Steps to Become a Club

General Club Requirements

Requirements to Present to SA

1. Gather membership – must have at least 20 names of constant members participating in meeting/events
2. Must draft a club constitution to submit to the SA President, Vice President, and Secretary of Student Policy (See constitution requirements/outline highlighted in blue)
3. Must find a faculty or staff member interested in becoming the club’s advisor
4. Prepare tentative club budget
5. Have ideas of club events
6. Present to the Student Association to become a recognized club and receive a budget

If approved by SA President, Vice President, and Secretary of Student Policy, then the tentative club will be allowed to present in front of the SA. The Student Association then has the power to grant the group club status. If club status is granted, then the club’s budget will be voted on.

Article 13: Clubs and Organizations

Section A: General Provisions

Student organizations shall be those groups the S.A. has granted the authority to enroll Saint Michael’s

College students as members. They shall use the name of “Saint Michael’s College” to become

eligible for funding upon recommendation of the Senate, to use space in the College buildings and on

campus grounds, and to place notice of events in College media. For official recognition, a student

club/organization must fulfill the following conditions:

1. It must meet a need not presently met by any other club or organization already recognized by

the Saint Michael’s College S.A.

2. It must demonstrate that it contributes to the overall mission of Saint Michael’s

College, that is, its activities will contribute to the advancement of social, moral, cultural,

intellectual, or spiritual development of its individual members and the Saint Michael’s

College community.

3. It must elect one (1) member to attend each and every S.A. meeting and associated activities for the entirety of the school year. This individual, as the elected Club Representative, will be a

full voting member of the Senate. The election of said individual must follow a process as laid

out in the organization’s constitution. See: Bylaws, Article 10: Club Representatives.

4. It must provide the following information to the Secretary of the Student Policy, the Vice

President, and the President of the S.A.:

a. A membership listing of at least twenty (20) individuals.

i. A member shall be defined as an individual who attends at least half of the regularly scheduled meetings.

b. A typed constitution of the club/organization, which must at least include the following

information:

i. Name and purpose of the organization.

ii. Qualifications of membership, as enrolled Saint Michael’s College undergraduate students.

iii. Officers: their elections, duties and responsibilities, and removal procedures.

iv. Meetings of the organization.

v. How to amend the constitution.

vi. Acknowledgment: the organization will state that it realizes the responsibilities it takes as set forth in its purpose and that it will abide by the Constitution of the S.A and

Student Guide and Code (SGC). It must also state that its views do not necessarily

reflect those of Saint Michael’s College.

c. A tentative agenda format for the club/organization which will include all past, present,

future, and long-term goals.

d. The signature of a faculty/staff member on the Official Club Advisor Confirmation form,

which will be available upon request from the Secretary of the Student Policy.

i. Club Advisors should be faculty/staff members who will actively be involved with and

maintain contact to insure success and support for club sustainability.

e. A proposed budget. See: Bylaws, Article 13, Section B: Allocation Procedure.

5. The club/organization is responsible for submitting a copy of any and all announcements to the

Secretary of Communications and the Co-Secretaries of Programming.

Section B: Funding Phase In

1. A motion shall come from the floor to conditionally recognize the club for two (2) years with a

two-thirds (2/3) vote. The year the club/organization gains recognition they are eligible to

receive up to $500.00. Once a club has been recognized by the Senate, the following timeline

shall be set in place for said club:

a. Any club recognized shall receive a maximum of $500.00 for that academic year. For the

first full academic year the club must attend Spring Budget Allocations to petition to receive a maximum of $1,000.00. For the second (2nd) full academic year the club must attend Spring Budget Allocations, to petition to receive no more than $2,000.00.

b. It is not until the completion of the second (2nd) full year of being a recognized club/

organization that a club can come before the Senate to petition for additional funds.

2. After two (2) years, consisting of two (2) allocation cycles, the club/organization shall be

allowed to present a prepared budget of more than $2,000.00 if they so wish.

3. The club/organization shall remain in “recognized” status until it becomes inactive or is

deemed inactive by the Personnel and Nominations Committee.

4. No potential clubs can come forward for approval by the Senate after the last week of March.

5. Partisan clubs shall not be eligible for S.A. recognition.

a. A partisan club shall be defined as any club/organization that is directly affiliated with a

political party.