

## Policy and Procedure

<b>Department:</b> Student Leadership and Involvement Center	<b>Section:</b>
<b>Title:</b> Student Organization Review Committee	<b>Effective Date:</b>
<b>Authored by:</b>	<b>Approval Date:</b>
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<b>Type</b> Department Policy	

**Purpose:** The Student Organization Review Committee (SORC) is a committee that reviews new student organization applications and interviews applicants six times per academic year (three times in the Fall and three times in the Spring).

**Scope:** SORC recommends new student organizations to the Vice Provost for Student Life and/or their designee for approval based on the application and interview (if applicable).

SORC consists of:

- Senior Director of the Engagement and Belonging or their designee
- CSU Executive Member
- Student representative from the Student Life Policy Committee
- A graduate/professional school representative selected by CSU
- Student Leadership and Involvement Center student employee (non-voting member)

**Policy:** Students interested in starting new organizations must first meet with the Senior Director of the Engagement and Belonging or their designee to go over the application process and the draft of their proposed constitution.

**Procedure:**

**New Concept Clubs and Organizations:**

Following receipt of the completed application packet, the materials will be reviewed by the SORC for consideration. A completed application packet includes the “New Student Organization Application” on CU Involved, a finalized constitution based on the template provided by the Student Leadership and Involvement Center, a mission statement, the names and NET IDs of six students or the minimum number of students needed for a sports club interested in the organization, a Creighton University faculty/staff moderator with a NET ID, and a proposed calendar of events. Students will then be required to attend an interview with SORC. The deadline for a SORC application falls on the first Tuesday of the months September, October, November, February, March, and April. Interviews will take place on the third Thursday of the month unless there is a holiday, then interviews will take place the next

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week. If a student organizer does not meet the application requirements, SORC reserves the right to defer the application to the following cycle for review.

### **New Location Clubs and Organizations:**

New location clubs and organizations are branches of a club that have already been approved through the SORC process and followed all the steps outlined in the New Concept Club and Organizations procedure but would like a branch/independent club/organization on their respective campus.

Following receipt of the completed application packet due on the first Tuesday of the months September, October, November, February, March, and April, the materials will be reviewed by the Senior Director of Engagement and Belonging. New location clubs and organizations will bypass the interview portion of this process.

### **Interest Groups**

Interest Groups out of the Graduate and Professional Schools are defined by groups that exist to talk about, educate themselves on, and network with professionals in a specific field. These groups will be identified by the Senior Director for Engagement and Belonging or their designee as Interest Groups and will follow the steps outlined in New Location Clubs and Organizations.

During the SORC interview, a representative must be present to briefly discuss the purpose and goals of the proposed organization and answer any questions. After the interview, SORC makes recommendations to the Vice Provost for Student Life or their designee. The options for SORC recommendations include:

- Recommend
  - If group follows all application guidelines, lives out Creighton mission, does not duplicate efforts and is sustainable.
- Do Not Recommend
  - Group does not fulfill requirements. May be invited to reapply

Following approval, organizations would have access to all privileges as all other regular, registered student organizations found. More details can be found on the [“Responsibilities and Privileges”](#) Student Leadership and Involvement Center webpage.

**Accountability/Follow-up:** Unaffiliated and unregistered organizations and clubs will not be acknowledged as student organizations if the SORC process and approval is not followed. Organizations and clubs that are not registered are not eligible for funding from Creighton Students Union. Any unregistered club or organization that uses Creighton University brand, logo or name will be required to remove the likeness.