

New Club Probation Terms

Upon approval from the Student Activities Office and Club Coordination Council, undergraduate clubs will enter into a one-year probationary period from when they are approved to approximately one year later (actual timeline will be communicated by the CCC once approved). Graduate clubs will also be probationary for their first year but will not undergo the following guidelines.

If you are unsure whether your club is Probationary Year 1 or Probationary Year 2 or what semester your club's probationary period began in, please reach out us at CCC@nd.edu.

Clubs will:

- Be eligible to receive up to \$300 in their initial allocation request when they are first granted Probationary Year 1 status.
- Be eligible to receive up to \$500 from the CCC during a probationary year from all sources including their initial allocation, Spring Allocations, Winter Reallocation, and CCC appeal fund request(s).
- Be eligible to appeal once to the CCC Contingency fund during their probationary year.
- Be eligible to appeal to the CCC Collaboration and FMB Collaboration funds.
- Have a mailbox in the Club Resource Center.
- Be listed on the official SAO list of clubs.

Clubs will have the ability to:

- Reserve rooms for meetings or events.
- Have posters approved for posting.
- Have NetID space (email and website).
- Have a table at Activities Night.

Please note that clubs **must complete ALL of the items below** during their probationary year to be eligible to receive full club status.

Clubs are REQUIRED to:

Allocation Process

- Participate in the Spring Allocation process (including budget submission, Spring Allocation meetings, etc.). Clubs will not be eligible for a Concession

Stand during the probationary year. (**Only** applies to Probationary Year 2 Clubs and clubs granted Probationary Year 1 status during the Fall Semester)

- Participate in the Winter Reallocation process (**Only** applies to Probationary Year 1 clubs granted Probationary Year 1 status in the Spring Semester)

Events & Event Reviews

- Plan, organize and host a minimum of **three** events (*at least one open to campus*).
- Submit event reviews to the proper CCC Division if requested. The CCC may provide feedback and suggestions to facilitate the success of future club events.

Club Reports

- Send club reports to the proper CCC Division if requested.

Club Information Meetings

- Attend all Club Information Meetings

Alternative Funding

- Contact any related departments or offices on campus to inquire about alternative sources of funding.

Fundraising

- Have at least **one** fundraiser.

Dues

- Collect dues (with the exception of Social Service clubs) of at least \$5 per semester.

Guidelines

- Become familiar with and follow **CCC Division Guidelines**.

Meet all SAO and CCC deadlines to maintain eligibility status.

Final Review

At the conclusion of the probationary year, each club will go through a final review process for determination of status.

1. Clubs must:

- **Have met all requirements outlined on the checklist above.**
- Reevaluate club bylaws/constitution and send a copy to SAO. Remain in good standing according to University and SAO policies.
- Have officers in order for the following year (and execute a good transition).
- Follow through with the appeal process for full club status as initiated by the CCC.

2. The CCC will review club status and decide on one of the following options:

- Full club status, including eligibility to apply for any CCC funds.

- Probationary Year 2. Clubs will remain eligible for funding, but with the same restrictions as described above.
 - Combine with existing club (purpose can be fulfilled by an existing club/organization).
 - Deny club recognition.
3. Final Decision by CCC
 4. Club is notified of decision
 5. If denied club status by the CCC, clubs may appeal the decision to the chair of the CCC division under which they were reviewed within 2 weeks [14 calendars days] of the date of their notification.