

## Starting a New Student Activity Group

Before you begin to start your own activity group, look through the current group list to see if there is an existing group that has a similar goal and/or purpose. Student activity groups should not have the same name, mission, or purpose of a currently approved student activity group.

1. Applying for a new Student Activity Group:
  - a. Student Activity Group must have 7 members (this number includes Executive Board positions and faculty/staff advisor) or more.
  - b. Complete the student activity group application form
    - i. Attach a copy of the group constitution (sample can be found online)
  - c. Complete Officer training. Dates for these training meetings will be made available by the Student Activity Group Liaison. For more information about training see below.
  - d. A submitted application through the [Student Life Office](#) will be reviewed by [Student Activity Group Liaison](#). Approval of the student activity group application will need (15) business days for approval. If the application is approved, then the contact will be notified through e-mail. If the application is not approved, then the proposed student activity group will be contacted to resolve any issues noted.
  
2. Re-applying a group annually:
  - a. Active Student Activity Groups must re-apply each year with Student Life.
  - b. The annual reapplication process for the coming academic year will be available beginning June 15 and must be completed by August 15 each year.
  - c. Student Activity Groups will remain active through the summer.
  - d. All Student Activity Groups that have not completed reapplication for the coming year by the closing date of the reapplication process will be deactivated. Deactivation includes: no access to funds and removal from SEBTS Student Activity Group website.
  - e. All Student Activity Groups that have been deactivated can regain active status by completing the annual reapplication paperwork during the Spring cycle (December 15 – January 15)
  - f. Reapplication approval will take (7) business days
  - g. An updated Student Activity Group Constitution will be needed.
  - h. The President from each student activity group must update e-mails and information, as well as any group website.
  - i. Officer training needs to be completed. Dates, times, and locations will be made available by the Student Activity Group Liaison.

## Authority for Application and Approval

- The Seminary reserves the right to submit and approve any student activity group. Student Life serves as the Seminary authorization of all student activity groups and maintains the most current information on each approved student activity group, its officers or authorized representatives, its purpose, and advisor.
- It is the policy of Southeastern Baptist Theological Seminary (SEBTS) that all approved student activity groups should be in total compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations. According to the Kingdom Diversity Initiative put forth by SEBTS, approved student activity groups at SEBTS will not practice any discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from military, or status as a disabled veteran. (Please refer to the [Kingdom Diversity Initiative](#) for more information)
- The responsibility for establishing and enforcing policy concerning student activity groups, including the requirement that they function in accordance with their constitution, is vested in Student Life. All student activity groups are subject to the rules and regulations governing the Seminary, including, but not limited to the [Student Handbook and Southeastern Covenant](#).
- A student wanting to contact an activity group can access that information through Student Activity Groups themselves. Seminary email addresses are provided to each group.
- Student Life reserves the right to dismiss any officer of a student activity group who is not fulfilling the specific mission and purpose of the group or the mission of the Seminary.

## Student Activity Group Benefits

1. Regular use of Seminary facilities: buildings, grounds, services (depends on the level of event), and resources
2. Receipt of campus mailbox, campus storage space, and school e-mail address
3. Accessibility of an on-campus office desk with issued office hours.
4. Ability to request funds from Student Life if policies and criteria are met
5. Participation in the bi-annual student activity group fair
6. Ability to use Seminary logo on printed material
7. Ability to advertise: chapel announcements, T.V. slides, Around Southeastern – Student Life Twitter Account and Blog, chapel flyers
8. Ability to create Social Media accounts with SEBTS supervision.

## Application and Approval Process

All students are free to join and participate in student activity groups. Student activity groups are encouraged to apply in order to take full advantage of available Seminary facilities and resources and will be subject to Seminary rules, regulations, and guidelines, including the [Student Handbook and Southeastern Covenant](#), [Student Activity Group Handbook](#), and [Kingdom Diversity Initiative](#)

Student Activity Groups may apply:

- Jun 15 – August 15 (Fall cycle) for the subsequent Fall and Spring semesters
- December 15 – January 15 (Spring cycle) for inactive student activity groups or new student activity groups

## Constitution

All active student activity groups are required to have a constitution that meets the Seminary's requirements on file with Student Services and Student Life. A constitution is a document that defines the long-term purpose of the student activity group and its structure. Student Life requires all student activity groups to submit a constitution for review during the approval process. Student Life reserves the right to audit a constitution at any time. These audits are necessary accountability for student activity groups and are needed when any student activity group makes an amendment. The guidelines for presenting a constitution are outlined below. A file is made and maintained for each student activity group and is available for review upon a request. This file contains a copy of the student activity group's current constitution, past information, as well as any official correspondence from the Seminary to the activity group.

1. Article I. Name of Student Activity Group
2. Article II. Purpose Statement
3. Article III. Compliance Statement
4. Article IV. Seminary Regulations
5. Article V. Membership
6. Article VI. Officers
7. Article VII. Elections
8. Article VIII. Student Activity Group Advisor
9. Article IX. Finance
10. Article X. Any other optional clarifying policies and procedures
11. Article XI. Amendments To Constitution

## **Student Activity Group Training**

- A member of the Executive Office of all student activity groups must attend a mandatory student activity group training session by the close of the annual cycle in order to gain access to all privileges of being a recognized student activity group
- Training is mandatory for recognized student activity groups to remain active.