

# How to Ratify A SAMRU Club

## **Ratification Checklist**

- ☐ Recruit a minimum of 3 Signing Authorities (no more than 4) and 10 members.
- ☐ Fill out signing authority agreement, permission of verification of student status and membership list documents.
- ☐ Create your constitution. For information on how to write a constitution, information is provided on the website or contact the Clubs & Events Coordinator.
- ☐ Submit the ratification form and upload your documents and constitution.
- ☐ Have all Signing Authorities RSVP and attend Clubs Training. For more information, contact the Clubs & Events Coordinator.
- ☐ Your ratification application will be reviewed and you will be notified when your club is officially ratified.

## **Re-ratification Checklist**

- ☐ Fill out signing authority agreement, permission of verification of student status and membership list documents.
- ☐ Update your constitution and make sure it is signed by the active Signing Authorities for that year.
- ☐ Submit the ratification form and upload your signatures document and constitution.
- ☐ Have all Signing Authorities RSVP and attend Clubs Training. For more information, contact the Clubs & Events Coordinator.
- ☐ Your ratification application will be reviewed and you will be notified when your club is officially ratified.