All student organizations are subject to regulation by the Student Activities Office and Hamilton College.

PURPOSE OF CLUB/ORGANIZATION RECOGNITION
The recognition and registration process is intended to:

- Provide a sustainable and equitable structure for reviewing and recognizing student organizations
- Promote the formation of student organizations that benefit the Hamilton community
- Assist students and organizations in taking full advantage of College resources and facilities
- Provide practical training and leadership development
- Provide students with the opportunity to gain experience in activities which enhance their education

DEFINITION
A student club/organization is comprised of at least five registered, full-time Hamilton College students; has a stated purpose declared through a Constitution; is open to all members of the Hamilton student body; complies with all College policies; and meets the criteria for recognition by the Club Review Board (CRB). A student organization is not recognized until the Club Review Board has voted to approve the organization for recognition and the student organization members complete the probationary period following approval.

The Club Review Board, in consultation with the Student Activities Office, may prescribe limitations or additional steps for certain types of student organizations to become recognized. The following types of clubs do NOT need to apply for recognition through the Club Review Board:

- Club sports are administered by Athletics, and as such, Student Activities defers to the Club Sports Director in Athletics to determine if they have the capacity or need to support additional Club Sports. If Athletics approves recognition for any new Club Sports, Athletics will inform Student Activities of the approval.
- Faith-based and spiritual organizations are administered through the Chaplaincy, and as such, Student Activities defers to the Chaplain to determine if they have the capacity or need to support additional faith-based groups. If the Chaplain approves recognition for any new faith-based organizations, the Chaplaincy will inform Student Activities of the approval.
- Fraternities, sororities, and other Greek societies have restrictive membership and additional regulations dependent upon their charter. Any student wishing to charter a new Greek organization on campus should speak with Noelle Niznik, Director of Student Activities.
- Media publications are governed by the Media Board, and as such, the Media Board has the authority to determine if they have the capacity or need to support additional publications. If the Media Board approves recognition of a new publication, Media Board will inform Student Activities of the approval.
RECOGNITION BENEFITS
Student organizations recognized by Student Activities and Hamilton College are granted the following benefits:

- Use of College name & marketing resources
- Creation of an organization email account
- Mass email privileges
- Ability to reserve rooms for meetings/events and College vans for off-campus trips
- Posting privileges to hang posters in common spaces on campus
- Use of a College budget line managed through the Student Activities Office
- Eligibility to apply for funding from Student Assembly
- Collect membership dues and hold fundraisers
- Request services from the College Print Shop, Facilities Management, AV Services, and Bon Appetit catering
- Reserve cash boxes, cash advances, credit cards, and Hill Card readers for event purchases and fundraising
- Ability for Student Activities staff to review and approve offer letters and contracts for artists and event vendors

CLUB REVIEW BOARD
The Club Review Board (CRB) is a designated student committee responsible for reviewing and approving/denying Applications for New Club Recognition. The Club Reviews Board is comprised of the Student Assembly Class Presidents from all four class years, as well as a Student Assembly-appointed committee chair. The Assistant Director of Student Activities, Kaity Stewart, will advise the Club Review Board. In the CRB’s absence, decisions regarding new club recognition will be made by the Assistant Director of Student Activities or his/her designee.

The Club Review Board shall make decisions regarding new club recognition using established criteria.

The members of the Club Review Board will vote to approve/deny new clubs recognition, with a 2/3 vote being required for a vote to pass.

If the Assistant Director of Student Activities or the CRB have concerns regarding a new club application, these entities reserve the right to consult with the Dean of Students Office regarding their concerns.

CRITERIA FOR NEW CLUB RECOGNITION
Applications for New Club Recognition will be evaluated according to the following criteria:

- Compliance with the Hamilton College Student Handbook and College policies, including the College’s non-discrimination and hazing policies.
- Clearly articulated purpose, objectives, and goals of the proposed student organization.
- Demonstrated non-duplication of the mission/purpose of currently recognized student organizations. Demonstrated avoidance of evident similarity with another recognized student organization.
- Feasibility of funding the organization’s projects or goals.
• Local autonomy of the club; the club is led completely by Hamilton College students without direction, interference, obligation to, any entity external to the Hamilton Community (e.g. a parent organization, national chapter, or charter). If the external entity maintains guidelines, policies, or other documents of any kind that are found by the Club Review Board to be in conflict with the Student Code of Conduct, the Club Handbook, or the Hamilton College non-discrimination policy, the proposed club must disavow such items in its constitution in order to be approved. The club may not function solely or predominantly as a fundraising vehicle for the outside entity, or as a means for the outside entity to host events/programs on campus.
• Interest by no fewer than 5 Hamilton student-members.
• Designated executive board (e-board) that includes at least a President and Treasurer.
• Demonstrated plan for electing leaders and ensuring sustainability of the organization.
• Demonstrated plan for storing equipment/resources, if applicable.
• Demonstrated benefit to the Hamilton community.
• Demonstrated need for recognition based on benefits provided to recognized student organizations.

**HOW TO APPLY TO START A NEW STUDENT CLUB/ORGANIZATION**

**STEP 1: ATTEND A NEW CLUB INTEREST MEETING**
Any student that wishes to submit an application to start a new student club/organization is encouraged to first attend a **New Club Interest Meeting** to learn about the benefits of becoming a recognized organization, the steps to apply, and what criteria will be considered by the Club Review Board (CRB). New Club Interest Meetings will be held within the first 6 weeks of the semester.

For spring 2019, the New Club Interest Meetings are:
• Monday, 2/4 from 4:15pm – 5pm in the Sadove Conference Room (room 112)
• Thursday 2/7 from 12:15pm – 1pm in the Sadove Conference Room (room 112)

Should you choose not to come to an interest meeting, please review this information closely to understand the process.

**STEP 2: SUBMIT AN APPLICATION FOR NEW CLUB RECOGNITION**
Submit an Application for New Club Recognition. The application deadline will be 1 – 2 weeks following the New Club Interest Meetings. There is only one deadline to apply to start a new student organization each semester. Students will be sent the Google Form link after attending the New Club Interest Meetings.

For spring 2019, the New Club Applications are due Sunday, 2/10, 2019 by 11:59pm (midnight) via Google Form.

**STEP 3: CLUB REVIEW BOARD (CRB) REVIEWS APPLICATIONS FOR NEW CLUB RECOGNITION**
All Applications for New Club Recognition will be reviewed by the Club Review Board (CRB). The Club Review Board will review applications within 10 days of the application deadline. The Club Review Board will use the established criteria as a framework for making decisions as to approve or deny New Clubs for recognition.

If the Club Review Board members have questions about an Application for New Organization Recognition, the CRB may reach out to the student that submitted the application to pose their questions.

After reviewing the Applications for New Club Recognition, the Club Review Board members will vote to determine if they approve or deny recognition of each New Club. A 2/3 vote is required for each vote to pass.

**STEP 4: APPLICATIONS FOR NEW CLUB RECOGNITION ARE APPROVED/DENIED**

Each student that submitted an Application for New Club Recognition will be notified via email if their New Club application is approved or denied.

**STEP 4A: CONDITIONAL RECOGNITION FOR APPROVED APPLICATIONS**

When a new organization is approved for recognition, the e-board for the New Club will need to complete several tasks before the end of the semester in which the club was recognized. The new club will be placed on a **conditional recognition status** until they complete all of these requirements. Required meetings and trainings will be scheduled by Student Activities in consultation with other campus partners.

New Clubs will immediately be granted privileges to send all-campus emails, reserve rooms for events, and begin recruiting members.

New Clubs will have a 5-week probationary period before they are eligible to apply for Student Assembly funding. The 5-week probationary period does not include College holiday breaks. After the 5-week probationary period, and after completing a Finance Training session, New Clubs are eligible to apply for non-strategic funding.

After attending the Mandatory New Club Meeting, newly-recognized clubs will receive a $50 credit from the Student Activities Office. This $50 credit is intended to cover expenses for new club interest meetings, as well as small supplies needed for initial activities. New Clubs are able to spend their $50 credit at any point during the semester it was earned.

**Required Trainings/Tasks for New Clubs:**

- Attend a Mandatory New Club Meeting (at least one club e-board member required)*
- Complete Title IX training for club leaders (every e-board member required)*
- Attend a Student Assembly Finance Training (required for treasurer if you plan to use funding)*
- Attend 2SLive Enhanced User Training (if needed)
- Hold at least 1 interest meeting to recruit members*
• Submit an end-of-semester evaluation*

New Clubs MUST complete the tasks designated with an * before the end of the semester within which they were recognized. If these tasks are not completed, the club’s recognition status will be revoked.

**STEP 4B: APPEALS PROCESS FOR DENIED APPLICATIONS**

If a new club application is denied by the Club Review Board, the student leader who submitted the application may appeal this decision. The following steps shall be used to appeal a decision made by the CRB:

• Student submits a **written request outlining the reasons for the appeal** to the Advisor of the CRB, Kaity Stewart ([ksstewar@hamilton.edu](mailto:ksstewar@hamilton.edu)) within **seven days** of the date of the CRB’s original decision.

• The appeal will be presented by the Club Review Board members at the following Student Assembly meeting (Mondays at 8pm). The student leader is welcome to come to the meeting and answer questions from the CRB and Student Assembly.

• The Student Assembly Central Council will vote to either approve or deny the appeal.

• A 2/3 vote is required for the vote to pass.

• The decision by the Central Council cannot be appealed.