

## How to Start a New Student Group

All students wishing to start a new student group or organization within the Johns Hopkins University School of Nursing (JHUSON) should follow these guidelines for approval:

1. Set up initial meeting with JHUSON students to discuss the mission and goals of the new group to determine the level of student interest. Prospective SON student groups must have no fewer than 5 **active** SON members to be considered for approval.
2. Submit a Request for Approval form and draft a Mission Statement, addressing the goals and desired outcomes of the group and *distinguish the group from other existing SON groups and organizations*.
3. Have a faculty member confirmed to serve as adviser to the group.

Please note that any JHUSON student group or organization must abide by the following:

- Must be not for profit or for personal gain of any individual.
- Must be open to all persons of the SON community without regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or handicap.
- Must avoid duplication of purposes, goals and activities with other organizations.
- Must avoid hazing activities as defined by the Johns Hopkins University Hazing Policy.
- Participation in a group must be voluntary and members have the right to disassociate with a group at any time without prejudice.

Once approved, student groups should prepare to elect officers who will assume leadership roles within the group. JHUSON student group officers must be enrolled at the JHUSON as a student in good academic standing at the time of nomination and must remain in good academic standing throughout their term in office. (Students considered to be in good academic standing possess a GPA of 3.0 or greater).

*Student groups must have at least the two leadership roles at all times; a president and financial officer.* It is important that the contact information remains accurate throughout the year. Should your group or organization change leadership, *you must inform the Office of Enrollment Management & Student Affairs.*

Groups affiliated with an external organization, such as a national organization or professional society, must submit a copy of the constitution, articles of incorporation or other governance documents of the external organization for review. In all cases, University policies and regulations supersede those of the external organization.

A student group or organization will not be able to use the Johns Hopkins University name, reserve space or access a student account until approval is granted. A group may be approved at any time during the academic year.

***What to do after your group is approved:***

1. Become familiar with guidelines and policies for all JHUSON Student Groups and Organizations.
2. Elect the two required officers, president and financial officer, and submit their contact information.
3. Finalize and submit the group's constitution and bylaws.
4. Meet with staff in the Office of Enrollment Management & Student Affairs to review goals, activities and budget for the year.

## **Request for Approval of New Student Organization**

Date:

Proposed Name for Organization:

We, the undersigned, submit this letter of intent to organize the club named above.

Primary Contact:

Phone:

Email:

Second Member:

Phone:

Email:

Third Member:

Phone:

Email:

Fourth Member:

Phone:

Email:

Fifth Member:

Phone:

Email:

Additional Members (list names & emails):

Faculty Advisor:

Phone:

Email:

## **Officers**

*All student groups are required to have at least a president and a financial officer. If officer elections will take place after club is approved, please submit this information as soon as elections have taken place.*

President:

Phone:

Email:

Financial Officer:

Phone:

Email:

## **Mission Statement**

**Primacy Contact's Signature:**

**Date:**

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FOR OFFICE USE ONLY

*Request for Approval:* Rcvd: \_\_\_\_\_ Signed: \_\_\_\_\_

*Mission Statement:* Rcvd: \_\_\_\_\_ Signed: \_\_\_\_\_

*Budget:* Rcvd: \_\_\_\_\_ Signed: \_\_\_\_\_

*Officers:* Rcvd: \_\_\_\_\_ Signed: \_\_\_\_\_

*Faculty Advisor:* Rcvd: \_\_\_\_\_ Signed: \_\_\_\_\_

*Approval:* Rcvd: \_\_\_\_\_ Signed: \_\_\_\_\_