Starting a New Club or Organization

The first step to starting a new campus organization is to do a little research, exploring whether a similar organization already exists. With over 60 clubs & organizations there are many areas of interest already being met. Should you believe there is still a need for an additional organization, students should follow the steps below.

STEP #1
Submit an online proposal outlining the purpose and ideals of the organization as well as the rational for this new organization. Included with this proposal should be a list of proposed programs for the upcoming semester or academic year. This form can be found in Vikings Engage.

- Have a total of at least six (6) ECSU students who are committed to being members of the organization. Record the students’ names, e-mails, student ID # and telephone numbers to include in the proposal and or registration form.
- Find an ECSU faculty or staff member who is willing to serve as an advisor to your organization. Remember, this person must be full-time and have an @ecsu.edu e-mail address!
- Write a constitution and include local by-laws if the constitution is for a national organization.
- Select officers or a leadership group for the organization. Each organization must have at least four (4) student officers. All officers must be in good standing with the University and enrolled as full-time students with a minimum 2.5 cumulative GPA. When using a leadership group, the organization must have elections within its first two meetings after getting approved.

STEP #2
Submit the completed proposal with the above items for review. Your proposal will be reviewed, and a recommendation made whether to establish the organization or not. A meeting between the organization, the advisor, and officials from Student Engagement and Leadership may be required to review the proposal.

STEP #3
If the proposal is approved, the president and advisor will be notified via email of the decision. At that time the organization is responsible for completing the process of becoming a recognized student organization.

STEP #4
Student organizations which are approved, recognized and registered on the campus of ECSU are required to attend and participate in Council of Presidents (COP) meetings and events. The COP usually meets once a month at a designated time and location.

STEP #5
Read the Club & Organization Guide so you can understand what the rights, procedures and expectations are associated with having a student organization at ECSU. It is essential that the organizational president and advisor understand the rules and policies relating to student organizations by reading this handbook or consulting with the Office of Student Engagement and Leadership or officers of the COP.

Proposals for new organizations are accepted year-round and reviewed for processing once a semester. Although proposals and packets are accepted year-round, please note that it may take up to 30 days to review, evaluate, and respond to the proposal. Once the proposal is approved for the establishment of the organization, the president and advisor will be notified and must complete the registration process.