

Section 5

Recognition Forms

In order to become and remain recognized, all organizations must complete all SA forms by the published deadlines. An Officer Form must be filled out in the September of every school year and anytime during the year that there is a change in contact information or positions held. A Faculty Advisor form must be filled out any time you get a new Faculty Advisor. A Mailbox Request form must be filled out in order to be assigned a mailbox in the SA Main Office.

Section 6

New Member Education Program

All SA funded and Greek organizations are required to conduct programs for all new members in order to educate them on the basic functions, traditions, and other information regarding the organization. A copy of any new member education program materials and the requirements and regulations an organization has for potential or new members must be submitted with the recognition packet and updated annually.

Section 7

Consequences for not adhering to Article II

The SA holds the right to suspend, revoke, and/or re-issue recognition status as per the constitution and bylaws if not all of the preceding article is not complied with. Issues of suspension shall be addressed by the Vice President and issues regarding revoking of recognition shall be addressed by the Senate.

ARTICLE III

THE RECOGNITION PROCESS

The SA shall provide for an orderly process to assist organizations in obtaining recognition and prevent false or inappropriate groups from receiving recognition. The Vice President is charged with assisting all organizations in the recognition process. The recognition process consists of the following steps listed below.

A. The Application Packet

All groups seeking recognition must complete an application packet, which consists of the following documents:

1. Application for Recognition: for use by all new organizations, as well as returning organizations that wish to change their description or their classification. Any organizations meeting the definitions in Part B below shall be required to classify their organization according to the definition that is met (religious, political)

2. Officer Form: for use when seeking recognition, to update officer information in the September of each academic year or at any time an officer or faculty advisor changes during the academic year.

3. Faculty Advisor Agreement: for use at the beginning of each academic year and at any time the faculty advisor changes during the following school year.

4. Mailbox Request: for use by the organization to attain a mailbox within the S.A. office. This form must be filled out at the beginning of each school year due to a first come first served basis for boxes.

5. Web page Application (optional): for use only by the organizations who wish to use space on the S.A. server for the organization's web page.

6. Constitution, mission statement, bylaws, new member regulations (if applicable), and national constitution (if applicable): the new organization must create its own constitution and submit it with all the above paperwork. If applicable, the national constitution must be submitted as well.

B. Special Organizational Definitions

a. A Political Organization shall be defined as an organization which dedicates a part of their activities or purpose to carrying out informational campaigns or lobbying designed to, or resulting in, individuals petitioning Federal, State, or Local legislative or executive bodies for policies advocated by that group.

b. A Religious Organization shall be defined as an organization any church, congregation, society, or organization founded for the purpose of religious worship.

C. Vice Presidential Review

Three (3) copies of the completed Application Packet must be turned into the SA Main Office. Once filed with the Vice President, temporary recognition may be extended to organizations for by the Vice President for a period not to exceed 6 months and shall be non-renewable. Temporary recognition is good only until the organization has the opportunity to present itself to the SA Senate for full SA recognition and is non-renewable. Potential organizations should ask for a meeting with the Vice President to review the Application Packet and to make sure that the organization meets all applicable SA and University requirements and regulations.

D. Senate Committee Review

Once an Application packet is complete, the SA Vice President will submit it to the Speaker of the Senate. The Vice President may make a recommendation to approve or reject the potential organization. If a committee meeting is called to discuss the Application Packet, the officers in the potential organization will be notified to attend and make a presentation on behalf of the organization. After review by the committee or in the absence of committee review, the application Packet will be forwarded to the Senate for review. The committee may make a recommendation to approve or reject the potential organization.

E. Senate Review

When receiving an Application Packet from the Vice President or a Senate committee, the Senate will schedule the organization for a meeting. The decision of the Senate to approve or reject an application shall be final. Each organization may be asked to give a presentation about the organization and should prepare a statement. The officers for the organization should also be prepared, at a minimum, to answer questions about the presentation and Application Packet. The Speaker of the Senate will notify each organization when they will need to attend a Senate meeting.

F. Reapplication Following Rejection

Any organization which has been rejected by the Senate for approval shall wait at least one (1) full calendar year from the date of rejection to reapply for recognition by the Student Association. In cases where an organization has lost recognition due to violations of Student Association policy and has shown a pattern of such behavior, the Senate may, by a 2/3 majority vote, extend the waiting period for reapplication for a period not to exceed 2 (two) calendar years from the date of rejection.

ARTICLE IV **ANNUAL RENEWAL**

A. If full recognition is granted, it is permanent; unless it is lost due to revocation by the Senate for one or more of the following items: failure to complete required forms, attend mandatory meetings, forfeit by improper behavior/G.P.A., and/or any non-adherence to any section in Article II, or forfeit by any suspension of the organization or members acting on its behalf, by NIU Judicial Affairs. However, recognition must be renewed in the September of each year by submitting appropriate officer renewal forms to the Vice President and within two weeks of the election of any new officers. If an organization is suspended or revoked pursuant to the bylaws, the Senate shall not grant recognition to a new organization with substantive similarities to the suspended/revoked organization including: Mission statement, officers, members or affiliation with a larger, outside local or national group.

ARTICLE V **BENEFITS OF RECOGNITION**

Some of the benefits of being a recognized student organization in good standing on campus include:

- A. University discounts on room reservations, equipment, and services.
- B. Training and professional development assistance by the Student Association and Student Involvement & Leadership Development.
- C. The ability to post flyers on campus. University policy states that only recognized organizations may post flyers throughout campus. All fliers must be approved by Student Involvement & Leadership Development before posting on campus.
- D. The ability to make room reservations on campus.
- E. The ability to have a mailbox in the Student Association Main Office. Information from the Student Association, University Offices, and other campus organizations are distributed through these mailboxes. Mailboxes must be checked weekly. Failure to comply will result in the loss of mailbox privileges.
- F. The ability to use Student Association server space for organizations to maintain websites.