

# Student Organization Basics

Office of Leadership and Engagement



# Office of Leadership & Engagement



# Student Organization Manual

**Read the manual!**

@ [nau.edu/clubresources](https://nau.edu/clubresources)

There is a high likelihood, the manual will answer your questions.

**350+**

**Student Clubs/Orgs/  
Chapters at NAU**

**7,700+**

**Events held  
in 2023-2024**

We're aiming for 100% student involvement, and we'd love to have you help us achieve this mission.



# Minimum Requirements

When trying to meet current requirements, use the registration and constitution guides & follow the checklist for quick approval!

## ROSTER

- Minimum of 5 active student members
- Minimum of 2 officers that are full-time students with a cumulative GPA of 2.0+

## CONSTITUTION/ BY-LAWS

- Easy-to-read document for members
- Non-discrimination, compliance, and contingency statements
- Removal process for officers and members

## OTHER

- 1 full-time faculty/staff advisor employed at NAU for 2+ years
- 2 officers as Microsoft Teams contacts
- Attendance to required trainings & meetings



# Student Organization Annual Re-registration (SOAR)

Every Spring semester beginning in April, all organizations are required to submit a form indicating their interest in remaining active in the following school year.

To prepare throughout the year, consider the following recommendations:

**Keep your constitution and by-laws up to date!**

**Keep an accurate and updated roster in True Blue Connects.**

**Plan to hold elections before April 1<sup>st</sup>!**  
(when SOAR opens)



# Organization Resources

- **Student Organization Manual**  
([nau.edu/clubresources](http://nau.edu/clubresources))
- **ASNAU – University Union RM 206**
  - Mailbox
  - Club Headquarters & Club Storage
  - Funding opportunities (appropriations, room reservation fund, travel reimbursement, etc.)
  - & more!
- **ITS**
  - NAU email addresses
- **L&E**
  - Get Involved Lounge
  - True Blue Connects Station
  - Staff

<b>Funding</b>	<b>Brief Description</b>
<b>STAC</b>	Funding high-profile events to the NAU student body
<b>Alumni Thrive</b>	Funding events with alumni presence
<b>Sodexo</b>	Catered food at an event or meeting
<b>Jacks Funder</b>	Crowdsourcing platform through NAU
<b>Concessions</b>	First-come, first serve; Work a stand at a game



# Communication with Orgs

We try to communicate efficiently and strategically with student orgs through the following means:

- **Instagram** @NAUGetInvolved
- **Emails** from [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu)
  - To presidents, primary contacts, and advisors of clubs/orgs/chapters
- **Microsoft Teams**, Student Clubs & Greek Chapters channel

**The most comprehensive and up-to-date communications will come from Microsoft Teams!**

(including deadlines, resources, opportunities & more)

All registered organizations should have a minimum of 3 contacts in the Microsoft Teams channel.



# THANK YOU!

If you have any additional questions, please reach out to [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu) and/or schedule a meeting with staff from the Office of Leadership and Engagement.

