

Recognition Process

Prior to making application to receive university recognition, the group should meet the following criteria:

- Organizations must have at least one faculty or staff Campus Sponsor who is a current full-time member of the faculty or professional staff at Northeastern State University.
- Officers must be currently enrolled students (full-time) in good standing with the University.
- Organizations should maintain a membership of at least ten (10) qualified individuals.
- Officers of each organization are to have a cumulative G.P.A. of 2.00, and not be on any sort of academic or conduct probation, nor have any type of enrollment hold.
- Organizations are to operate under a constitution approved by the University, of which a copy must be kept on file in the Office of Student Affairs.
- The organization's stated purpose must not be subversive to the United States of America, the State of Oklahoma, or Northeastern State University.
- The organization must comply with the nondiscrimination policy set forth by Title IX.
- No group will be recognized that serves a similar function as any organization already approved at NSU.
- No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve university recognition:

- At least one executive officer and the campus sponsor meets with the Director of Student Activities and Organizations to review the constitution and any bylaws of the organization.
- The Director of Student Activities and Organizations reviews the constitution and bylaws and meets with the group representative and the campus sponsor.
- After the meeting, the Director of Student Activities and Organizations will decide whether to grant the organization for recognition or to send recommendations back to the group for improvements.

When a new organization receives recognition, they are placed on a one semester probationary period. During this probationary period the organization, the officers, or responsible leaders must meet with the Director of Student Activities and Organizations at least once during the probationary period.

Re-registration for Organizations Already Recognized by the University

After an organization has gone through the recognition process, they must re-register with the Student Affairs Office at the beginning of each semester (spring registration is primarily to serve as an update of the fall registration).

Steps for Re-registration:

Complete an Organization Registration Form, provide the requested documentation, and return it to the Student Affairs Office.

Deadlines for filing registration forms are three weeks from the first day of classes. Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. A current membership roster to include names and social security numbers must be on file in the Student Affairs Office with each fall registration. A current list of officers names, addresses and phone numbers must be on file in the Office of Student Affairs. Any changes of officers or campus sponsor should be reported in written form to the Student Affairs Office within 10 days of the change(s). The same is true of all constitutional changes, which are subject to approval by the Director of Student Activities and Organizations.

A written statement from your campus sponsor must be submitted each fall indicating that your organization's funds have been reviewed and are in good order. The President and/or Vice President, of the organization, with campus sponsor, should meet annually with Director of Student Activities and Organizations to review and evaluate activities of the past year and those planned for the upcoming year. **The organization is to take the initiative to make an appointment.**

Points Considered by the Director of Student Activities and Organizations in the Recommendation Process for approval of a new recognized student organization:

The Director of Student Activities and Organizations will review the constitution of the petitioning organization and talk to the organization's representative and campus sponsor. The Director of Student Activities and Organizations will base its recommendation on:

- The structure and content of the constitution and bylaws.
- Purpose of the group, as to being beneficial to the University community.
- How well the group meets the criteria of recognition.
- Whether or not the organization's purpose is already being adequately accomplished by another campus entity.