



ESTABLISHING A NEW CLUB

Students who are interested in starting a new club should be aware that significant administrative and organizational responsibilities accompany the acceptance of a leadership role within a club. Students are advised to perform an honest assessment of their own time management skills and their commitment to establishing a club for long-term success prior to beginning the application process described below. There is no guarantee that every group that applies for recognition as a Student Government Association (SGA) club will be accepted. Each submitted application is given serious consideration, and is weighed heavily against our resources, the needs of the student population, and the potential impact the creation of a new club would have on existing clubs. As such, and to improve your chances for successfully establishing a new club, please give this application the attention and careful consideration that it demands. This is not and cannot be the type of application you fill out in one night; it is meant to be a semester-long process to gather information, find others willing to assist you in the creation of the club, and to ensure long-term success.

Criteria for Admission and Recognition

In order to be recognized by SGA, the group must complete the following tasks/meet the following criteria:

1. Provide a valid service to SUNY Cortland that does not already exist.
2. The club must be open to all Student Activity Fee (SAF) paying SUNY Cortland students.
3. Engage in an activity that is not competitive and/or sports related. Please refer to the Recreational Sports website for the sport club process.
4. Prove that a minimum of 40 SUNY Cortland students support the establishment of this club. They do not need to be members themselves.
5. The group must not create a demand for resources (supervision, facilities, financial, etc.) greater than that which can be met.
6. The group must not have an excessive amount of risk involved with the proposed activity. This shall be determined by SGA with input from the SGA insurance provider.
7. The club must have a faculty/staff advisor and at least 3 students to fill officer roles (President, Treasurer, and SGA Representative/Club Senator).
8. The club must follow all university and SGA policies.

Application Process

1. Schedule an initial meeting with the SGA Vice President to discuss the purpose/objectives of the proposed new club.
2. Schedule and host an interest meeting for interested students to learn more information about the proposed club and your plans for establishing it. (SGA can assist by reserving a room and advertising the interest meeting.)
3. Collect a petition of at least 40 current SUNY Cortland students who support recognizing the club.
4. Develop a constitution and submit it along with the petition to the SGA Vice President.
5. The SGA Review Committee will review the petition and proposed constitution and may request changes.
6. Once the Review Committee approves the proposed constitution, the SGA Vice President will add it to the agenda of an upcoming Student Senate meeting.



7. Make a presentation to the Student Senate including information about your proposed club, how many interested students you have, and your plans if you were to successfully become recognized.
8. The Student Senate will vote whether or not they support the establishment of the new club. If successful, all officers must complete all required training/tasks prior to the start of club activities.