Becoming a Student Organization & Re-Registration 14-15

Forming a new organization
Student Life is partnering with the new Student Executive Board (SEB) to facilitate the process of recognizing new student organizations. The SEB Pre-Recognition Liaison now assists new groups as they seek full recognition. The steps students interested in forming a new group are as follows:

Step 1: Preparing a Pre-Recognition Application
1. A student representative should pick up an information packet in the Student Organizations Hub, Andorfer 017 and fill out the New Student Organization Pre-Recognition Application. In doing so, you'll need to identify 5 students who are interested in being a part of the group; this is a required number, though their signature does not indicate they are going to be executive officers. It also requires the applying organization secure the commitment of an Advisor.
2. The New Student Organization Pre-Recognition Application shall be returned to the Director of Student Life for signature granting provisional status. This indicates the intent for a group of students to form a new organization.
3. The organization will be granted provisional status for six weeks while organizational meetings are held to draft the group’s new constitution and gain recognition from SEB, if applicable. At the end of these six weeks, groups can submit an Application for Recognition to Student Executive Board or request more time. Student Life will NOT market organizations that move beyond this six-week period. The Pre-Recognition Liaison will initiate contact with groups once they are in Pre-Recognition status. Groups are expected to respond and communicate with the Pre-Recognition Liaison. She or he will answer questions and assist with the development of the constitution.

Step 2: Pre-Recognition Status and Preparing a Constitution
1. Pre-Recognition status means that a student or group of students has petitioned for student organization recognition but has not yet been approved by SEB.
2. The petitioning student or group has six weeks from the time an Application is submitted to draft a constitution in accordance with the Guidelines for Constitutions.
3. The Pre-Recognition Liaison will review the submitted Constitution prior to handing it over to SEB and she or he will most likely make suggestions for any area which fails to meet Constitution criteria or for items which could be improved. The provisional status may be extended once for groups revising their Constitution based on this feedback. This feedback may come in the form of an email, but often the group leaders, Pre-Recognition Liaison and potentially the Advisors and Director of Student Life, will meet to discuss recommendations.
4. Once the final draft of the constitution is ready, the Pre-Recognition Liaison schedules the new group to present their organization to the full SEB for consideration of recognition.

Step 3: Constitution Review by Student Executive Board
The group will present their proposed organization and constitution to SEB who will then vote on the group’s recognition status. A determination of status will be made at that meeting, and it could be recognition, denial of recognition, or delay of recognition pending more information.

Re-Registration for Recognized Student Organizations
For the purpose of accurate communication and understanding which student organizations are still active, each recognized student organization will be required to complete a Registration form each fall,
or at the beginning of their active period, in order to be listed as an Indiana Tech student organization. Organizations are also responsible for providing either a hard copy or electronic copy of their current Constitution and by-laws at the time of Re-Registration. The SEB will also be verifying that all recognized student organizations meet the standards of recognition. Groups who fail to do so will no longer be recognized and be put on a hiatus status.