

## Becoming a Student Organization

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Student Life partners with Student Executive Board (SEB) to facilitate the process of recognizing new student organizations. The SEB Pre-Recognition Liaison 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 will pick up a New Student Organization Pre-Recognition Application in the Student Affairs Suite, Andorfer main floor. In filling out the application, they'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. The application also requires the applying organization to secure the commitment of an Advisor.
2. The New Student Organization Pre-Recognition Application must be submitted to the Associate Director of Student Involvement 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 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 an extension. 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 administering the application to SEB, and she or he will provide 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.
5. Groups in Pre-Recognition status may not host events on campus, but they may table or host meetings to gain interested members.

### 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 new group's recognition and constitution will be approved if a two-thirds majority vote in favor of the new org is passed. 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. The organization seeking recognition must present the information requested, but can include other information, as well, in any format they choose.