



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Student Organization Administration & Review Committee

How to Start a New Student Organization Guide

General Student Organization

1. **Advisor Meeting:** Schedule an appointment with an advisor in Wilson Commons Student Activities (201 Wilson Commons) to discuss your proposed organization and review resources (<http://rochester.edu/college/wcsa/>).
 2. **Proposal:** Fill out and submit the [New Organization Proposal](#). You will need the names and class years of at least 12 members. Begin formulating the setup of your executive board.
 3. **Administration & Review Committee:** After submitting the New Organization Proposal form, contact the Chair of the Administration & Review Committee at sa_arc@u.rochester.edu to schedule a meeting with the committee. The Administration & Review Committee Chair will schedule a date for you to present to the committee where you will discuss your organization. The committee will then review your proposal and deliver the decision regarding preliminary status. At that time, it will also be determined whether your organization is eligible for funding.
 4. **Preliminary Registration Period:** Once you have received Preliminary Status from the committee, the submitter of the New Organization Proposal will receive an email from the CCC with a link to the New Organization Registration form and information on your Primary Adviser. You will then have 6 weeks of Preliminary Status to complete the following items. Failure to complete these may result in cancellation of Preliminary Status and its benefits.
 - a. **Hold a General Interest Meeting:** Advertising for this meeting can help to make students aware that your organization has been established. You may request up to \$30 of New Organization Development Funds through the SA accountant in the Ruth Merrill Center.
 - b. **Members:** Try to expand your membership by recruiting more than the required 12 undergraduate students as prospective members. Hold officer elections.
 - c. **Campus Community Connection:** Familiarize yourself with the [Campus Community Connection](#) as this is the official resource for student organizations. Log onto the CCC and complete the public information about your organization, officer contacts, and member lists.
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- d. **Constitution:** The Analyst assigned to your organization's classification will help create and finalize your constitution. Use the [approved constitution format](#) to help formulate your constitution. The Analyst must approve the constitution.
 - e. **Assessment Forms:** Complete [Assessment forms](#) for any activities that occur during preliminary status including general interest meetings. Once your adviser approves your assessment forms, upload them to your CCC site.
5. **Return to the Administration & Review Committee:** When the above tasks have been accomplished, contact the Administration & Review Committee Chair for final approval. Your organization will be required to meet with the committee once more. If final approval is given, your organization will be put on the Senate agenda.
 6. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your organization. If recognized, the Administration & Review Committee Chair will sign your constitution. A copy of your constitution will be emailed to you after the Senate meeting. It is your responsibility to upload your approved constitution to your CCC site.
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Community Service Group

1. **Community Service Network Meeting:** Meet with the Community Service Network (CSN) Executive Board (csn.uofr@gmail.com) and the CSN Adviser, Glenn Cerosaletti (glenn.cerosaletti@rochester.edu) to discuss your organization.
 2. **Proposal:** Fill out and submit the [New Organization Proposal](#). You will need the names and class years of at least 12 members. Begin formulating the setup of your executive board.
 3. **Administration & Review Committee Chair:** After submitting the New Organization Proposal form, contact the Chair of the Administration & Review Committee Chair at sa_arc@u.rochester.edu to schedule a meeting with the committee. The Administration & Review Committee Chair will schedule a date for you to present to the committee where you will discuss your organization. CSN Executive Board representative will attend this meeting as well to explain what interactions have occurred between CSN and your organization and to explain any relevant community service specific details. The Administration & Review Committee Chair will schedule a time to meet where you will discuss your organization. The committee will then review your proposal and deliver the decision regarding preliminary status.
 4. **Preliminary Registration Period:** Once you have received Preliminary Status from the committee, the submitter of the New Organization Proposal will receive an email from the CCC with a link to the New Organization Registration form and information on your Primary Adviser. You will then have 6 weeks of Preliminary Status to complete the following items. Failure to complete these may result in cancellation of Preliminary Status and its benefits.
 - a. **Hold a General Interest Meeting:** Advertising for this meeting can help to make students aware that your organization has been established. You may request up to \$30 of New Organization Development Funds through the SA accountant in the Ruth Merrill Center.
 - b. **Members:** Try to expand your membership by recruiting more than the required 12 undergraduate students as prospective members. Hold officer elections.
 - c. **Campus Community Connection:** Familiarize yourself with the [Campus Community Connection](#) as this is the official resource for student organizations. Log onto the CCC and complete the public information about your organization, officer contacts, and member lists.
 - d. **Constitution:** The Analyst assigned to your organization's classification will help create and finalize your constitution. Use the [approved constitution format](#) to help formulate your constitution. The Analyst must approve the constitution.
 - e. **Assessment Forms:** Complete [Assessment forms](#) for any activities that occur during preliminary status including general interest meetings. Once your adviser approves your assessment forms, upload them to your CCC site.
 5. **Return to the Administration & Review:** When the above tasks have been accomplished, meet with the CSN Executive Board before contacting the Administration & Review Committee for final approval. Your organization will be required to meet with the committee once more,
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with a CSN Executive Board representatives attending again. If final approval is given, your organization will be put on the Senate agenda.

6. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your organization. If recognized, the Administration & Review Committee Chair will sign your constitution. A copy of your constitution will be emailed to you after the Senate meeting. It is your responsibility to upload your approved constitution to your CCC site.

Club Sports Organization

1. **Advisor Meeting:** Schedule an appointment with the Club Sports advisor (Griffin LaDew) in the Goergen Athletic Center to discuss your proposed organization and to review the Club Sports Manual.
 2. **Proposal:** Fill out and submit the [New Organization Proposal](#). You will need the names and class years of at least 12 members. Begin formulating the setup of your executive board.
 3. **Meeting with Club Sports Council:** After submitting the New Organization Proposal form, contact the Club Sports advisor for an audience with the Club Sports Council. The Council will review your proposal and contact you within two business days with their decision regarding preliminary status.
 4. **Preliminary Registration Period:** Once you have received Preliminary Status from the Council, the submitter of the New Organization Proposal will receive an email from the CCC with a link to the New Organization Registration form and information on your Primary Adviser. You will then have 6 weeks of Preliminary Status to complete the following items. Failure to complete these may result in cancellation of Preliminary Status and its benefits.
 - a. **Hold a General Interest Meeting:** Advertising for this meeting can help to make students aware that your organization has been established. You may request up to \$30 of New Organization Development Funds through the SA accountant in the Ruth Merrill Center.
 - b. **Members:** Try to expand your membership by recruiting more than the required 12 undergraduate students as prospective members. Hold officer elections.
 - c. **Campus Community Connection:** Familiarize yourself with the [Campus Community Connection](#) as this is the official resource for student organizations. Log onto the CCC and complete the public information about your organization, officer contacts, and member lists.
 - d. **Constitution:** The Analyst assigned to your organization's classification will help create and finalize your constitution. Use the [approved constitution format](#) to help formulate your constitution. The Analyst must approve the constitution.
 5. **Return to Club Sports Council:** After the above tasks are completed, schedule a meeting with the Council. The Council will then vote on extending an opportunity to become a recognized club sport.
 6. **Administration & Review Committee:** If the Council votes in favor of recognizing your organization, contact the Administration & Review Chair at sa_arc@u.rochester.edu to schedule a meeting for final approval. A Club Sports representative will attend the meeting with you. If final approval is given, your organization will be put on the Senate agenda.
 7. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your organization. If recognized, the Administration & Review Committee Chair will sign your
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constitution. A copy of your constitution will be emailed to you after the Senate meeting. It is your responsibility to upload your approved constitution to your CCC site.
