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)

1. Attend the Student Organization Conference
   OR
   Attend a Club Registration Meeting. After you’ve attended the meeting, review a series of online presentations, and complete a related quiz. More information, including meeting dates and times can be found on the ASG website.

2. Once you’ve received an email from the ASG Activities and Budget Coordinator letting you know your organization has been unlocked, go to ToreroOrgs and complete a registration form.

3. The ASG Activities and Budget Coordinator reviews the new club registration for completion and consistency with the University of San Diego’s Mission Statement.

4. The ASG Activities and Budget Coordinator contacts the advisor to confirm their agreement to serve as the club advisor and informs them of upcoming advisor trainings and resources.

5. The individual that submitted the registration form on ToreroOrgs will be emailed once the registration form has been reviewed and is complete.

6. The ASG Activities and Budget Coordinator will email the date, time, and location of the next Student Organization Committee Meeting. The students will present a 2-minute summary of the organization’s mission and goals.

7. The Student Organization Committee will review all of the proposed student organizations and if approved, they will be presented to Senate the following week.

8. Once approved by Senate, the President, Treasurer, and Advisor will receive an email from the Student Organizations Committee Chair informing them that their organization is officially approved for the academic year and that they have been added to the listserv.

http://www.sandiego.edu/slic
usdinvolvement@gmail.com
619-260-4802
Student Life Pavilion, 3rd Level 308