1. Hold at least 2 meetings and add at least 10 members to your club.
   a. These are both requirements that SGA has in order to become SGA recognized.

2. Contact SGA’s Club Affairs Committee
   a. The Club Affairs Committee will help you determine if any other clubs on campus align with the goals of your proposed club.
      i. Per SGA policy, we can only recognize one of the same club.
   b. The Club Affairs Committee Chair will notify you if you need to go through risk management based on what your club will be doing.
      i. If so, complete the required form(s). Club Affairs will connect you.
      ii. Once your club has been approved by Risk Management, please forward the email to the Club Affairs Chair and we can proceed with recognition.
      iii. Clubs will not be able to be brought forth for recognition without the approval of their activities by Risk Management.
   c. The Club Affairs Committee will schedule a meeting with Leon Lifschutz if your club falls under the Club Sports Category.
   d. Schedule a time to meet with your designated Senator to better understand the recognition process.

3. Begin your Recognition packet:
   a. Create a mission and purpose statement.
      i. The mission statement should be 1 to 3 sentences on the main focus of the club. The purpose statement should be 4 to 8 sentences on what you plan to do as an SGA recognized club.
b. Create a membership list that includes all members of your club.
   i. The membership list should include the names, class year, and e-mail addresses of all members of the club. To be considered for recognition each club much have 8 members in addition to a president and a treasurer. Holding interest meetings is a great way to recruit members for your upcoming club.

c. Create a constitution for your club. The constitution will be the backbone of your club and should include information on how the club will run, the duties of the officers, and more. It should be a document that is long-lasting (and therefore should not include information about upcoming events, etc. but should be more of an outline on how the club will run now and into the future). Check out the Club Constitution Guidelines (attached) for more information on what this should look like.

d. Create an officer’s list that names and explains each of the officer positions and who currently holds each of them. This is important because different club may have different officers. Although all clubs are required to have a president and a treasurer, additional officer positions are often created to suite the special needs of specific clubs.

e. Create a schedule of events, activities, and meetings. The list should be tentative, but if should give SGA a sense of what you are planning to do.

f. Have your advisor fill out an Advisor Agreement form (attached).

4. Attend an SGA meeting where your recognition bill will be brought to a vote.
   a. Please be prepared to be give a brief overview of your club and answer any questions Senators may have about your club.

   b. SGA meetings are held every Tuesday at 7PM in the Livak Ballroom on the 4th floor of the Davis Center.
THINGS TO KEEP IN MIND

1. The Club Affairs Committee can be a useful tool in the recognition process and can meet with you at any time during the process to facilitate and help you get through the recognition packet.

2. All SGA-recognized club much contribute to the cultural, social, educational, or recreational welfare of its membership and support purpose of the Student Government as set forth in the SGA Constitution.

3. All members of SGA-recognized clubs must be full-time UVM undergraduate students OR have paid the Undergraduate Student Activities Fee.

4. All SGA-recognized clubs much abide by the SGA Code of Conduct.

5. All SGA-recognized clubs shall hold officer elections for the following fall semester by April 1st of that year.

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CLUB CONSTITUTION GUIDELINES

Article 1: Name of Club

Article 2: Purpose and Goals:

a. Section 1. The purpose of your club is...

b. Section 2. The major goals of your club is...

Article 3: Expectations of members. In this article, you should include any obligations with which your members must comply, e.g.
Article 4: Officers Section.

a. Section 1. President

b. Section 2. Treasurer

c. Section 3. Elections

   a. SGA requires that elections take place before April 1st for that following year.

Article 5: Meeting and Quorum

a. Section 1. Frequency of meetings

b. Section 2. Percentage of members needed to conduct business to have a quorum

   a. A quorum is two-thirds (2/3) or members for all SGA-recognized clubs. Article 6: General Provisions – you should include anything that specifically applies to your club that does not fit in another article, such as standing committees, etc.

Article 7: Amendments – you should specify how amendments to your constitution are to be made.

Article 8: Removal of Officers. There may be a time when your club officers are not acting in the best interest of the club, so by a two-thirds (2/3) of members, you may remove him/her from the position and replace them with another club member by election.

Article 9: The By-Laws for this constitution should include specific details which your group decided will be standard procedure.

Please Note: The constitution must conclude with the month and year in which it was completed.
I will be serving as an advisor for the ___________________________ in the 20__-20__ academic year. I acknowledge the following aspects of the adviser role.

__________________________
Signature

__________________________
Date

Print name and UVM job title

Email address (please print clearly)

Phone Number & Office location / local address

**CAMPUS SECURITY AUTHORITY** - As a student group advisor, you have been identified as a Campus Security Authority (CSA). CSAs are legally obligated to promptly report any crimes they become aware of, if they have occurred on or near campus, as well as incidents that occur during SGA-sponsored activities and travel off-campus, to UVM Police Services using the CSA Information Portal ([www.uvm.edu/police/csa](http://www.uvm.edu/police/csa)). CSA reports both ensure appropriate institutional response, as well as statistical inclusion in the University’s Annual Security Report (in compliance with federal law).

For detailed information about your responsibilities as a CSA, and the procedures you should follow when you become aware that a crime may have occurred on or near campus, or during SGA-sponsored activities and travel off-campus, please refer to the University’s Campus Security Authority (CSA) Operating Procedure at: [http://www.uvm.edu/policies/riskmgm/campussecurity.pdf](http://www.uvm.edu/policies/riskmgm/campussecurity.pdf). You are also strongly encouraged to attend a training session during the academic year to become familiar with your responsibilities.
HAZING PREVENTION Membership in organizations, teams, and other University-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual, and spiritual opportunities; and otherwise contribute positively to personal and social development. At the University of Vermont, we believe that students should not be demeaned or exposed to harm when pursuing involvement in campus life. The University’s Hazing Policy located at: http://www.uvm.edu/policies/student/hazing.pdf

AMOROUS RELATIONSHIPS Additionally, advisors must adhere to all UVM Policies, including the UVM Policy on Amorous Relationships with Students, located at: http://www.uvm.edu/~uvmppg/ppg/general_html/student_relation.html

ADVISING GUIDELINES Advisors play a unique and vital educational and continuity role in supporting UVM student organizations. The following advising guidelines will help a student organization thrive:  

 o Meet with the student executive board (or appropriate representatives, e.g., President) monthly to receive updates, and offer challenge and support.

 o Assist the executive board in interpreting UVM and SGA policies.  

 o Assist the organization’s Treasurer in adhering to all financial policies and procedures as established and facilitated by UVM SGA.

 o Attend at least two organization events per year, as appropriate.

 o Support the executive board members in reflecting on their leadership in student organizations and how it relates to their academic and career preparation experiences.

 o Support student leaders in adhering to applicable University policies and hold students accountable to the Code of Student Rights and Responsibilities.

 o When the organization’s activities include travel, assist students in following applicable University, SGA, and Risk Management policies with regards to vehicle rentals, van driving policies, and university contracts.

 o Assist the executive board in creating a sustainable leadership structure, especially in planning events and recruiting and training new executive board members.

 o Keep up to date with advising news and best practices through the SGA advisor’s listserv and the monthly advising newsletter from the Department of Student Life.