



New Student Organization Recognition Process Outline

1. First You Should:

- a. Reach out to one of the contacts to schedule a preliminary meeting.
 - i. Student Government Association Chief Justice, (SGA-officers@iup.edu)
 - ii. If registering a club sport, fraternity or sorority, or Religious affiliated organization, also contact one of the following:
 1. Club Sport: Brianna Drylie (bdrylie@iup.edu)
 2. Fraternity or Sorority: Betsy Sarneso (esarneso@iup.edu)
 3. Religious Affiliated Organization: Council on Spiritual and Religious Life (tcogar@iup.edu)
- b. Review New Student Organization Recognition Process
 - i. Receive and review new student organization recognition application and new student organization constitution template
 - ii. Review the Student Government Associations steps for recognition (see below)
- c. Timeframe:
 - i. SGA manages the new student organization recognition process through the academic year (Fall and Spring semesters).
 - ii. The recognition process on average take six to eight weeks. The process length is influenced by the level of activity by the requesting group.
 - iii. Meetings with the Board of Recognition will be scheduled after the application and constitution are received.

2. Creating a Constitution:

- a. Email the Chief Justice at SGA-officers@iup.edu to receive a Constitution Template and Application for Recognition
 - i. You can also locate these documents on the IUP Website under 'Student Life'
- b. Once completed, email a copy of the constitution to the Chief Justice of Student Government. Feel free to send drafts if you need help.

3. Set Up an Initial Meeting with the Board of Recognition:

- a. Once you have completed the new student organization recognition application and constitution template, contact the Chief Justice via SGA-officers@iup.edu to schedule a time to meet with the Board of Recognition. This meeting may take place in-person or virtually over Zoom.
- b. At the meeting the group will:
 - i. Review the new student organization application and organization's constitution
 - ii. Discuss the organization's purpose, mission, and reason for formation to ensure it does not duplicate an existing organization.
 - iii. Discuss membership: who will be the advisor, officers, list of potential members, and sustainability of membership.

- iv. Discuss the activities, programs, and other initiatives the organization will pursue should it be recognized.
- c. The Board of Recognition will either approve your submissions and provide information on the next steps in the process or ask for changes to be made to the documents.
 - i. An additional meeting with the Board of Recognition may be required if changes to the application or constitution are required.

4. Set Up Your Organization's Crimson Connect Page:

- a. To set up a Crimson Connect page:
 - i. Go to <https://iup.campuslabs.com/engage/>
 - ii. Click on "organizations"
 - iii. Click "register an organization"
 - 1. Should be located on the left-hand side of the screen under the search bar
 - iv. Scroll to the bottom of the page and click "register a new organization"
 - v. Fill out all required fields and sections
- b. If you need help or would like to learn how to use Crimson Connect and its features, please email Brianna Drylie, bdrylie@iup.edu
- c. Inform the Chief Justice once your Crimson Connect page has been completed.
 - i. Your Crimson Connect Page will need to be completed before meeting with the SGA General Assembly.

5. Set Up a Meeting with the SGA General Assembly:

- a. After receiving the Board of Recognition's approval and completing your Crimson Connect page, the Chief Justice will be in contact to schedule a date to attend a Student Government General Assembly meeting.
- b. At the meeting, the group will be asked to present information about the organization and answer any questions.
- c. The meetings are at 7:30 p.m. in Elkin Hall's Great Room.
- d. Individuals may attend the meeting in-person or virtually over Zoom.

6. Approval:

- a. The organization will receive an email with the outcome of the vote of the General Assembly within 48 hours after the SGA meeting.
 - i. If approved:
 - 1. The organization will receive a letter of official recognition
 - i. This letter is required to be displayed on Crimson Connect
 - b. SGA/MCSLE will ensure that your organization's Crimson Connect Page is properly set up and will approve it so students may access it.
 - ii. If denied:
 - 1. The organization will be sent back to the Board of Recognition for review
 - iii. If denied again:
 - 1. The group will need to wait one semester to apply again

7. Re-Register:

- a.** Each fall the organization will need to re-register on Crimson Connect to maintain Recognition. This will be verified by the Center for Multicultural Student Leadership and Engagement (MCSLE).
- b.** Crimson Connect pages will be reviewed annually by the Student Government and MCSLE to ensure executive board members, advisor(s), and constitution are up-to-date.



New Student Organization Recognition Check List

General Club Information:

- Organization name
- Organization mission and purpose
- Organization name aligns with purpose
- Executive Board
- Active roster of members
- Club Advisor
- Idea of activities/events the organization could hold on campus
- Reasons why students would join this organization
- Reasons how or why would the IUP community benefit from this organization

Constitution:

- Officers who are enrolled students
- Membership must have a minimum of 2.0 QPA
- Advisor who is a member of IUP Faculty, Staff, or Administration
- Anti-discrimination clause
- Full name
- Mission
- Officers/ their responsibilities
- Procedures for elections
- Frequency of meetings
- Attendance/ activity requirements
- Impeachment/ expulsion
- Financial obligation
- Amendment procedure
- Title IX
- Date of approval