

# How to start a club?

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## 1. Establish an Identity

Here are some of the things to think about:

- What is the purpose or focus of your club/organization?
- How does your club/organization fit into the Marist University mission?
- Is your club/organization one that any Marist student can join?
- What types of activities and events would you hold?
- Do you see the continued success of your club/organization after you pass on leadership?

## 2. Recruit Members

In order to receive an official club/organization charter from the Marist University Student Government Association, you must demonstrate sufficient interest, which is at least 12 actively involved prospective members. Keep in mind that, in order to maintain a club/organization charter, your club/organization must maintain this minimum number of members.

To make sure there are no ambiguities about membership, and to provide membership status structure, the following guidelines have been established:

- Only undergraduate Marist students shall be eligible for membership and activities of the particular club/organization in conformity with the By-Laws and/or such regulations as the Student Government Association may impose.
- Membership in the club/organization is by signature of the student on the membership list. A student maintains his/her membership by choice.
- Marist University policies as to discriminatory practices must be followed.

### ***3. Establish an Executive Board***

Organization is one of the most significant components of a successful club/organization. With this in mind, it is extremely important to establish an Executive Board. Executive Boards often consist of the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Other

Other Executive Board positions may include, but are not limited to: Historian, Public Relations Officer, Webmaster, and Community Service Officer. These positions may be deemed as necessary by the individual club/organization.

### ***4. Find a Faculty Advisor***

Each club/organization is required to have a faculty advisor to help integrate academic and student life, as well as provide assistance and guidance but does not have final say over club/organization matters.

### ***5. Submit all materials on the Marist SGA website***

The materials needed to be submitted are as follows:

1. The “New Club/Organization Application” allows the Vice President of Club Affairs and the Club Affairs Board to better understand your new club/organization idea.
2. By-laws are essentially the club/organization’s framework and foundation. By-laws serve as a fundamental instrument of how the club/organization functions.
  - a. Each club/organization is required to have By-Laws to facilitate orderly club/organization business and to ensure the consistency of club/organization operation throughout changes in leadership and membership.

All club/organizations must adhere to the following By-Law conditions:

- No club/organization may have clauses restricting membership of persons of a particular race, ethnicity, creed, sexual orientation, gender identity/expression, socioeconomic status, religion, or other labels.
- No club/organization may have clauses condoning the practice of hazing in any form.
- All amendments to the club/organization’s By-Laws must be submitted to the Vice President of Club/Organization Affairs for approval before adoption by club/organization members.

- By-Laws must be consistent with Marist University and Student Government Association Policies.

Questions regarding the drafting of By-Laws should be directed to the Club/organization Affairs Board or the Vice President of Club/organization Affairs at [sga.club@marist.edu](mailto:sga.club@marist.edu).

### *6. Meet with the Financial Board and VP of Club Affairs*

The Student Government Association Financial Board is responsible for approving budget allocations for chartered club/organizations. As such, your prospective club/organization must present to the Financial Board in detail the requested allocations and how those allocations will be used to fulfill the club/organization's mission.

Reasons to be denied funds by the Financial Board include, but are not limited to, the following:

- Insufficient detail
- Incorrect or incomplete allocations
- Unclear events
- Conflicting events
- Events finals weeks

Any questions regarding allocations should be directed to the Financial Board or the Chief Financial Officer at [sga.cfo@marist.edu](mailto:sga.cfo@marist.edu).

### *7. Present to the Student Government Association Assembly*

Once the Vice President of Club Affairs and the Chief Financial Officer have approved of the club/organization, the club/organization will present to the members of the SGA for a vote on the charter.

All members of the prospective club/organization's Executive Board should be present.

The presentation should cover the following at a minimum:

- What is your club/organization's purpose or major focus?
- How does your club/organization serve a student need in the Marist community?
- How is your club/organization different than those that already exist?
- How many people are currently interested in your club/organization?
- What kind of activities and events will your club/organization hold? What is your idea for a collaborative and community service event?
- What do your club/organization's budgeted allocations look like?

Essentially, your aim in this presentation is to convince the Assembly of two things:

1. In order to help meet an apparent student need on campus, it is necessary that your club/organization is chartered.
2. Your club/organization is organized, demonstrates future success, and is ready to be chartered.

Following the presentation and questioning, the members of the Student Government Association Assembly will vote whether or not to charter your organization.

*Please Note: Organizations and clubs are NOT guaranteed a club/organization charter. Your club/organization may either be denied outright or asked to make changes.*

### *8. Club/organization Contract*

If your organization has made it to Step 8, congratulations! Your club/organization has been chartered and is now officially recognized by the Student Government Association and Marist University. The final step in the club/organization creation process is the club/organization Contract. By signing the club/organization contract, you understand the following:

- 1) I understand that, in order for my club/organization to maintain good standing, it must abide by all club/organization guidelines.
- 2) I understand the consequences for not abiding by club/organization guidelines.

### *Purpose of a club/organization Charter*

An official club/organization charter entitles your club/organization to the following privileges:

- Use the Marist University name
- Recruit new members among the student body
- Use the Student Center and other facilities for events and meetings
- Apply to the Financial Board for allocations and financial need
- Use Student Center equipment and technical assistance free of charge
- Use established Marist University resources for publicity and program assistance
- Represent Marist University at inter-campus events
- Use the Business Office for financial transactions ☐ And more!

**THANK YOU!**



# MARIST SGA

*Dolce - Billips Administration '18-'19*