

GENERAL STUDENT ORGANIZATION RECOGNITION PROCEDURE

- I. Students interested in forming a new student organization should pick up the New Student Organization Recognition Packet from the Office of Greek and Student Activities in McIntosh Center.
- II. Students in the proposed organization should complete the New Student Organization Recognition Packet, write a constitution, and write bylaws.
- III. Return the completed Student Organization Recognition Packet, constitution, and bylaws to the Office of Student Senate. The Student Senate Campus Organizations Committee Chair will distribute copies of the constitution and bylaws to the Campus Organizations Committee for review.
- IV. The Campus Organizations Committee will review the constitution and bylaws and may recommend changes to documents the student organization. The student organization will revise the constitution and bylaws to the approval of the Campus Organizations Committee.
- V. The Student Senate Campus Organizations Committee Chair will notify the student organization when it may present itself at the General Assembly of Student Senate.
 - a. At the Student Senate General Assembly meeting during which Senate is approached by a student organization for recognition, the organization may be questioned by Senators.
 - b. Recognition of the student organization in question will be brought to a vote at that meeting.
 - c. If approved, the Campus Organizations Committee Chair will forward the said student organization's constitution and bylaws to the University Student Activities Committee.
 - i. The Campus Organizations Committee Chair will notify the Chair of the University Student Activities Committee that a meeting of the University Student Activities Committee is needed.
 - ii. The Campus Organizations Committee Chair will notify the Office of Greek and Student Activities of the approval of the proposed student organization.
 - d. If not approved, the student organization may present itself a second time at Student Senate after it meets with the Campus Organization Committee.
 - i. If approved, the student organization continues with the recognition process.
 - ii. If not approved, the student organization may reapply for recognition with Student Senate after three weeks.
- VI. When the University Student Activities Committee meets to discuss the recognition of the student organization, it may elect to invite a student representative of the organization to attend the meeting.
- VII. The University Student Activities Committee will review the constitution and bylaws and may recommend changes to the student organization. The student organization will revise the constitution and bylaws to the approval of the University Student Activities Committee.
- VIII. After the constitution and bylaws of the student organization have been revised to the approval of the approval of the University Student Activities Committee, the University Student Activities Committee will vote either approve or deny recognition of the student organization.
 - a. Upon approval of the student organization, the University Student Activities Committee will notify the student organization, the Campus Organizations Committee, the Office of Greek and Student Activities, and the Vice President of Student Affairs.

- i. University Council retains the right to raise questions about the group to the University Student Activities Committee.
 - b. If the student organization is not approved by the University Student Activities Committee, the organization may be reconsidered by the Committee if the organization resubmits materials to the Committee within four weeks of the vote. If the student organization fails to do so, the organization must go through the entire student organization recognition process in order to become recognized.
- IX. The Office of Greek and Student Activities will register and establish a file for the new student organization.

CONDITIONS FOR MAINTAINING RECOGNITION STATUS

In order for any officially recognized student organization to remain recognized by Ohio Northern University, it must adhere to the following procedure:

- I. The student organization must have a current (current is defined as within the last five years) constitution and bylaws on file with the Office of Greek and Student Activities.
- II. The student organization must submit a current officer list and current roster to the Student Senate and the Office of Greek and Student Activities.
- III. A roster and officer list must be submitted by the end of fall quarter or fall semester annually, at a date set by the Campus Organizations Committee.
 - a. A revised roster and officer list must be submitted by the end of spring quarter or spring semester annually, by a date set by the Campus Organizations Committee. Alternatively, at the approval of the Campus Organizations Committee Chair, a student organization may submit the revised roster and officer list following the student organization's spring quarter officer election.
 - b. The roster and officer list must include the students' ID numbers, the president's or leader's email address and campus address, and must be verified by the faculty advisor.
 - c. The Campus Organizations Committee and the Office of Greek and Student Activities shall decide and execute the best method to collect and maintain information each year.
- IV. Within two weeks after a student organization elects, selects, or appoints new officers, the organization must notify the Campus Organizations Committee of the new officers.
- V. If the student organization does not comply with sections 1-4 above, it will be declared "inactive" for a minimum of one quarter until it is in compliance with the recognition procedure. If there are unusual or extreme circumstances surrounding the noncompliance, the Campus Organizations Committee reserves the right to reconsider the penalty.
- VI. If the student organization is inactive for three consecutive quarters, the Campus Organizations Committee will notify the Office of Greek and Student Activities that the organization is inactive.
- VII. Once a student organization is declared inactive, it will be removed from the Student Handbook and lose all privileges associated with being a recognized student organization of Ohio Northern University.
- VIII. To regain recognition, a student organization must follow the procedure for becoming a recognized student organization as enumerated in the Student Organization Recognition Procedure.