New Student Club Registration Process

Students interested in starting a new student club must follow the outlined process established by the Center for Student Involvement.

About the New Club Registration Process:
The new club registration process is developed to ensure accountability and transparency in all Center for Student Involvement recognized clubs, and to provide the university community an accurate listing of active student organizations for the academic year. Recognition does not mean the university supports or adheres to the views held or the positions taken by recognized student organizations.

The organization and its officers are responsible for all programs, actions, or commitments made on behalf of their organization, including their debts. AU is not liable for debts incurred by the student organization. Responsibility for any action which violates federal, state, local laws and ordinances or university policies is assumed by the individual group’s officers and members.

The Center for Student Involvement will host two new club registration submission periods:
Dates TBA  New Club Recognition for Fall 2021 semester

Below are the steps for obtaining student recognition with the Center for Student Involvement:

STEP 1: Attend a New Club Open House with CSI and the AU Club Council (REQUIRED)
Join the CSI and AUCC team as they provide the overview for successfully establishing a club at American University.
1. New Club Recognition Process
2. Creating a Constitution
3. Meet the AU Club Council

STEP 2: Submit your New Club Registration via Engage
1. Log into Engage using your AU username and password (https://american.campuslabs.com/engage/)
2. Under ‘Forms’ find the CSI New Club Registration form

Interest Groups must submit the following information:
-- Name of Organization
-- Primary Club Contact representative
-- Purpose of Organization (100 words)
-- Submit a club constitution (Review the sample AU Constitution)
-- Identify a Faculty or Staff club advisor
-- Submit a complete roster of officers and members.
(Each club must have a minimum of eight (8) members, with two (2) of those members consisting of a president, and treasurer. The Club constitution must identify all additional leadership positions for your proposed club. Executive board members must have a 2.5 cumulative GPA and be in good disciplinary standing to be eligible)

Additional Questions for New Club Recognition:
How will the organization benefit the AU community?
What types of programs does your proposed club plan to host?
How will participation in this organization aid in the personal growth and development of its members?
What is your club’s plan for sustainability beyond the annual recognition cycle?

STEP 4: Club Submission Review

CSI will review your submission at the end of the open application period for approval/ follow-up/ or denial.

Recognition decisions for interest groups consider the following criteria:

To be eligible for recognition, student organizations must meet the following criteria:

- **Comply with all applicable American University policies** as identified in the Code of Conduct and within the Center for Student Involvement
- **Distinct mission**: Demonstrate non-duplication of a mission or purpose of previously recognized AU student organization.
- **Mission driven, not event driven**: Mission driven organizations aim to serve a community need, assist in community improvement and/or increase campus life involvement. Mission driven clubs are built around a topic and uses their mission statement to clearly define that need as well as its path to a solution.
- **Clear Goals and Objectives**: All eligible student organization must articulate objectives and goals, which include:
  - Stated club goals, proposed projects
  - Identify a leadership structure that includes roles and responsibilities
  - A clear indication that all programming initiatives are student run and student led,
  - All programming initiatives are AU student focused
- **Adherence to the AU non-discrimination policy**: American University student organizations shall not discriminate in membership based on true or perceived race, color, culture, religion, faith, national origin, age or student status, class, caste, sex, gender, sexual orientation, gender identity and expression, disability, citizenship, personal appearance, marital status, veteran status, student status, family responsibility, political affiliation or source of income, or any other basis under international, federal, or local law.
- **Good Stewards of AU resources**: Demonstrated need for recognition based on benefits provided to student organizations by the Center for Student Involvement. Ensure attendance at all required CSI resource training sessions and leadership development for executive board leaders.

CSI will use the following criteria in making their decision:

- What are the risks associated with your activities?
- Does a similar club to the proposed idea already exist?
- Has the proposed organization met the minimum requirement for recognition?

STEP 4: Club recognition approval/denial

Upon approval decision, your club e-board will:

1. **Populate your club’s Engage page**
   a. Add and confirm all (8) student members to your roster
   b. Add E-Board positions to your roster
   c. Add and confirm your faculty/staff advisor to your roster
   d. Upload your constitution to documents section
e. Add club contact information
f. Add a photo and description

2. **Schedule a meeting with your AU Club Council Consultant.**
   a. Club Consultants will support e-board planning for:
      i. How AUCC supports undergraduate student clubs
      ii. Event Planning for their first active semester
      iii. AUCC budget request process

Upon denial decision, interest groups can submit an appeal to the Director of the Center for Student Involvement within 10 days of receiving the denial message.