

Starting a New Club

1. Determine if there is a need for such a group on campus and student interest for the group. There must be at least ten active members (with a written exception approved from Student Activities for fewer members) and a faculty or staff advisor.
2. Make sure a similar group does not already exist on campus with the same purpose /mission or service provided as the group you would like to start.
3. The potential club must organize at least three meetings before officially presenting at Senate. At these meeting attendance must be taken to verify interest in the group and submitted to the Student Activities committee.
4. One Student Activities Committee member will attend one or more of the preliminary meetings.
5. Prepare a mission statement and common club goals that will benefit the CSS or surrounding community.
6. Provide a description of funding that will be needed from Senate for the club
7. Decide on 2 contact persons within the club * 1 must be an underclassman
8. Prepare an organization registration form, membership list, mission statement and goals for community and submit to the Student Senate (this information is all in the new club packet in the Student Senate office).
9. Your group will then be asked to meet with the Student Activities committee from Student Senate.
10. Next, request to be placed on the Senate general meeting agenda. General meetings take place on Sundays at 8pm or 8:30 on odd Sundays. Your group will need to have a representative present at this meeting. Student Senate will discuss and vote on accepting or rejecting recognition of your proposed club.
11. Upon approval, your group will be an official club and need to follow club guidelines below:
 - Each club will be required to do a minimum of two community events per semester (this could be community hrs or other CSS community functions)
 - One Student Activities member will be the contact person for your club, Send this person the times and dates of your meetings so he/she is able to attend periodically to monitor club activity
 - Take attendance at each meeting and send into the Student Activities Chair via e-mail