



How to Start a New Student Club

Step #1: Determine a faculty or staff advisor

Step #2: Define and write down the purpose, goals, and objectives of your club and its contribution to the SUNY Ulster campus

Step #3: Submit a Constitution/By-Laws to SGO (Student Government Organization) for approval

Step #4: Clubs must have 4 officers and a minimum of 4 additional members

Step #5: After SGO approval, SGO will submit your proposal to the College Association for Board of Directors approval. A club representative will be asked to attend the Association meeting

Step #6: Once the club is approved by SGO and the College Association, you may have official meetings

Step #7: A club representative is required to attend all Student Council meetings

Step #8: Club budget requests must be submitted to SGO with detailed plans

Step #9: Club Procedure Guidelines must be followed at all times

Step #10: Clubs are required to submit yearly activity and budget reports to SGO

For more information visit SGO office in the Senate Gym, SEN 106

Or contact the SGO Advisor: Meg Sheeley, Senate Gym, SEN 109 sheeleym@sunyulster.edu