Student Association Recognition Procedure
for New Organizations
(Last revised: 9/30/2014)

- Fill out the following forms (available online).
  - Officer Form (Must include a President, Treasurer, and Advisor. Officers must be enrolled in full-time credit hours, hold a cumulative GPA of 2.0 or above, and must be in good judicial standing with the university)
  - Faculty Advisor Agreement
  - Application for Recognition Status
  - Mailbox Request Form (optional)

- Submit a copy of your constitution, mission statement, and bylaws. A sample constitution may be found on our website here: niu.edu/sa/documents

- Submit all forms along with constitution, mission statement, and bylaws to the Student Association Office, Campus Life Building, Room 180.

- The president of your organization will be contacted and asked to appear before Senate. Senate meets Sunday nights at 6:00 p.m. in the Holmes Student Center. At this time, Senators have the opportunity to ask questions about your organization regarding funding, membership, objectives, etc. and make suggestions to the constitution. Then, Senators vote to approve the request for recognition.

- In the following week, the organization’s faculty advisor or president will be notified of the result or action taken with the organization’s request (i.e. approved, denied, tabled). The organization members may contact the SA Vice-President to find out the status of their organization.

If the recognition packet is not completed in full it will not be submitted for approval.

In compliance with the National F.E.R.P.A Act, by signing these officer and recognition packets you permit Student Involvement and Leadership Development to place your name, phone number, and e-mail address on the Student Association Website.
Student Association Recognition Information

Any questions regarding this recognition/registration process can be directed to the Vice President of the Student Association at 753-0208. While reading the following information, pay special attention to the “Responsibilities & Requirements” section. Failure to comply with these items will result in a canceled recognition and/or funding status.

Privileges

❖ Flyers:

University policy states that only registered student organizations can post flyers throughout the university. Completing the registration process allows organizations to post information on campus following University policies as stated on the University Poster Policy. If you have any questions about posting information, contact Student Involvement and Leadership Development at 753-1421.

❖ Room Reservations:

Student organizations are able to reserve meeting rooms throughout the NIU campus upon being recognized by the Student Association. Please contact the SA for more information about the Rules and Regulations for scheduling space. Please adhere to all rules concerning meeting space.

❖ Mailboxes:

The Student Association Office houses space for student organization mailboxes. Upon the request of an organization, a mailbox may be provided for recognized organizations. Information from the Student Association, University Offices, and other campus organizations is frequently distributed through those mailboxes. Mailboxes must be checked weekly due to a shortage of mailboxes. Failure to comply will result in the loss of mailbox privileges.
Updating Information:

An Officer Form MUST be filled out at the beginning of every school year and any time during the year that there is a change in contact information or position 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.

Changes in Organization’s Name:

Please notify the Student Association of any modifications or changes OF ANY KIND to an organization’s name. There will be a form available to complete any name change details.

New Member Education Program: (Greek Organizations)

A copy of your new member education program, or the requirements or regulations your organization has that potential members must fulfill to become members must be submitted with the recognition/registration material.

Funding:

Requests for funding are accepted from recognized student organizations (Officially recognized for two years or more). Funding applications will be available in the fall semester. Watch for meeting deadlines concerning funding requests. Questions regarding funding can be directed to the SA Treasurer, CLB 180 or 753-1617.

Treasurer Workshop: All treasurers of organizations, which are currently SA funded or who wish to be funded, must attend this mandatory workshop in the fall semester. For your convenience, the SA Treasurer will schedule two identical workshops. Failure to attend will result in ineligibility to receive annual funding.

Responsibilities & Requirements

Faculty Advisor

All organizations must have a full-time Faculty/Staff Advisor. If the Faculty Advisor leaves or becomes ineligible to hold his/her position, the organization must report this to the Student Association IMMEDIATELY, along with updated information about the new Advisor. An organization’s faculty advisor must serve in a permanent university position, but may be either a member of the University faculty or staff. All organizations requesting registration/recognized status must have a Faculty Advisor.
INSTRUCTIONS FOR COMPLETING FORMS

Please read all forms carefully and thoroughly

Please note: There are four (4) different worksheets in this packet. Each must be completed.

**Officer Form (MANDATORY):** for use at the **beginning** of each school year and at any time an officer or faculty advisor **changes** during the school year. At minimum there must be a President, Treasurer, and an Advisor. Suspensions are put in place if after 14 days the changes are not reflected with new documentation.

**Faculty Advisor Agreement (MANDATORY):** for use at the **beginning** of each school year and any time the faculty advisor changes during the semester.

**Application for Recognition (MANDATORY):** for use by all **new** organizations.

**Mailbox Request (OPTIONAL):** for use only by organization who would like a mailbox in the Student Association Office. Must be submitted at the beginning of each school year or after completing a recognition packet.

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**NEW ORGANIZATIONS:** Complete all 3 mandatory forms, and optional Mailbox Request Form if desired, and submit to the Student Association, Campus Life Building 180, along with a copy of your constitution. *(A sample constitution is available on the SA website at [www.niu.edu/sa/documents](http://www.niu.edu/sa/documents))* Maintain one copy for your records.

**RECOGNIZED ORGANIZATIONS:** Officer form, faculty advisor agreement, and mailbox request need to be submitted at the beginning of the Fall semester (no later than October 1) each year and any time during the following school year that any member of the executive board changes. A new Advisor Agreement Form must be completed and submitted at any time there is a change in advisor. Submit to the Student Association, Campus Life Building, Suite 180.