

STARTING AN ORGANIZATION

2022-2023



ORGANIZATION REQUIREMENTS

- **ALL ORGANIZATIONS MUST HAVE A MINIMUM OF TWO EXECUTIVE BOARD MEMBERS INCLUDING A PRESIDENT AND A TREASURER AND AN ADVISOR**
- **ORGANIZATIONS MUST ATTEND A MINIMUM OF TWO USG GENERAL BODY MEETINGS PER SEMESTER**
- **ORGANIZATIONS MUST HOST A MINIMUM OF ONE EVENT PER SEMESTER OF EDUCATIONAL OR CULTURAL VALUE OPEN TO THE ENTIRE CAMPUS COMMUNITY (FALL AND SPRING)**
- **ORGANIZATION EXECUTIVE BOARDS MUST COMPLETE ANNUAL ORGANIZATION TRAINING**
- **ORGANIZATION EXECUTIVE BOARDS MUST COMPLETE SUNY SPARC TRAINING**

THREE-STEP PROCESS

- **MEET WITH THE DIRECTOR OF CAMPUS ACTIVITIES**
- **PRESENT TO THE UPSTATE STUDENT GOVERNMENT EXECUTIVE BOARD**
- **PRESENT AT AN UPSTATE STUDENT GOVERNMENT GENERAL BODY MEETING**

MEET WITH CAMPUS ACTIVITIES

- **SCHEDULE AN APPOINTMENT WITH THE DIRECTOR OF CAMPUS ACTIVITIES**
- **EMAIL CAMPACT@UPSTATE.EDU TO SET UP A MEETING**
- **THIS MEETING WILL REVIEW THE RECOGNITION PROCESS AND GIVE RECOMMENDATIONS FOR THE STUDENT TO PREPARE FOR THE PRESENTATIONS WITH USG**
- **DUPLICITY WITH CURRENT ORGANIZATIONS WILL ALSO BE REVIEWED HERE**

PRESENT TO USG EXECUTIVE BOARD

- **PRESENT AN ORAL PRESENTATION FOR THE EXECUTIVE BOARD**
- **QUESTIONS WILL BE ASKED ABOUT THE ORGANIZATION, LONGEVITY, FISCAL NEEDS, EVENTS, AND OTHER QUESTIONS THAT MAY ARISE**
- **USG WILL EXCUSE THE PRESENTER AND DISCUSS THE PRESENTATION. THE STUDENT WILL RECEIVE AN EMAIL BACK WITHIN 48 HOURS EITHER GRANTING PERMISSION TO THE FINAL VOTING STAGE OF THE PROCESS OR WILL RECEIVE FEEDBACK ABOUT NEEDS TO BE ADDRESSED BEFORE ADVANCING**

PRESENT TO GENERAL BODY

- **BRIEF ORAL PRESENTATION AT A USG GENERAL BODY MEETING**
- **ANSWER ANY QUESTIONS**
- **VOTED ON BY VOTING REPRESENTATIVES AT THE MEETING**

APPROVAL

- **ONCE AN ORGANIZATION IS VOTED IN, THE GROUP WILL AUTOMATICALLY RECEIVE THE MINIMUM FUNDING LEVEL FOR STUDENT ORGANIZATIONS AND THE GROUP WILL BE CREATED IN THE CAMPUS LIFE PLATFORM**
- **GROUPS DO NOT HAVE TO MEET EVENT OR MEETING ATTENDANCE REQUIREMENTS THE SAME SEMESTER THEY ARE APPROVED**

QUESTIONS

- **CONTACT ANY STAFF MEMBER IN THE OFFICE OF CAMPUS ACTIVITIES:**
 - **CAB ROOM 202**
 - **CAMPACT@UPSTATE.EDU**
- **CONTACT THE UPSTATE STUDENT GOVERNMENT VICE PRESIDENT OF CLUBS AND ORGANIZATIONS**
 - **2022-2023 VP – ROMARIO GIBSON**