

## NEW STUDENT ORGANIZATION RECOGNITION PROCEDURES

Student groups seeking recognition as bonafide student organizations must fulfill the following conditions.

1. Meet with the Coordinator of Student Life on their respective campus to discuss their intent and the process for recognition.
2. Identify and secure one (1) advisors to the organization, whom must be employees of the college and must be employed full-time.

**Note:** Additional advisors may be added to the organization but need not be full-time employees nor employed on the campus where the organization is formed

3. Reserve a table through the Student Life Office utilizing an "Event Registration Form" for the purpose of recruiting members and if possible, create an informational flyer to promote the organization and recruitment effort. Flyers are to be submitted to the Student Life Office for approval and posting.
4. Recruit and secure a minimum of 10 student members who are currently registered in at least six (6) day school or three (3) evening or Weekend College credits or their equivalency. Student member whose credit load drops below the minimum requirement must be removed from the organization's membership roster.

**Note:** Student organizations, with memberships limited to students enrolled in a specified academic program, may petition for certification with fewer than ten (10) members if at least half the eligible students register their intent to join the organization.

Additional student members can be added to the organization's roster without restrictions as to their numbers, provided they are eligible for membership.

If a student group's required membership falls below ten (10) members during the course of the year the group will be placed on probation for the following semester.

5. Reserve a meeting room through the Office of Student Life utilizing an "Event Registration Form" for the purpose of meeting with the organization's student recruits and advisors. The initial organization meeting should be used to:
  - a. Introduce and acquaint student recruits and advisors to one another;
  - b. inform members of the intended purposes and aims of the organization;
  - c. determine the process and timetable for the election of officers (see: Notations following)
  - d. determine the process and timetable for the development of the organization's constitution/bylaws; and
  - e. set the date and time for the next organization meeting.

**Note:** Elections must be held at an organization's general assembly meeting preferably the meeting following candidate nominations.

6. Officers of student organizations must maintain at least 2.5 cumulative grader point average.

Officers whose cumulative grade point average falls below a 2.5 must be removed from office but can continue to serve as a member

7. Draft a constitution/bylaws for the organization (see: "Provisions and Requirements for Student Organizations Constitution/bylaws").

**Note:** It is recommended that the constitution/bylaws draft be presented to organization members for ratification during a regular organization meeting.

8. For student organizations with affiliations to any local state, regional or national organization, submit copies of the local, state, regional or national organizations constitution bylaws and/or charter to the Office of Student Life.
9. Complete the "Student Organization Registration Form" which requires the following information:
  - a. The complete name of the organization;
  - b. usual time and place of general assembly meetings;
  - c. statement of organization's purpose- as stated in the preamble of their constitution;
  - d. the names, student ID numbers, addresses and telephone numbers of the elected officers- a minimum of 3, to include a president, vice president and secretary /treasurer;
  - e. the signature of the president;
  - f. the names, telephone numbers and office numbers of the advisors: and
  - g. the names and student ID numbers of all student members - 10 minimum, including officers.
10. Submit the completed organization registration form as well as a copy of the ratified constitution/bylaws to the Student Life Coordinator for review
11. Meet with the Student Life Coordinator following the completion of the review of the organization's registration form and constitution/bylaws to discuss necessary as well as recommended modifications (if any) to these documents and to discuss details relative to the organizations attending a Student Life committee meeting provided the organization registration form and constitution/bylaws are in order (as determined by the Student Life Coordinator).
12. Attend a District Student Senate (at least one organization officer and barring an academic conflict an advisor) for the purpose of providing the committee with information about the organization including its purpose and aims and to formally request recognition consideration.
  - a. The decision of the District Student Senate recognition will be determined at the end of the DSS meeting and is final. Student organization leaders and advisors will be notified of the committee's decision the next day by the Office of Student Life.
  - b. If the District Student Senate has unconditionally approved the organization's recognition request, they are entitled to all rights and privileges accorded to student organizations of the college as of that day. If the DSS did not approve or conditionally approved the organization's recognition request, the organization will need to meet with the Student Life Coordinator to discuss what needs to be done to rectify the situation.