

Starting A New Student Organization

-ToreroOrgs-

www.sandiego.edu/ToreroOrgs

Can't find the group you're looking for? You can start your own student organization! The SAI is here to help all undergraduate students interested in finding their passion at USD.

Students can start a new student organization under the following categories:

- Academic and Professional Societies Special Interest
- Political Orgs
- Changemaker Orgs
- Fraternity or Sorority*
- Sports Clubs*
- Multicultural Orgs
- Religiously Affiliated Orgs*

***Note that the process for beginning a social Fraternity or Sorority, Religious organization or Sports club on campus requires more than what is listed here.**

The student organization management website is known as **ToreroOrgs** and can be found at www.sandiego.edu/ToreroOrgs. It is also accessible through the Associated Student Government (ASG) and SAI websites.

Get started by finding a **minimum of 10 undergraduate students** interested in joining your organization AND a current **USD Employee** that will act as your organization's official Advisor. You'll also need to draft a **Constitution for your organization**; this will contain your organization's official name, purpose, and detailed by-laws. A model constitution is available for you on the ToreroOrgs homepage.

After you've met the requirements above, attend a **mandatory club registration meeting** (dates available on the ASG and ToreroOrgs websites). During this meeting you will be informed of various resources available and you will learn student organization policies and procedures. After you've attended the meeting, you will watch a series of online videos to complete a related quiz.

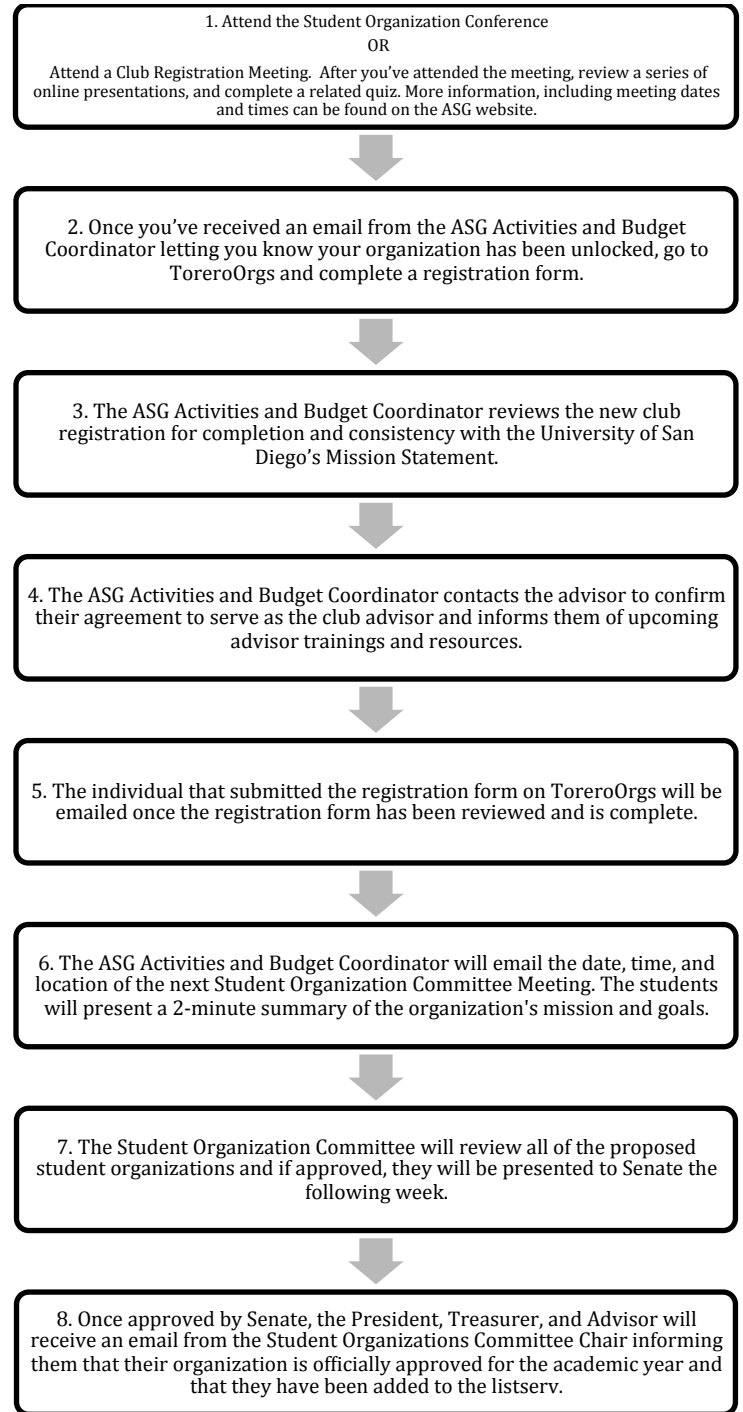
The next step takes place on the ToreroOrgs website. Make sure to log in with your MySanDiego username and password, and then click on the Organizations tab. From here click on the box labeled **Register a New Student Organization**; it's located on the lower left hand corner of the page, directly below the search bar. Complete the 10-step process and submit your registration.

You will be notified once your registration form has been approved on ToreroOrgs. After your registration form has been initially approved, you will be invited to attend the next **Student Organization Committee Meeting**. The committee will ask questions about the purpose of the organization in order to approve or refuse your org's registration. If registration is approved, the committee will present your student org to the **Associated Student Government Senate** the following week for final approval. Once officially approved, the Student Organization President and Advisor will be contacted by e-mail.

Helpful Hint: It may seem overwhelming, but know that at any point, you can visit the SAI Office (SLP 308) to sit down with an Involvement Consultant to work through the process. We're here for you!

NEW STUDENT ORG REGISTRATION PROCESS:

New orgs are required to have **at least 10 undergraduate members**, a **Faculty/Staff/Administrator Advisor**, and a **Constitution** (see attached)



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