Gwynedd Mercy University  
Office of Student Activities and Leadership Programs  
Division of Enrollment and Student Services

How Do I Start a Club/Organization at GMercyU?

Students interested in forming an organization must follow the steps below. Recognition forms are available in the Student Activities Office and on the website. In the instance that an organization is created in the middle of an academic year, the respective organization must submit a completed registration form within a time period negotiated with the Office of Student Activities and Leadership Programs.

Step 1: Coordination
A. Select a name for the organization.
B. Identify a Gwynedd Mercy University faculty, staff, or administrator to serve as the Advisor.
C. Identify club officers, plus 5 additional Gwynedd Mercy University students with a common interest in the club purpose.
D. Write a clear set of Bylaws/Constitution for the prospective club/organization. (Your proposed Advisor and the Office of Student Activities and Leadership Programs can offer assistance.) See the “How to Write a Bylaw/Constitution” section.

Step 2: Request Recognition
A. Complete a “New Club/Organization Recognition” packet from the Office of Student Activities and Leadership Programs which requires prospective organizations to submit:
   - one paragraph description of the prospective organization
   - Website description of organization
   - a clear set of Bylaws/Constitution for the prospective organization
   - names and contact information for the officers, membership, and Advisor
   - Request for Student Government Association affiliation and funding
   - Possible workshops/training you would like the University to provide for your club/organization.
B. Submit the completed packet to the Office of Student Activities and Leadership Programs, which is located on the 2nd Floor of Waldron Center.

Step 3: Review and Approval
A. Schedule a meeting with the Director of Student Activities and Leadership Programs to review the completed new organization recognition packet
B. Once the Bylaws/Constitution and the recognition packet are approved, the organization will be officially recognized by the University and has all the privileges listed under the “Rights & Privileges of Recognition” in the Clubs/Organizations Manual.
C. Feel free to meet with a staff member from the office of Student Activities and Leadership Programs at any time with questions, concerns, or guidance throughout the creation process.

Please return all materials to the Student Activities Office:  
Waldron Center, 2nd Floor  
studentactivities@GMercyU.edu  
Like us on Facebook!
We, the undersigned students, hereby petition the Student Activities Office of Gwynedd Mercy University to recognize:

**Organization’ Full Name:** __________________________________________________________

Membership in this organization shall be open to all students regardless of race, creed, religion, national origin, or age who are in good disciplinary and academic standing. Activities of this organization shall be in accordance with the mission of Gwynedd Mercy University, the policies and procedures of the University, and the policies and procedures of the Student Activities Office.

**Proposed Officers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>President</td>
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<tr>
<td></td>
<td>Vice President</td>
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<td></td>
<td>Treasurer</td>
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<td></td>
<td>Secretary</td>
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**Membership List**

The sole purpose of the membership list is to determine student interest in the proposed student organization. Proposed organizations should have at least five members before considering being recognized by the Student Activities Office.

_________________________________  __________________________________
_________________________________  __________________________________
_________________________________  __________________________________

**Purpose of Club/Organization (be specific):**

____________________________________________________________________

____________________________________________________________________

**Advisor Information (must be a faculty/staff of GMercyU):**

Name & Title ___________________________________________ University Department

Phone Number ___________________________________________ E-mail Address

**How often will the organization plan to meet (monthly, weekly, etc.)?** ______________________

Day ___________ Time ______________ Location __________________

**Application submitted by:**

Name & Title: ___________________________________________
Phone number: __________________________  E-mail: __________________________

What are some workshops/trainings you would like the University to provide for the student organizations?
________________________________________________________________________
________________________________________________________________________

Description of organization:
(Why would you like to start this club/organization? What kinds of events/activities does the group plan to do?)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Website Description of Club/Organization:
(Information you want about your group on the GMercyU website.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Bylaws/Constitution:
Attach a copy of the organization’s Bylaws/Constitution (see the “How to Write a Bylaw/Constitution” section).

Student Government Association Affiliation:
The Office of Student Activities and Leadership Programs encourages student clubs/organizations to be associated with the Student Government Association.

☐ Yes, please have SGA send us further information (refer to the Clubs & Organizations Manual and/or SGA Constitution for additional information). Affiliation with SGA is required to receive an operating budget.

☐ No, we are not interested in SGA affiliation at this time. Please indicate why you are not interested in SGA affiliation.
________________________________________________________________________
________________________________________________________________________

Commitment Statement:
As representatives of the above student organization, we hereby commit to upholding our bylaws and acting in accordance with the policies and regulations as listed in the University Student Handbook and the Clubs/Organizations Manual. In addition, we agree to promote leadership development and collaboration within the student organization.

Signature of Applicant  Date  Signature of Advisor  Date
Signature of Director of Student Activities  Date  ( ) Approved  ( ) Rejected