Student Development & Campus Activities

How to Create A Student Organization

The Center for Student Development & Campus Activities (SDCA) specializes in ‘Making Ideas Happen.’ In doing so, we appreciate sitting with students, or small groups of students, who are interested in starting their own organization at the Pace Pleasantville campus.

All interested students should share their ideas with a member of the SDCA staff by requesting an initial meeting via sdca@pace.edu, subject line – “Starting an Organization.”

The Center for Student Development & Campus Activities is committed to assisting Interest Groups on the Pace Pleasantville campus with the following:

- Consultation – the what, who and why?
- Approval for on campus postings – to bolster interest and recruitment
- Use of University space – to hold interest or planning meetings; programs can only be hosted after a group has been officially recognized
- Suggestions and other resources, including advising and training, etc

SDCA staff will support Interest Groups in the above noted ways for no longer than one academic semester. At the end of this process, we will make recommendations for the Interest Group to pursue one of three courses of action.

1. Student Government Association Recognition Process – pg. 2
2. SDCA Recognition Process – pg. 3
3. Connecting you with other opportunities on campus to explore your passion and interest – pg. 4

**A diagram of this entire process is included on pg. 4 for your reference.**
Student Government Association Recognition Process

Starting an Organization: Student Government Association

Please note that this checklist is ONLY used after a group has held their initial meeting with a member of the SDCA staff to overview the entire process, and to consider their intent and options moving forward. Groups initiate a meeting to begin the entire process by emailing sdca@pace.edu with subject link “Starting an Organization.”

The Checklist

☐ Set up a Meeting – Email Justice@pace.edu to schedule a meeting with the Executive Vice President and a SDCA staff member. This meeting is extremely crucial as it will layout the groundwork of the process for starting a club and will outline the specifics to make that process as easy and simple as possible.

☐ Build Interest – One of the requirements to becoming an organization is to compile a roster of at least 8-10 members. To help build interest, organizations are encouraged to create flyers, hold interest meetings, and any other forms of advertisement. (All flyers and other postings must be stamped by the Center for Student Development and Campus Activities).

☐ Constitution – Every club and organization must have a constitution. In order to simplify the process, a model constitution is available here: https://orgsync.com/9278/files/270172/show

☐ Faculty/Staff Advisor – Every organization is required to have a faculty or staff advisor. Please be aware that the advisor needs to play an active role in the organization and should have some experience concerning the organizations purpose. The Advisor Agreement form is located here: https://orgsync.com/9278/files/276732/show

☐ Roster/Executive Board – The official roster or charter of membership needs to be submitted with at least 8-10 members with their names, positions, pace emails, and U numbers. The Roster form is located here: https://orgsync.com/9278/files/270171/show

FOR FURTHER QUESTIONS OR CONCERNS:

Please contact the Executive Vice President by email at justice@pace.edu or come to the SDCA or SGA office where someone will be able to help you with questions or to clarify anything.
Student Development & Campus Activities Recognition Process

Getting Started – The Checklist

☐ **Set a Meeting** – You will need to set a meeting with the Senior Associate Director and Coordinator for Student Development and Campus Activities. The best way to reach these staff is by emailing sdca@pace.edu with the Subject line – Starting an Organization.

☐ **Constitution** – All groups need to have a Constitution on file for themselves, their members, advisor and the SDCA office. The Constitution defines the organization’s purpose and sets guidelines for expectations and operations. If you have never created one before, please use our template – [https://orgsync.com/9278/files/270172/show](https://orgsync.com/9278/files/270172/show)

☐ **Recruit a Faculty Advisor** – all student organizations must have a full time faculty or staff advisor. We support groups soliciting their own advisors and will assist groups if necessary. All groups must have a signed Advisor Agreement form on file with SDCA each Fall and Spring semester. The form is located here - [https://orgsync.com/9233/files/198659/show](https://orgsync.com/9233/files/198659/show)

☐ **Complete a Roster** – all student organization must have a roster, filed each Fall and Spring semester, with the SDCA office. Minimum membership is eight (8), five (5) of which must include officers of the organization (President, Vice President, Treasurer, Secretary and Senator). Other positions can be added and members should be included as well. Rosters must be accurate at time of submission (see form for details) - [https://orgsync.com/9233/files/198718/show](https://orgsync.com/9233/files/198718/show)

☐ **Set up Office Resources / Get Training** – there are a series of privileges and tools that SDCA can provide your student organization. These include the following listed below, so schedule time with an SDCA staff member to get activated and to learn more. *Several members from the organization are encouraged to attend.*

  - OrgSync Account
  - Agency Account (on campus bank account)
  - Email account
  - Reserving Space
  - Posting policies and procedures

☐ **Goal Setting** – recently formed organizations should have a minimum of two goals to share with their advisor and the SDCA staff. This provides a venue for support and guidance in the early stages of the organization’s beginnings. Goals come in different forms – some may be recruitment, others for programming and for some it would be service or fundraising. Speak to an SDCA staff member to help you create SMART goals to improve and enhance your organization performance.
This is for Non—Greek affiliated groups wishing to seek recognition with our campus. This also excludes Honor Societies.

**SGA Recognition**

For groups that can sustain operation with the following:

**Requirements:**
- Attend weekly SGA Senate and Finance meetings, participate in Senate Committees, host minimum two programs and abide by all SDCA requirements. (noted —>)

**Privileges:**
- Access to funding for programs, support and advocacy from SGA, opportunities to interface with Senior University leadership, work with Committees and influence campus life—will receive same SDCA Privileges (noted —>)

**SDCA Recognition**

For groups that can sustain operation with the following:

**Requirements:**
- Registration, faculty/ staff advisor, Constitution, Roster, End of Semester Report, hold regular meetings, host programs, attend fall and spring training, participate in University events (Homecoming, Open House, etc)

**Privileges:**
- Recognition as an official University recognized group, access to OrgSync, email account, on campus bank account, access to university space, ability to post on campus, mail box

**Plug In**

If student is not able to sustain a group operation we will make recommendations for them to plug into pre-existing operations:

**Examples include:**
- CCAR
- Athletics
- Academic/ Administrative Department
- Programming Board
- University Committees & Affinity Groups

SDCA will provide Interest Groups with the following: guidance and consultation, approval for campus postings for recruitment, reserving meeting space for an interim period of no longer than one semester.