

CLUB REGISTRATION AND RECOGNITION

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CLUB REGISTRATION & RECOGNITION

Forming a New Sport Club

An individual may form a new sport club if there are 12 or more persons who share his/her interest. The steps to be taken include the following:

1. Meet with the Club Sports Director within the Department of Campus Recreation to explore the possibilities, benefits, and requirements for becoming a sport club.
2. Plan and conduct an organization meeting to share information about the proposed club and to assess interest.
3. Develop and adopt a constitution and bylaws. A sample can be found at the Student Organizations Web site. (<http://stuaff.clemson.edu/organizations>. Click on “Apply for recognition”).
4. Elect officers (only student members can hold club office).
5. Recruit a full time faculty or staff member to be the club advisor.
6. Complete a Petition for Recognition of Student Organization form and an Organization Recognition Form (Available in the Student Government Office at 159 Union Plaza or on-line at the Student Organizations Web site) and submit three copies of each along with three copies of the constitution and by-laws to the Organizations Director of Student Government.
7. Once recognition has been granted (Requires approval by the Student Senate, the Student Body President, and the Vice President for Student Affairs), complete all requirements of the Department of Campus Recreation for affiliation with the Club Sports Program.
8. Update the Student Organization Report Form on-line at the Student Organizations Web site (<http://stuaff.clemson.edu/organizations>. Click on “Update Organization Information”). as information changes.

Recognition Status

There is no longer a funded and non-funded recognition status. Newly recognized student organizations are eligible to receive Student Government funding through submission of an annual budget allocation request, emergency funding request, and/or through a subsistence funding request. Information on funding of student organizations will be posted on the Student Organizations Web site at <http://stuaff.clemson.edu/organizations>. For information on the budget allocation process and preparation of budget requests, refer to “Operating Guidelines and Procedures” (pages 39-40) in the *Club Sports Manua.*,

Recognition for Returning Clubs

Recognition as a student organization is granted on an annual basis (September-August). To retain recognition a club must:

1. Register at the beginning of each academic year by updating its Student Organization Report on-line at the Student Organizations Web site (<http://stuaff.clemson.edu/organizations>. Click on “Update Organization Information”).
2. Continue to meet all requirements for non-funded recognition.
3. Continue to comply with Student Government regulations.
4. Ensure that Student Government has an updated copy of the club’s constitution and bylaws (Can be emailed to orgaff@clemson.edu or turned into the Student Government Office. You can check to see if your club has a constitution on file with Student Government by going to the "Organizational Status" section of the Organizations Web page or contacting the Student Government Office.)

5. Submit an updated list of officers after every election or change in officers (Can be emailed to orgaff@clermson.edu or turned into the Student Government Office.
6. Have a representative attend one of the Organization Meetings held each semester.

To retain recognition as a funded organization, a club must:

1. Register at the beginning of each academic year by updating its Student Organization Report on-line at the Student Government Web site (<http://stuaff.clemson.edu/organizations>. Click on "Update Organization Information")
2. Continue to meet all requirements for funded recognition.
3. Continue to comply with Student Government regulations.
4. Ensure that Student Government has an updated copy of the club's constitution and bylaws (Can be emailed to orgaff@clermson.edu or turned into the Student Government Office. You can check to see if your club has a constitution on file with Student Government by going to the "Organizational Status" section of the Organizations Web page or contacting the Student Government Office.)
5. Submit an updated list of officers after every election or change in officers (Can be emailed to orgaff@clermson.edu or turned into the Student Government Office.)
6. Have a representative attend one of the Organization Meetings held each semester.
7. Obtain a budget packet from Student Government in January and complete and submit ten copies of the club's budget proposal (Budget Information Form, an Allocation Request Form, and a detailed account of proposed revenues and expenses for the upcoming fiscal year) to the Student Government Main Office on or before the date set by the Student Body Treasurer.
8. Sign-up for a Finance Committee Budget Hearing time in the spring, and send a representative to the scheduled hearing to present the club's budget and respond to questions from the committee.

For additional information regarding club recognition, refer to the Student Organizations Web site at <http://stuaff.clemson.edu/organizations>.