

## SORC Quick Pick

# Club Registration

### Documents

- **Constitution**- Must meet all SORC policies, which can be found on our website.
- **Updated Roster**- Must include all officer positions and contact information of members. Include advisor.
- **Advisor Acceptance Form**- Must be signed by your current faculty/staff advisor **within 1 semester** of your registration submission.

### After submitting...

- Your registration application will go under review by the SORC office.
- Applications will be reviewed in the order that they were submitted.
- **If there are any problems** with your application or constitution, Staff will notify the Primary Contact.
- Staff **will not** be able to continue processing your application until all edits are completed.
- **Once approved**, the listed officers and advisor will receive a final confirmation email.

### Application Tips

- **Required Statements & Sections**
  - Follow the guide on the SORC website that outlines the required sections.
  - Some sections require exact language that **cannot be edited**.
  - If required sections and/or statements are not in the Constitution, it will **immediately** be denied until the sections are added.
- **Sections to Watch**
  - Use updated **terminology**. Only use “registered” and NOT “certified.”
  - Under **Membership Requirements**, copy the required six sections directly into your Constitution. Insert your club’s name where needed, but do not edit any other wording.
  - Under **Finances**, be sure to include the required wording regarding outside bank accounts.
  - For all undergrad groups, **your governing body** is Student Government Board.
- **If you don’t have everything ready by the deadline...**
  - Make sure to submit at least a draft before the deadline.
  - You can still make edits to your constitution after submitting!
  - For the **Advisor Form**, submit a Word document stating that you will bring it in ASAP.
- Finally, **contact us** before the deadline if there is a problem with your application!

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### Basics

- Each existing student organization must re-register **once every year** to remain **Active**.
- If a group misses a re-registration deadline, they will become **Inactive**. **What does this mean?**
  - Cannot make any financial transactions or view SORC account
  - Cannot request Allocations, receive grants, or hold fundraisers
  - Cannot reserve rooms
  - Cannot host large programs
  - Cannot rent vehicles
  - Cannot request SORC supplies
  - Will not appear in SORC directory
  - Cannot register for Activities Fair

### Re-Registration

- Your re-registration cycle should occur soon after your group holds **elections**.
- Each registration period will last **six weeks** and **no exceptions** can be made.
- Only the person listed as the **Primary Contact** has access to re-registration—always make sure this info is up to date!
- Before leadership is passed on, make sure the next E-Board is aware of re-registration!
- Groups can only re-register during certain periods during the year. These begin:
  - August 1st
  - December 1st
  - April 1st

### New Organizations

- Any Pitt student, undergraduate or graduate, is eligible to start a new student organization!
- **Questions to consider:**
  - Is this organization **unique** and not a duplicate of an organization that already exists on campus?
  - Are there students interested in this group who are willing to make the time commitment?
  - Are there enough people willing to take leadership positions?
- **Registration periods:**
  - February 1st-15th
  - October 1st-15th
  - During one of those time periods, you will need to fill out an online registration application that includes all three required documents