



Roger Williams University Student Senate

CLUB TRIAL STATUS CHECKLIST

Congratulations on receiving trial status from the Clubs and Organizations Committee! The purpose of the trial status period is for potential clubs to prove their commitment to becoming an officially recognized club as well as to elect club leadership and increase membership. Once all the requirements have been completed, your club president must appear before the Clubs and Organizations Committee for a full club status hearing. This can be completed no sooner than one month, and no later than two months after trial status was granted. Good luck and we look forward to hearing for you again!!!

- ☐ **Elect Officers:** Each club must elect a President, Vice President, Treasurer, and Secretary. This election must be in line with Senate election policy and is required of all clubs (including club sports).
- ☐ **Attend a Club Presidents Meeting and submit a Monthly Report:** Club Presidents Meetings are held the first Wednesday of each month at 6:30 pm. Monthly Reports can be found in the Senate Office and are submitted at the Club Presidents Meeting.
- ☐ **Set up an informational table:** Tables are held in the lobby of the Student Union and can be reserved in the Department of Student Programs and Leadership. The purpose of the informational table is to recruit new members and promote your club.
- ☐ **Hold at least two meetings and submit minutes:** You must hold at least two club meetings with minimum attendance of ten people. Minutes must be kept from each meeting and submitted to the Clubs and Organizations Committee at the full club status hearing.
- ☐ **Attend financial training:** The club officers must set up a meeting with the Senate Finance Committee Chair to go over Senate financing policies, procedures, and budgeting. The Finance Chair can be reached at the Senate Office.