

New & Forming Organizations Recognition Process

Step 1 – Application for Recognition

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

- Forming organizations must have five (5) charter members who are students currently enrolled at DWU.
- 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*. Please note the following:

- Officers should be elected as prescribed in your proposed by-laws
- 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 – By-Laws

Complete proposed by-laws for the organization using the form on-line. It is recommended that this template be followed as closely as possible. A member of the Student Association Senate Executive Council will assist the group through this process.

Step 4 – Verification of paperwork

The Student Association Senate Executive Council will verify that the above forms have been completed, and will also contact the organization with any recommended changes to the proposed by-laws.

Step 5 – Provisional recognition status

Upon successful completion of the above forms and constitution, the club's recognition will be submitted to the full Senate for a vote. The club is granted provisional status with a 2/3 majority vote. Please note the following regarding provisional status:

- The club will be granted a budget of \$50 for the semester.
- The club will be expected to provide a representative at senate.
 - This representative will be expected to be at every full senate meeting.
 - This representative will have one vote on the senate.
- The club will be expected to meet all of the criteria of a fully recognized club as stated in the Student Association Senate Constitution and By-laws.
- After meeting all of the above criteria for one semester, a club will be granted full recognition.

Step 6 – Full recognition

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

- maintain active membership of at least five (5) enrolled DWU students
- retain one (1) full-time faculty or staff member to serve as advisor
- uphold the DWU policies as referred to in the DWU Student Policies Manual and the Student Association Constitution and By-laws.
- complete an Officer Update Form yearly