



**STUDENT  
CLUB AND ORGANIZATION  
RECOGNITION PACKET**

2017-2018

## STUDENT CLUB & ORGANIZATION RECOGNITION

Below you will find some general information about club and organization requirements for becoming recognized and maintaining that recognition status. Most of the information can be found in the Student Government Association Constitution, as well as the Student Life Policy Manual.

### Student Club vs Student Organization

A 'student club' is a group of PSC students who gather to promote awareness of and share a common interest. A 'student organization' is a group of PSC students who function as an extension of a larger, more global organization; who function with an academic or cultural focus; or whose main purpose is to serve its membership, not the general PSC student body. Based on this distinction, there may be different requirements and expectations established by Student Government and Student Life, and all groups are subject to oversight by the Office of Student Life.

There may be instances where the requirements of the club or organization may be more stringent than those of Student Government or Student Life. As long as those requirements are not discriminatory in nature, they may supersede those laid out by the governing body/bodies. When such a distinction is applied, Student Life must be informed and provide consent, both in writing.

### Eligibility for Recognition

To be eligible for recognition by Student Life & Student Government, each group must:

- Have a dedicated PSC manager, administrator or full-time faculty member as the Advisor.
- Maintain at least five active student members at all times.
- Have a minimum of four officer positions and a designated SGA Representative.
- Have and submit a Student Club & Organization Recognition Packet. Which includes the club's constitution.
- All officers must have and maintain a 2.0 GPA before and during their term of office.

### Steps to becoming a Recognized Club or Organization

Any new group wishing to be recognized by Student Government Association must submit the following forms located in the Student Club & Organization Recognition Packet:

- Petition signed by at least 30 *currently enrolled* PSC students (incl. PSC ID numbers).
- Membership roster of at least 5 *currently enrolled* PSC students (incl. PSC ID numbers).
- Names & contact information of all officers (incl. PSC ID numbers), must have a PSC e-mail address.
- Name and contact information for the group's Advisor (must be a PSC manager, administrator or full-time faculty member).
- Copy of the group's Constitution indicating:
  - Purpose or mission statement.
  - Officer positions and duties.
  - Membership criteria, responsibilities and benefits.
  - Election process/succession plan.

**NOTE: With the exception of Student Government, no club or organization shall make any additional transactions or plan any organized activities after the final SGA Full Board meeting of the academic year, without prior approval.**

Clubs/organizations can be recognized any time during the academic year, however, it is preferred that clubs are recognized by the 3<sup>rd</sup> week of September. Clubs/organizations getting recognized after 4 weeks in the spring semester might not receive the money.

### **Recognition Rights**

Once recognized, the club or organization shall be able to:

- Reserve space on campus to hold meetings and activities with proper notice.
- Advertise group activities and events on school bulletin boards and in the school newspaper.
- Have access to the services and resources in the Student Leadership Center.
- Receive Funding based on availability.
- Conduct business pertinent to the operation of the group.
- Request additional funds or support from the Student Government for special projects.
- Send a voting delegate to the Student Government Full Board.

### **Recognition Responsibilities**

- Student clubs and organizations must designate a SGA Representative to sit on the SGA Full Board. That representative (or a delegate) must be present at all SGA Full Board meetings.
- Student clubs and organizations must submit copies of their general meeting attendance records at each Full Board meeting (sheets available in the SLC Room 1260).
- All club or organization officers must maintain a 2.0 GPA
- All club or organization officers must maintain at least six credit hours during their term.
- Officers must attend two mandatory leadership trainings; one in the fall and one in the spring, (if provided).
- Must make us aware of any changes to club officers.

**Membership Roster  
2017-2018**

**Organization Name:** \_\_\_\_\_

*Each organization, when becoming recognized, must submit a list of at least five active members. **Any updates and/or changes to the list must be forwarded to the Student Government Advisor.** An active member is a student who does or will regularly attend organization meetings and activities.*

*Please type or print legibly.*

Name

Student I.D. Number

- |    |       |       |
|----|-------|-------|
| 1) | _____ | _____ |
| 2) | _____ | _____ |
| 3) | _____ | _____ |
| 4) | _____ | _____ |
| 5) | _____ | _____ |

minimum -----

- |     |       |       |
|-----|-------|-------|
| 6)  | _____ | _____ |
| 7)  | _____ | _____ |
| 8)  | _____ | _____ |
| 9)  | _____ | _____ |
| 10) | _____ | _____ |
| 11) | _____ | _____ |
| 12) | _____ | _____ |
| 13) | _____ | _____ |
| 14) | _____ | _____ |
| 15) | _____ | _____ |

**Organization Petition  
2017-2018**

**Organization Name:** \_\_\_\_\_

*As a currently enrolled student at Prairie State College, I am in favor of the above named student organization becoming recognized by the Student Government Association.*

*Please type or print legibly.*

	<u>Name</u>	<u>Student I.D. Number</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
11)	_____	_____
12)	_____	_____
13)	_____	_____
14)	_____	_____
15)	_____	_____
16)	_____	_____
17)	_____	_____
18)	_____	_____
19)	_____	_____
20)	_____	_____
21)	_____	_____
22)	_____	_____
23)	_____	_____
24)	_____	_____
25)	_____	_____
26)	_____	_____
27)	_____	_____
28)	_____	_____
29)	_____	_____
30)	_____	_____

## Officer Information

**Organization Name:** \_\_\_\_\_

*All information submitted on this form will be kept confidential and will only be used in conjunction with Student Life activities (e-mails may be given out to any club member). Information contained here will be assumed to be correct unless an update is submitted. This form must be kept current at all times. Updates and/or changes must be submitted to the Student Government Advisor. Your phone number will be used in cases of meeting planning or cancellation, returning phone calls, or emergencies. All officers must maintain a 2.0 GPA.*

### **\*President**

**\*Name:** \_\_\_\_\_ **\*Student I.D. Number:** \_\_\_\_\_

**\*Phone Number:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_

**\*PSC Student E-mail:** \_\_\_\_\_

### **\*Vice President**

**\*Name:** \_\_\_\_\_ **\*Student I.D. Number:** \_\_\_\_\_

**\*Phone Number:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_

**\*PSC Student E-mail:** \_\_\_\_\_

### **\*Treasurer**

**\*Name:** \_\_\_\_\_ **\*Student I.D. Number:** \_\_\_\_\_

**\*Phone Number:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_

**\*PSC Student E-mail:** \_\_\_\_\_

\*We are not responsible for required information missing, illegible, or incorrect information that will hold up the recognition processes.

\*\* Optional

## Officer Information

### \*Secretary

\*Name: \_\_\_\_\_

\*Student I.D. Number: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

\*\*Address: \_\_\_\_\_

\*PSC Student E-mail: \_\_\_\_\_

### \*SGA Club Representative (must attend all SGA Full Board meetings)

\*Name: \_\_\_\_\_

\*Student I.D. Number: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

\*\*Address: \_\_\_\_\_

\*PSC Student E-mail: \_\_\_\_\_

### \*\*Alternate

\*Name: \_\_\_\_\_

\*Student I.D. Number: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

\*\*Address: \_\_\_\_\_

\*PSC Student E-mail: \_\_\_\_\_

## Advisor Information

**Organization Name:** \_\_\_\_\_

*Student Organization Advisors must be a full-time faculty, manager, or administrator at Prairie State College. Advisors must attend all organization meetings and activities or secure an appropriate replacement.*

*All information provided on this form will be kept confidential. It is strictly for use by the Student Government Advisor. Any updates and/or changes should be forwarded to the Student Government Advisor.*

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Campus Phone (or other contact number):** \_\_\_\_\_

**Mailbox Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### *Co-Advisor (not required)*

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Campus Phone (or other contact number):** \_\_\_\_\_

**Mailbox Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_