How to Start a Club

1. Find three other students who are also interested in starting the club with you. Two of those students must be willing to serve in an officer position (e.g., President, Vice President, Treasurer, etc.).

2. Register your organization on **Mountain Lion Connect**. Fall registration opens over the summer, and spring registration opens in the beginning of January.

   - For registration, you must submit a Club Constitution. For a template to help guide you in your Constitution creation, visit **this link**!

3. Once you submit your club's registration, at least one club officer must complete Club Orientation via Canvas. The officer(s) will be enrolled in this course upon completion of the registration form.

4. Once you have completed Club Orientation, your registration will be approved in Mountain Lion Connect and you can start holding club functions!

Club Constitution

There are 5 main requirements that _must_ be in all club constitutions. You can find these sections in the template.

1. Membership requirements
   a. Clubs must be open to all UCCS students
   b. You are allowed to have other requirements though (ie- GPA, grade level, etc)
2. Officer roles
   a. List out a general description of what each of the officers will do
   b. This part of the constitution can (and should) change as your club grows and develops
3. Officer election and removal
   a. How will you conduction elections and who is eligible for each position?
   b. What will the term for officers be?
      i. We recommend May 1-April 30 (rather than Jan-Dec)
   c. What is the process to remove an officer from their position if needed? And how will you fill that vacancy?
4. Financial decisions
   a. How will your funds be spent?
   b. We recommend just copying this part directly from the template

5. Amendment process
    a. If you want to change the constitution, what is your process?
    b. Once a new constitution is created, please upload it to MLC

Upload your constitution to MLC as the file type "Default" or you will not be able to delete it