



# New Student Organization Recognition Process Outline

## **1. First You Should:**

- a. Reach out to one of the contacts to schedule a preliminary meeting.
  - i. Chris Carrington, Student Government (ZRPW@iup.edu)
  - ii. Kevin Foster: Assistant Director, Center for Multicultural Student Leadership and Engagement ([kfoster@iup.edu](mailto:kfoster@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 steps to create a Crimson Connect page (needs to be completed before finalizing recognition)
  - iii. Review the Student Government Associations steps for recognition (see below)

## **2. Creating a Constitution:**

- a. Reference the template constitution on SGA's Crimson Connect page to construct a constitution for the new organization.
- b. Email a copy of the constitution to the Chief Justice, Chris Carrington, of Student Government.
- c. Then, schedule a meeting with the Chief Justice to review the constitution to discuss revisions if needed.

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

- a. Contact the Chief Justice, Chris Carrington, to schedule a time to meet with Board of Recognition. At the meeting the group will:
  - i. Review new student organization application, organization's constitution, and Crimson Connect page.
  - ii. Discuss the organizations purpose to ensure it does not duplicate an existing organization's purpose.
  - 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.

## **4. Set Up a Meeting with the SGA General Assembly:**

- a. After receiving the Board's approval, attend a Student Government General Assembly meeting at 7:30 in the Elkin Hall room to present the organization for a vote.
- b. The Chief Justice will be able to help you schedule a meeting to present.



**5. Approval:**

- a. The organization will receive an email with the outcome of the vote of the General Assembly after the SGA meeting:
  - i. If approved: the organization will receive a letter of official recognition
    - a. This letter is required to be displayed on Crimson Connect
  - ii. If denied: the organization will be sent back to committee for review
  - iii. If denied again: group will need to wait one semester to apply again

**6. Follow-Up:**

- a. Upon approval, Student Government will follow up with the organization to ensure the organization's Crimson Connect page is properly set up in a timely manner.
- b. If your organization needs help with setting up your page, contact the Chief Justice for help.

**7. Re-Register:**

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