

➔ HOW TO...Start a New Club

- Step 1 At the Student Activities Office, Room 519, in the Student Center, obtain, complete and return an **Organizational Meeting Form**. Students wishing to form a new club on campus must hold **TWO** organizational meetings for recruitment and to gauge campus interest. The organizational meeting requirement will be waived if you've held two or more successful Meetups.
- Step 2 Successfully organize and host your **TWO** organizational meetings. After an evaluation of the interest generated from the meetings, get an idea of who might be willing/able to serve as officers for the club, and secure the interest of an advisor.
- Step 3 **Draft your club's constitution**. All student clubs at TC3 must have a constitution. (There is a sample constitution provided in this packet.) Submit your draft constitution to the Director of Student Activities, either electronically or in paper form.
- Step 4 After you have drafted your club's constitution, it must be reviewed by the Director of Student Activities. The Director will work with you to critique it and be sure that it is in compliance with the accepted standards. Once approved, the Director of Activities will give you the rest of your **Club Recognition Packet**.
- Step 5 Return the completed **Club Recognition Packet** to the Student Activities Office. **Completed** means all of the following paperwork is turned in.
- Application for Recognition
 - Final version of the Club Constitution (which has been pre-approved by the Director of Student Activities.)
 - Membership Roster with a minimum of **EIGHT Activity Fee Paying Students**
 - Executive Board/Advisor Form
- Step 6 Upon submission of COMPLETED paperwork, the Student Activities Office will verify membership and constitutional compliance with the Faculty Student Association and Tompkins Cortland Community College policies and regulations. The Office of Student Activities is permitted ten working days to respond with concerns or matters of compliance.
- Step 7 Within two weeks of your officer's selection, **schedule a meeting between the group executive board and the Director of Student Activities**. At the meeting, you will discuss the club's organizational goals and to introduce the executive officers to the resources available in the Student Center for all clubs.
- Step 8 After the meeting and the finalization of all required paperwork, the Student Activities Office will issue a letter of recognition and inform appropriate departments on campus.

The recognition process can take several weeks. Groups recognized within the first six weeks of any semester will receive the rights and privileges of recognition in that semester. Recognition materials received after the first six weeks are not guaranteed to be reviewed and resolved during that semester. It is likely that the rights and privileges of recognition would be granted in the following semester. Original copies of the recognition packet will be retained by the Student Activities Office.

- Step 9 **Congratulations!** You're a new student club at TC3! Now get to work!! 😊



FORMS YOU NEED: Organizational Meeting Form, Constitution Template, Club Recognition Packet