

Club Activation Process

Time frames for clubs to activate*:

Fall Semester: Starts the week of Labor Day for the following six weeks, ending Friday of the sixth week

Spring Semester: First 6 weeks of the semester, ending Friday of the sixth week

*Clubs must have completed the activation packet, turned it in, and met with Club Relations within the six-week windows. The club may be approved by Senate and may complete their conditional club requirements outside of the window.

First step: Email Club Relations Committee (CR)

- Students interested in forming a club will be directed to email the CR chair with the following information:
 - Club name
 - Club's mission statement and a brief description of the club
- The CR chair will forward the email to the committee for discussion. If the potential club fits into the university mission and whose mission does not overlap with that of another club, the chair will email an activation packet to its leadership.
- If the committee does not endorse the potential club, it will contact the club with an explanation as to why it does not meet SGA requirements. The committee may recommend a similar club to work with or give tips on forming a more effective club. The potential club may challenge the decision by requesting a meeting with CR to explain in further detail why their club fits into the mission and the requirements of a new club.

Second step: Activation packet and conditional approval

- The potential club will fill out the packet and then schedule a meeting with CR within the activation windows mentioned above. During this meeting, at least one member of the club's leadership will answer questions to prepare the committee to propose to Senate.
- The committee will deliberate amongst itself after meeting with the potential club and vote on the club's validity after confirming that the club would meet the following requirements:
 - Consistent with the mission of a Jesuit, Catholic university
 - Meets the needs of students
 - Significantly different from other clubs
- If one or more CR member votes in favor of the club, the committee will propose the club to Senate. If the club passes the Senate vote, it will be passed on to the Dean of Students for approval. If he or she approves of the club, it is conditionally approved.
 - Conditionally approved clubs will have the ability to create an OrgSync page, access to room rentals, approval to hold meetings on campus, and the ability to post signs around campus.

Third step: Complete and document conditional club requirements

- Once a potential club has been approved, it will receive documentation forms and begin to complete the requirements of a conditional club:

1. Hold at least two club meetings (one of which is attended by a CR member).
 2. Demonstrate an effort to expand or retain membership.
 3. Map out a plan to maintain the club's active status for the next three years.
 4. Create a first year budget, including SGA's \$350 allocation, fundraising, and any additional funding.
 5. Create an OrgSync page for the club
- Student Working Groups looking to become a club must complete the following requirements of a conditional club:
 1. Hold at least one club meeting.
 2. Map out a plan to maintain the club's active status for the next three years.
 3. Create a first year budget, including SGA's \$350 allocation, fundraising, and any additional funding.
 - The potential club must keep track of its progress on the activation packet to be presented to CR.

Fourth step: Final approval

- Five weeks* after becoming conditionally approved, the club must have turned in all documentation. CR will review the documents and confirm whether or not the club has met all requirements.

*Clubs may not receive a time extension for completing these requirements.

- If the club is found to have completed its requirements it will be passed by the committee and submitted to the Dean of Students for final approval.
- Upon receiving approval from the Dean of Students, the club will achieve full club status.
- If the club has not met its requirements CR will recommend to Senate that its charters be revoked.