

Approved By: Student Affairs

Date Approved: June 17, 2026

Effective Date: June 17, 2026

1. **Summary:** This policy establishes the requirements, expectations, and procedures for the recognition, operation, oversight, and renewal of student clubs and organizations at Criswell College. The policy provides a framework for student involvement, leadership development, spiritual growth, community engagement, and meaningful campus participation while ensuring alignment with the College's mission and standards.
2. **Rationale:** Student clubs and organizations contribute significantly to the educational, spiritual, and social experience of students. This policy provides consistent standards for the formation, leadership, management, and oversight of student organizations to ensure responsible operations, accountability, compliance with College policies, and meaningful opportunities for student engagement and leadership development.
3. **Entities Affected:** students, advisors
4. **Definitions:** not applicable
5. **Policy:** To become an officially recognized student club, organizations must maintain a minimum of five currently enrolled student members, maintain active student leadership positions, be overseen by a full-time faculty or staff advisor, submit annually all required registration materials, operate in alignment with the mission, values, and standards of Criswell College, and comply with all College policies and procedures. Each recognized club shall maintain the leadership structure of Faculty/Staff Advisor, President, Vice President, Secretary, and Treasurer. The Director of Student Engagement and the Vice President of Student Affairs and Communication reserve the right to approve, deny, suspend, or revoke club recognition.
 - a. **Starting a New Club**
 - Obtain a Club Application from the Office of Student Engagement. Applications must include the names of at least two to three club officers and a confirmed faculty or staff advisor. Completed applications must be submitted to the Office of Student Engagement for review by the Director of Student Engagement and Vice President of Student Affairs and Communications. Decisions will be communicated through the club advisor.
 - b. **Club Registration and Renewal**
 - All clubs must annually register. Registration materials may include a club constitution or purpose statement, leadership roster, membership list, advisor agreement, and annual goals and activities.
 - c. **Club Meetings**
 - Clubs are encouraged to hold regular meetings throughout each semester with attendance records and meeting minutes maintained by the Secretary.
 - d. **Club Events and Activities**

- Club-sponsored events must receive prior approval from the Office of Student Engagement. Clubs must follow all College facility reservation and event planning procedures, including Event Request Form submission at least two weeks before the event date.

e. Financial Management

- Clubs must follow all College purchasing and reimbursement procedures, funding requests must be submitted through approved College processes, and fundraising activities require prior approval from the Office of Student Engagement.

f. Oversight and Accountability

- The Director of Student Engagement will conduct club check-ins two to three times each semester. Clubs may be designated inactive if they fail to maintain membership, leadership, registration, or campus participation. Inactive clubs may lose official recognition.

6. Procedure:

- Implementation:** The Office of Student Engagement is responsible for maintaining procedures for the implementation of this policy.
- Responsibility for Compliance:** Vice President of Student Affairs and Communications
- Notification:** This policy will be published in the *Student Handbook*, *Club Handbook*, and other College communication platforms.
- Policy Review:** This policy shall be reviewed annually by the Office of Student Engagement and the Office of Student Affairs according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0 Policy number: 2.066.0

Related policies:

Related accreditation standards:

Policy History

Version 1.0	June 17, 2026
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