

1.6. How to Certify an Organization

The club certification process for new organizations can be completed on City Tech Connect!

- A. Create a name for your club and think about the category it will fit into. There are two categories: Academic & Professional Clubs or Special Interests Clubs.
- B. Identify the club's officers: President, Vice President, Secretary, and Treasurer. **No student can hold more than one position in a club(s).**
 - Select a faculty or staff person to be the club/organization's advisor. The advisor must be a full-time faculty member or administrative employee of the college.
- C. Create a Club Constitution, this is a document that your club shall follow indicating the following information:
 - Name of Organization
 - Purpose and Objectives
 - Qualifications of Members
 - Officers and Committees
 - Meetings
 - Finances
 - Termination of Membership, Resignation, and Non-active members
 - Amendments

The constitution will be uploaded on your City Tech Connect page.

- Along with the Constitution, fill out the [Club signature authorization card](#)
- D. All students who will be officers in the club must complete SPARC Training. You can complete your SPARC training [here](#). All faculty advisors must submit a Title IX Club Advisors Acknowledgement which can be found online or [here](#). All certifications from each club officer along with the Club Advisor Acknowledgment must be uploaded on your City Tech Connect page in one PDF document.
 - E. You must register your Club on City Tech Connect. [Click here](#) to access the Organization Registration form
 - Provide Club Name
 - Mission Statement
 - Meeting Location and Time
 - i. On Campus or Virtual provide the appropriate rooms or links.
 - Contact Information of Executive Board
 - ii. Club President, Vice President, Treasure, Secretary and Advisor

Please provide their name along with their CUNYFirst login email (e.g., JaneDoe@login.cuny.edu) to add them to the page. Each officer must then approve their position.

- Cover Image/Logo
- Social Media Handle

A step-by-step guide on how to create a club page can be found [here](#).

HELPFUL LINKS

Here's a [quick article](#) to help new officers get acquainted with the system.

- [Overview for new users](#)
- [Overview for Officers: Basic navigation and top tools](#)
- [Introduction to group management for officers: Top tools to connect and engage your members](#)

- F. Start recruiting your 15 members! Remember, a minimum of 15 members are required to form or re-certify a club.
- a. Ensure that all club members are uploaded on the form by filling out the [membership roster](#) City Tech Connect page. This must be completed before your page can be approved and certified.

Please provide their name along with their CUNYFirst login email (e.g., JaneDoe@login.cuny.edu) to add them to the page. Each member must then approve their membership.

- G. Once you have submitted your application via the City Tech Connect Page and provided the necessary documents (e.g., Title IX form and Constitution), all information will be sent to the Student Government Association for approval.
- H. Please wait to be notified by the Club Coordinator regarding approval or receive an approval email from City Tech Connect. Clubs may be certified at any time during the academic year; however, it is strongly recommended that clubs submit their documents early in the fall semester. Doing so will allow your club to be considered for student activity fee allocations when the Student Government Association opens the budget proposal process for that semester.

- I. Review and familiarize yourself with the [Student Resource Manual](#), and [CUNY Bylaws](#) that govern student activity fees and student organization. The handbook will contain information on how to request a room for club activities, how to submit requests, travel procedures, and other important “how to” for the successful operation of your club.

1.7. Recertification of Student Organizations

Recertification takes place every year in the fall semester and clubs are required to recertify to remain active on campus, use campus space, and access club funds. The recertification process is as follows:

1. Ensure your club City Tech Connect display page is up to date. Make sure the page includes the mission statement. While the constitution can remain unchanged from one semester to the next, any changes in club officers or faculty advisors must be reflected by updating the new information for those assuming new roles. Additionally, if there is a change in the board, Title IX certificates must be re-uploaded.
2. Your membership must include a total of 19 students—four officers and 15 non-officer members. This means your page should reflect all 15 members who have joined.