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)
   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.