information

Office of Student Life and Engagement  
Jaguar Activities Center (JSAC)  
1<sup>st</sup> and 2<sup>nd</sup> Floor,  
Suites 127, 204 & 221

Office Hours  
Monday – Friday  
8:00 AM – 5:00 PM

Phone Number  
706-731-7039

Email  
[STUDENTORGS@AUGUSTA.EDU](mailto:STUDENTORGS@AUGUSTA.EDU)



## Process of Starting a New Organization

1. Check the Student Orgs webpage to be sure the organization you want to create does not exist on campus
2. Select Advisor
3. Write Constitution and By-Laws
4. Complete Registration Packet (this packet)
5. Email completed packet to [STUDENTORGS@AUGUSTA.EDU](mailto:STUDENTORGS@AUGUSTA.EDU)
6. Student organization office will follow up with next steps which are:
  - a. Completing Organization Registration Form on JAG Life (link will be provided)
  - b. Attending Student Organization Training

Find more information about this process on our website:





## Student Organization Recognition Packet

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Completed Information Packets Include:

- **Student Org 101 Form:** This form provides a detailed summary of the organization's mission, purpose, meeting times, member expectations, and contact information
- **Purpose of Student Organization:** This provides the purpose of organizations at Augusta University.
- **Role of the Advisor Form:** The form provides the president with information on the selection of an advisor
- **Advisor Agreement Information:** This form acknowledges awareness of the advisor's roles and expectations and the advisor's agreement to serve as the advisor for the organization
- **Constitution and Bylaws Form:** This form acknowledges awareness in the purpose of an organization's constitution and bylaws
  - A copy of the constitution and bylaws can be uploaded to the organization's profile on JAG Life

## Purpose of Student Organizations

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- **To support the University** – Student organizations support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University Community, and are obligated to contribute to the scholastic attainment and general development of the individual student.
- **To support the students and compliment the curriculum** – Student organizations offer the individual an opportunity to broaden their environment. Skills and experience obtained through membership in student organizations serve as valuable supplement to the formal curriculum. An active, involved student is a successful student. Through participation in activities and student organizations, students can complement the classroom curriculum with related experiences.
- **To offer beneficial outcomes** – Students form relationships with other students with similar interest, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking and more. Student organizations help create a sense of community and spirit on campus.



## Student Org 101 Form

New organizations must provide the following information

Organization' Name: \_\_\_\_\_

President Name: \_\_\_\_\_

President's Augusta University Email: \_\_\_\_\_@ augusta.edu

President's Phone Number: \_\_\_\_\_

Co-President Name (If applicable): \_\_\_\_\_

Co-President Augusta University Email: \_\_\_\_\_@augusta.edu

Co-President's Phone Number: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Augusta University Email: \_\_\_\_\_

Purpose of the organization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Membership Expectations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Signing below indicates that the information listed above is accurate*

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
President Name Printed

\_\_\_\_\_  
Date



## Role of the Advisor

**All student organizations must have an advisor.**

**It is preferred to have a faculty/staff member of Augusta University serve as an advisor.**

**Graduate Assistants and Student Assistants are not eligible to serve as advisors.**

**Advisors are appointed or assigned for one academic year but are encouraged to continue advising from year to year.**

### SELECTING YOUR ADVISOR

- As a group, discuss your expectations of an advisor
- Consider finding someone who will take the role of an advisor seriously and have the time to devote to the needs of the organization
- Consider someone who shares the same interest of the organization or someone who has knowledge of the goals the organization is aiming towards
- If your organization is departmental, try to find someone in that department to be your advisor
- Bring this hand out and the Advisor Agreement form to your potential advisor so he/she can understand the role of an advisor
- Allow the person a reasonable length of time to consider the decision
- Once the person has agreed to be your advisor, he/she must complete the online Advisor Orientation in order to complete the student organization recognition process.

### ROLES AND EXPECTATIONS OF ADVISORS

- Guide the organization in accordance with the purpose and ideals of Augusta University and the organization
- Assist the organization in setting realistic goals and objectives
- Assist in the orientation and training process for new members and officers
- Counsel and advise officers and members
- Regularly attend organizational meetings, events, and activities
- Ensure the organization is following Augusta University policies and the procedures established by the Office of Student Life and Engagement
- Stay abreast on policy changes and share those changes with members
- Assist students in maintaining balance between the academic and co-curricular aspects of student life
- Be enthusiastic about the organization and Augusta University

*Signing below indicates you the requirement to have an advisor and you understand the role and expectations of an advisor.*

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President Signature

President Name Printed

Date



## Role of the Advisor

**Augusta University requires that each recognized student organization have an advisor, preferably a faculty or staff member with Augusta University.**

### ROLES AND EXPECTATIONS OF ADVISORS

- Guide the organization in accordance with the purpose and ideals of Augusta University and the organization
- Ensure the constitution and by-laws uphold the University policies and have the required sections regarding membership, officers and advisor in the exact language indicated on the Constitution and By-Laws Form.
- Assist the organization in setting realistic goals and objectives
- Assist in the orientation and training process for new members and officers
- Counsel and advise officers and members
- Regularly attend organizational meetings, events, and activities
- Ensure the organization is following Augusta University policies and the procedures established by the Office of Student Life and Engagement
- Stay abreast on policy changes and share those changes with members
- Assist students in maintaining balance between the academic and co-curricular aspects of student life
- Be enthusiastic about the organization and Augusta University

### Student Organization Information

Name of Student Organization \_\_\_\_\_

President's Full Name \_\_\_\_\_

### Advisor Information

Advisor's Full Name \_\_\_\_\_

Campus or Work Phone \_\_\_\_\_

Campus or Work Email \_\_\_\_\_

Department \_\_\_\_\_

*Signing below, affirms your understanding the expectations outlined in the Augusta University Student Organization Advisor Agreement and your willingness to serve in the role of the advisor to the student organization named above.*

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Advisor Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
President Name Printed

\_\_\_\_\_  
Date



# Constitution and Bylaws Agreement Form

**All recognized student organizations at Augusta University are required to create a set of constitution and by-laws. A sample constitution is available on the Augusta University Student Life webpage.**

## STEPS FOR COMPLETION

- If you are new organization, visit the Student Life webpage to utilize the sample constitution and by-laws as a guide
- **In addition to other sections, ALL constitutions must include the following sections in the exact language:**

### **MEMEBERSHIP**

- Membership in the organization shall be open to all students regularly enrolled at Augusta University and students interested in furthering the purpose of the organization. Each regular member has equal rights and privileges
- The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age. Gender, gender identity, marital status, citizenship, sexual orientation, or disability.
- (Alternate Section for social fraternities, sororities or other university living groups, which may permit gender membership limitations) Eligibility for membership or appointed or elected student office positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.
- The organization shall make every effort to prohibit its members and officers from engaging in acts of hazing or committing any act that endangers the safety of its members or others.

### **OFFICERS**

- The President shall complete the annual student organization training by SLE. Once completed he/she can make reservations through the Event Management System (EMS). ◦ To be eligible for and to hold office, candidates must be currently enrolled for the semester.
- Positions shall be open to all members who are currently enrolled. (Organization can decide on other variables such as attendance, past positions held, etc.)

### **ADVISOR**

- The organization shall elect/appoint an individual employed as a faculty or staff member by Augusta University to serve as the University advisor to this organization. Graduate Assistants and Student Assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified on an academic year basis or until their successor has been selected.
- Be sure your President and Advisor agree to the terms of the constitution and by-laws and signify by signing the final page of the constitution
- Adhere to the policies of Augusta University, the procedures of the Office of Student Life and Engagement and your organization's constitution and by-laws.

*Signing below indicates your organization has a constitution and by-laws that meets the requirements for student organization recognition.*

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President Signature

President Name Printed

Date



# Student Organization Training

All recognized student organizations at Augusta University are required to attend Student Organization training.

*Presidents will be able to sign- up for training after the packet is submitted.*

## Topics Covered in Student Organization Training:

- ✔ Overview of Student Orgs
  - Expectations
  - Benefits of Recognition
  - Student Organizations' Rights and Responsibilities
  - Augusta University Policies – Student Code of Conduct
- ✔ Requirements and Use of JagLife (Presence)
- ✔ Reserving Space on Campus through EMS
- ✔ Hosting Events on Campus
- ✔ Marketing Opportunities for Student Org Events
- ✔ Budgets and Funding for Student Orgs
- ✔ Collaborating with other Organizations
- ✔ Jaguar Leadership Program
- ✔ President's Round Table
- ✔ Student Organization Awards
- ✔ Additional Resources

*Signing below, affirms you will attend the Student Organization Training*

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President Signature

President Name Printed

Date





## For Office Use Only:

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Organization Name: \_\_\_\_\_

President Name: \_\_\_\_\_

Co President: \_\_\_\_\_

President Email: \_\_\_\_\_ @augusta.edu

Co-President Email: \_\_\_\_\_ @augusta.edu

Advisor Name: \_\_\_\_\_

Advisor Email: \_\_\_\_\_ @augusta.edu

Completed Registration Packet:

Yes

No

Sent JAG Life Organization Registration Form:

Yes

No

Completed Jag Life Registration Form:

Yes

No

Office Personnel: \_\_\_\_\_

Date: \_\_\_\_\_