



New & Forming Organizations Recognition Process South Dakota State University

Step 1 – Application for Recognition.

Complete the *Application for Recognition of Student Organization* in this packet. Please note the following:

- forming organizations must have seven (7) charter members who are students currently enrolled at SDSU (excluding extension course enrollment)
- organizations must have a full-time faculty or staff member willing to serve as an advisor to the group

Step 2 – Officer Registration.

Complete the *Officer Registration Form* in this packet. Please note the following:

- officers should be elected as prescribed in your proposed constitution
- it is recommended that the organization's officers be at least a half-time student in all semesters during the term of office, and have a cumulative GPA of no less than 2.0

Step 3 – Constitution.

Complete a proposed constitution for the organization. This packet contains a template for the constitution – it is recommended that this template be followed as closely as possible. An Office of Student Activities staff member will assist the group through this process.

Step 4 – Verification of paperwork.

The Office of Student Activities staff will verify that the above forms have been completed, and will also contact the organization with any recommended changes to the proposed constitution.

Step 5 – Provisional recognition status.

Upon successful completion of the above forms and constitution, the Director of the Union will grant provisional recognition status to the organization for thirty (30) days. Please note the following regarding provisional status:

- use of SDSU facilities is granted when reserved by an officer or advisor for member recruitment or organization meetings only
- no more than four (4) of the above types of reservations may be scheduled

- this does not allow the organization to: sponsor events, reserve motor pool vehicles, travel to an event as an organization, open an account (on- or off-campus), or raise funds

Step 6 – Campus subcommittees (SA and Org Sub).

The Office of Student Activities will forward the completed Recognition Packet materials to two (2) SDSU committees – the Student Affairs Organization Subcommittee (Org Sub) and the Students' Association (SA). These committees have three (3) weeks to make recommendations and comments on the organization's request for recognition.

- Org Sub will notify the organization of the meeting at which the group's constitution will be considered. Officers should plan to attend this meeting in order to answer any questions and/or to provide further information. Recommendations for changes may occur at this time.
- A member of SA will contact the organization to attend an SA meeting, at which time the group's recognition materials will be heard. Additional recommendations for changes may occur at this time.

Step 7 – Director of the Union.

Upon receipt of recommendations and comments from Org Sub and SA, the Director of the Union will either grant full recognition, deny recognition, or continue provisional recognition (if an extension is needed).

- the Director of the Union will notify the organization and other appropriate offices of the outcome of the organization's request for recognition

Step 8 – Full recognition.

With the granting of full recognition, the organization must maintain the following requirements:

- maintain active membership of at least seven (7) enrolled SDSU students
- retain one (1) full-time faculty or staff member to serve as advisor
- uphold the South Dakota Board of Regents policies as referred to in the SDSU Student Policies Manual: Chapter 11 – Organizations
- complete an Officer Update Form yearly