

# Starting a new Organization

## Things you need to prepare and turn into the SGA Club Coordinator or Director of Student Activities:

- A filled out copy of the Club Registration Form - blank copies can be found in Student Activities or the SGA office
- A list of at least 5 CURRENTLY ENROLLED Hollins students who will be members of the club
- A preliminary version of a constitution
  - A first draft must be sent to the Club Coordinator/DSAO. They will recommend changes and send it back for revision. Once a final version is established, the Club Coordinator will bring all documents to Senate for approval. Once approved, the club is recognized.

## Once recognized, each club must:

- Hold at least one event per semester and turn in a Post Event Evaluation (PEEF)
  - Event should be open to everyone from Hollins, be widely publicized on campus, hosted in an open location, last at least 2 hours, and have an attendance of at least 5 non-club members.
  - Literary Magazines do not need to host an event, but must show that they are working to accept submissions from the Hollins community.
- Send an end of the semester report to the Club Coordinator outlining how the semester went.
  - These are due before the final senate meeting of the semester and can be as short as a paragraph.
- Turn a monthly ledger to the SGA treasurer. More on this below.
- Host at least one fundraiser a year. Work with the DSAO to make sure it complies with Hollins policy.
  - This does not apply to literary magazines, but they can host a fundraiser if they would like.
- Attend weekly Senate meetings. If your representative cannot make it, a proxy/sub should be sent.
  - If a club misses 2 meetings, a warning will be sent to the Club President on record. After 3, the President of the club must meet with the Club Coordinator to discuss future steps or deactivation proceedings will begin.
- Clubs MUST attend the Fall/Spring Club Fairs and the Club Orientation in the fall.
  - A 5% reduction in budget will be taken per event for non-attendance at fairs or other mandatory events as set by the Club Coordinator. A 20% reduction will be issued for non-attendance at Club Orientation.

## Financial Ledgers:

- These documents are due to the SGA Treasurer **EACH month** September- projected May. You should take the ledger provided by the Business Office which will appear in your box in the SGA Office and make sure your budget is balanced. If a copy from the business office is unavailable, one MUST still be turned into the Treasurer. 5% of your budget will be reduced each month a ledger isn't turned in.

## Other Things to Know:

- According to the SGA constitution, clubs must be active for one semester before they can petition SGA Treasury Board for funding.
- If at any time leadership changes in a club, a new Registration Form listing the new officers should be turned in.
- Budget hearings take place in the spring semester. If a club does not attend their budget hearing, they will be unable to petition for funding in the fall semester.

**club@hollins.edu - studentactivities@hollins.edu - 540-362-6986**  
**Office of Student Activities and Orientation - #9, Upper Moody**