

Starting a New Student Organization at Augustana University (Updated July 2025)

Below is a checklist for how to start an organization.

- ★ Think about what organization you want to start. Is there a need for it? How does it fit into the [core values](#) of Augustana University? Is there a club with a similar mission already existing on campus? Draft a short short description of your organization's purpose.
- ★ Assemble at least 10 members (it is best if you also have their Augustana email address). These members must be registered students at Augustana University.
- ★ Your organization needs to have a leadership team of at least two students in place. A simple start can include a president and vice-president. You will need the names of these student leaders and their phone numbers.
- ★ Find an advisor. This advisor can be a faculty member, an administrator, or an hourly worker. Think of an advisor that can best help your organization. For example, if you are starting a math club, think about having math faculty members serve as an advisor. You will need their phone number, Augustana email address,
- ★ You will need to have a Student Organization Constitution submitted that is in the format of the [ASA Template Constitution](#). Think of a Constitution as the “what” or “why” of your club. This includes your mission or purpose, membership eligibility, structure, etc. Also in the ASA template are Bylaws. Bylaws describe the “how” and “when” of your club. Important things to include: details about club officer duties, elections and removal procedures, meeting protocols, financial details.
 - Be sure to include the mandatory sections that are marked with an asterisk.
 - Please upload as a .pdf.
 - Pro tip: Don't include names in the constitution; this results in the document becoming outdated very quickly.
- ★ Once you have completed all the steps above you will use this information to complete a new student organization application.
 - To find the application, [click here](#) to see the current list of organizations (be sure to log in with your Augustana credentials). When you see the list of current organizations, there will be a button on the left side of the screen labeled “Register an Organization”. On the next screen, click on the “Register a New Organization” located on the bottom of the page. This will bring you to the registration page.
 - If approved, the person filling out the registration form will be the initial Primary Contact for the new organization.
 - You will need all the information above available.
 - While not required, you may also want to have an organization profile photo, social media information, and organizational contact information (do not provide personal information as this will be public).
- ★ Have questions? Reach out to us at student.engagement@augie.edu.