

GETTING STARTED:

Starting a New Graduate Student Organization at Hamline University

Would you like to establish a new graduate student organization on campus? Benefits of having a registered on-campus organization include visibility (i.e. via the Graduate Student Life Office webpage), guidance of a faculty or staff advisor, space reservation, food and catering needs, and interaction with the rest of the Hamline community. In order to initiate the process, please follow the steps below:

- **Research**

- Determine if a similar organization already exists on campus with the same principles.
- Determine if there are others on campus interested in the proposed organization.
- Determine the group's purpose and what kind of activities are to be put into action.

- **Meeting**

- Decide on a date, time and location for a meeting. The Graduate Student Life Office can help you reserve a room, for example the Student Center Lobby.
- At least a week in advance, publicize the meeting via flyers around campus, class announcements, and the Graduate Student Life Office webpage. Please feel free to ask for more suggestions from the Graduate Student Life Office.
- Notify Graduate Student Life, if there are groups of students you want to target for membership.



During the Meeting

- **Have an agenda ready for discussion. It might include the following:**
 - **Welcome**
 - **Introduction**
 - **Ice Breaker**
 - **Sign-in Sheet (requesting contact information)**
 - **Communicate process of becoming a recognized organization at Hamline University**
 - **Brainstorm activities and programs of interest of the Group**
 - **Discuss how often meetings should occur and how Events per year or semester**
 - **Find out who would be interested in leadership roles (i.e., President, Vice President, Secretary, Treasurer, Parliamentarian, Historian, etc.)**
 - **Confirm the group's interest to initiate the recognition process**



- **Registration**

- **Let the Graduate Student Life Office know how the first meeting went and if you want to move forward with becoming a recognized group.**
- **Complete Registration Form and submit to Graduate Student Life Office.**
- **Discuss the rights and responsibilities that go along with being a graduate student organization with coordinator of Graduate Student Life Programs.**
- **Pick up a copy of the Graduate Student Organization Handbook. The Handbook lists a variety of important and useful information needed to be a graduate student organization at Hamline University (i.e. how to reserve a room, assistance with campus publicity, how to plan an event, etc.)**

REGISTRATION POLICY:

Starting and Maintaining a Graduate Student Organization

Beginning and sustaining a recognized graduate student organization starts at the Graduate Student Life Office. Please feel free to contact the office to describe your ideas for the organization you would like to begin. Your group must meet the following criteria:



- **Complete a student organization registration form available from the Graduate Student Life Office.**
- **Not overlap with a similar existing organization.**
- **Provide current registration of the officers as Hamline students.**

Upon acceptance as a registered Hamline University student organization your group may:

- 1. Use university facilities according to established policies for graduate student groups.**
- 2. Publicize in Hamline publications and on the Hamline bulletin boards.**
- 3. Use the consultant and Ombudsperson services of the Student Affairs staff.**
- 4. Establish a Hamline account for charging service and physical plant department bills. Each group is responsible for any financial obligations incurred by any of its members in the name of the organization.**

4. *Con't*

Each group is also responsible to ensure that only members are allowed access to any charge account.

5. Use the name “Hamline University” in the title of the organization.

Revocation of a group’s registered status would only come upon the continued irresponsible use of the benefits listed above. In case of revocation of registration of Hamline University graduate student organization status, the appeal procedure is as follows: Director of Student Activities and Leadership Development, Vice President of Student Affairs.

Risk Assessment: Clubs that have activity with potential risk involved will need to have a special review before becoming registered. These include sports and other recreational activities. Issues involved include liability, funding, space and field use.

No Hamline group may discriminate on the basis of sex, race, age, sexual orientation, handicap, color or ethnic origin.

Faculty or Staff Advisor

Hamline graduate student organizations are encouraged to have a faculty or staff person as an advisor. As organization members come and go, the advisor serves as an anchor to the University community. He or she has knowledge of the organization's past successes and challenges and can help ensure the long-term continuity of the group as student leadership changes. The role of the advisor can vary depending on the organization's needs, but it is important that both parties know what is expected of them and how their role is perceived. It is recommended that an advisor attend at least one organizational meeting a semester and help with training in or new officers. The advisor should be a Hamline faculty or staff member. If you are having difficulty in finding the advisor, contact the Graduate Student Life Office. Advisors serve an important role, assisting with activities as well as with organizational development issues. How active of a role they play with an organization needs to be determined by members of the organization and the advisor themselves.

Contact: Mildred Bynum, Coordinator of Graduate Student Life Programs, Hamline University, Graduate Student Life Office, contact telephone #: 651-523-2515, email: mbynum01@gw.hamline.edu