

How to create a club at UVM? Below outlines the club confirmation process through UVM SGA.

1. Find ten (10) people that want to be a part of this organization and two (2) ClubSigners (a president and treasurer) to lead it.
2. Fill out the [New Recognized Student Organization form](#) in UVM Clubs
 - a. The SGA Club Affairs Committee will review your submission and will ensure the following:
 - i. The potential RSO has a mission and name unique to other RSO's at UVM.
 - ii. The potential RSO follows the UVM Code of Conduct and does not pose a threat to UVM students.
 1. If the organization is a part of a national chapter, the national chapter's by-laws must also adhere to the same rules outlined above.
 - iii. The potential RSO has an accurate constitution that follows [this template](#) provided by the SGA Club Affairs Committee.
3. The UVM Club Affairs Committee will contact the potential ClubSigner indicating whether they are or are not moving forward with their application.
4. If they move forward with the confirmation process, a member of the Club Affairs Committee will schedule a meeting with the future club leaders to discuss the next steps.
 - a. Per SGA rules, the Club Affairs Committee must bring up a new organization in a full senate body meeting before voting on its approval the following week.
5. In the meantime, the club leaders must find an advisor and have them fill out [this form](#) on UVM Clubs.
6. Once it is time to vote for the new organization, the Club Affairs Committee will sponsor a bill for the senate body to vote on.
 - a. The senate body is not voting on whether they like the club or not. They are voting on whether the process was correctly followed.
7. If the club bill is passed, the SGA senator will meet again with the new ClubSigners to discuss organizational resources and required next steps.
8. After the second meeting, the organization is now an SGA recognized organization. They can operate as such once their constitution, advisor, and ClubSigners are approved by the Club Affairs Committee.