Office of Student Development, Leadership & Activities
Steps for Starting a New Student Organization

**Step 1: Intent to Organize**

*Membership Criteria:* Students must be enrolled in at least six credit hours at NLC with at least a 2.0 GPA (Grade Point Average). Students can be cross enrolled through SAC & NLC.

Complete the Intent to Organize form and submit it to the Student Development, Leadership & Activities Office (STCM 131) for approval. An approved Intent to Organize form provides you with organizational privileges for sixty (60) days. These privileges are listed in the Intent to Organize form.

**Step 2: Meet with the Associate Director of Student Success**

At this meeting, you will be informed on the policies and procedures applicable to all student organizations at NLC and discuss the support available to the organization. The Registered SO Application, which includes an officer form, membership list, role of the advisor and the account set-up application, will be given to you at this time. You can make an appointment with the Associate Director of Student Success through email at nlc-student@alamo.edu or by calling (210) 486-5404.

**Step 3: Complete Registered SO Application**

Within the sixty days of receiving an approved Intent to Organize, complete the forms in the Registered SO Application. As part of this process, you must secure the names and email addresses of at least 10 currently enrolled at SAC, NLC or SAC @ NLC students who agreed to be members of the proposed organization.

- **Club Advisor**
  - All student organizations must have a Full-Time NLC faculty/staff advisor. You must have the advisor's name and signature on the advisor form found in the Registered SO Application.

- **Constitution**
  - Each recognized student organization at NLC must have a constitution which defines its structure and operating procedures. The constitution must be submitted to the Office of Student Development, Leadership & Activities as part of the recognition process. If your organization is affiliated with a local, state, or national organization, make sure you include their constitution when you submit the recognition packet. You can download a Constitution Template here to help you get started or pickup a copy in STCM 131.

**Step 4: After completing Registered SO Application**

The Registered SO Application must be completed and submitted to the Associate Director of Student Success for review and approval no later than October 1st and/or March 1st of the Fall and Spring semesters.

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Trainings will be held online throughout the semester for Northeast Lakeview College. All student officers and advisors must complete the online modules every academic year. Please submit a copy of your certificate to the Associate Director of Student Success through email at nlc-student@alamo.edu or deliver a hardcopy to STCM 131.

Once your registered student organization packet is submitted and online training is confirmed, the Associate Director will forward your packet to the Office of the Vice President of Student Success for approval. Once approved, an official recognition letter from the Student Development, Leadership & Activities Office will then be sent to you. Your organizational revenue (agency) account number will be sent as soon as it has been processed by the District Accounting Office. You will be recognized for the academic year and must register each semester (at the beginning of Fall and/or Spring semester) to maintain "active" recognition status.

All officers must be actively involved in and attend the Officers Roundtable monthly meetings held every first Friday of each month (September-December & February-May) at 1pm in the STCM 201 Theater. Before starting the process of registering a new student organization, students should check the Student Development, Leadership & Activities website for the current list of active student organizations. Student organizations with a duplicate purposes or functions to those already in existence will not be approved.

Privileges of Clubs/Organizations

1. Use of certain college facilities for meetings and events.
2. Register fundraising activities on campus within established guidelines.
3. Receive full or partial funding for specific events through the Student Services Fee Advisory Committee.
4. Receive a student agency account for your organization.
5. Use of designated bulletin boards for publicity.
6. Recruit membership on campus.

Your Responsibilities

Recognized student organizations and their members represent the College and they have a responsibility to conduct themselves in such a manner as to give a favorable impression of Northeast Lakeview College to the public and to fellow students. In exchange for the advantage of having these privileges, the following minimum standards are required for all recognized student organizations:

1. Student organization policies must be consistent with Alamo College policies, purposes, and regulations, including regulations involving non-discrimination and hazing.
2. Select and maintain an authorized advisor from the NLC faculty or staff.
3. Schedule all social functions and meetings according to the approved procedure for scheduling events.
4. Maintain an active program and fulfill the purposes stated in the organization's constitution.
5. Assume responsibility for clean-up after on-campus events.
6. Submit to the Student Development, Leadership & Activities Office an accurate membership roster and list of officers and advisors at the beginning of the Fall & Spring semesters; and at other times if you have new officers or changed your club advisor.
7. File a copy of the most recent revision of the organization's constitution and bylaws in the Student Development, Leadership & Activities Office (one copy of the national constitution must also be on file in the case of national affiliation).
8. All officers and a majority of the members must be currently registered students taking classes at NLC. Insurance coverage is extended to NLC (NLC & SAC) students only.