I. Criteria to Exist as a Muir Org

1. Organization Criteria
   a. Student organization must have a unique mission and focus different from that of current Muir College student organizations and campus-wide organizations. The mission and focus must clearly identify the benefit the organization will provide for John Muir College students.
   b. Organizations must be independent organizations, not affiliated with a campus-wide student organization, club, or committee.
      i. Orgs wishing to concurrently register with the Center for Student Involvement may submit an appeal to the Muir College Office of Student Affairs.
   c. Organizations cannot be a sports or recreational club and/or team.

   AND

2. Executive Board Criteria
   a. Minimum of 3 executive members and a maximum of 7* executive members
      *If the organization would like more than 7 executive officers, the organization must get special permission from the Muir College Office of Student Affairs via their advisor.
   b. At least 2/3 of executive board must be currently enrolled Muir College students or current or former Muir College residents who are currently enrolled UC San Diego undergraduate students.
   c. Each organization must identify a Chief Executive Officer (e.g. Chair, President, Editor-in-Chief)* to serve as the primary contact for the student organization. This person will be responsible for keeping the organization accountable for following all college and university policies as well as the UC San Diego Principles of Community.
      * If the organization chooses to use alternate titles than the ones specified above, the organization must get special permission from the Muir College Office of Student Affairs via their advisor.
   d. All student organization executive members must agree to and sign the Muir College Indemnification Agreement

AND

3. Membership Criteria
   a. Only currently enrolled UC San Diego undergraduate students may be members of Muir College student organizations.
   b. Organizations must be open to all currently enrolled Muir College students.
   c. 2/3 of student organization members must be currently enrolled Muir College students or current or former Muir College residents who are currently enrolled UC San Diego undergraduate students.
   d. Membership list, including name, PID number, UC San Diego email address, and college affiliation of each member, must be maintained by the executive board.
AND

4. Outreach Criteria
   a. Programs, events, and meeting times must be advertised to the Muir College community.
   b. Recruitment efforts should be primarily focused on the Muir College community.

If all criteria listed above is not met, group will not be/no longer be an official Muir College registered student organization.

II. Requirements
1. Each organization must register with Muir College on an annual basis. The registration period will open in May and close in August.
2. Student organizations needing meeting space must submit a reservation request.
3. All student organizations must participate in Muir College student organization fairs occurring during Welcome Week, Winter quarter, and Triton Day.
4. Every executive member must attend the Fall quarter student organization training.
5. Student organizations must complete the indemnification form during the registration process.
6. Executive members must meet regularly with a college-assigned advisor.
7. Each organization must have at least 1 executive member attend monthly org head meetings throughout the academic year.
8. Student organizations requesting funding for the following year, must submit a budget call to Muir College Council Spring quarter.