



Student Club/Organization Checklist

This checklist is a tool for new and continuing student clubs/organizations to make sure they have completed the necessary requirements/documents to start/continue a student organization at the College of Law. All requirements/documents below must be completed PRIOR to the recognition of the club/organization by the COL.

- ❖ *Continuing* clubs/organizations must have these requirements completed and emailed to [Jennifer Perez](#) in Student Affairs before the start of the Fall Semester to be recognized for the academic year in which they wish to be active.
- ❖ *New* clubs/organizations must have these requirements completed and emailed to [Jennifer Perez](#) in Student Affairs before the start of the semester in which they wish to be active.

Club/Organization: _____

Academic Year: _____

- Constitution and Bylaws, with provisions for:
 1. The official name of the organization
 2. A detailed declaration of purpose(s)/goals
 3. The criteria for voting membership
 4. The duties and privileges of membership
 5. The frequency of meetings
 6. The officers, their duties, and authority
 7. Executive Cabinet Officers must be an enrolled student at the COL for the entirety of the elected term/academic year
 8. Selection and removal of officers
 9. Organization’s decision-making (including a definition of quorum, the procedures for expenditures, and the procedures for payment of debts)
 10. The procedure for establishing committees and their authority
 11. An amendment process
 12. A faculty advisor (all organizations must have a law faculty advisor on record)
 13. Dispersal of funds and assets if the organization ceases to exist
- Student Club/Organization Faculty/Staff Advisor Agreement
- Student Organization Officers and Advisor Form
- Student Clubs/Organizations Membership Roster (new organizations must have at least 10 members)
- Organization’s mission and vision statements (COL specific)
- Biannual Reporting with supporting documents (calendar of events, Pre/Post Evaluation, accounting statement, etc.)
- Other relevant information (i.e. parent organization information)

Prepared by: _____

Email: _____

Verified by:

Organization President/Representative

Date

Advisor

Date