



Student Government Association

**STUDENT
ORGANIZATION
RECOGNITION PACKET**

2008-2009

Student Organization Recognition

Below you will find some general information about club regulations and responsibilities. Most of the information comes from the Student Government Association Constitution, primarily in Articles VIII and IX. More club information as well as other guiding rules and principles are located in the Student Government Association Constitution available in the Student Leadership Center and in the Organization Handbook.

Becoming Recognized

Any club wishing to be considered for recognition by the Prairie State College Student Government Association must meet the following criteria:

Complete a Student Organization Recognition Packet containing

- a petition signed by at least 20 students
- a roster of at least ten active members
- a listing of the names and other information about club's executive officers
- a listing of the names and other information about club's advisors

Other information must be attached to the Recognition Packet including:

- an organizational statement of purpose delineating the reason for the club's existence
- a constitution
- a program proposal for the academic year

This information must be submitted to the Coordinator of Student Life at least one business day before the official Student Government Association meeting at which the club wishes to become recognized. Before recognition, club officers and advisors must also make an appointment and meet with the Coordinator of Student Life for an orientation. After this meeting, club members must appear before the Student Government Association in application for formal recognition.

Recognition Rights

Once recognized, the club/organization shall enjoy the following rights:

- can reserve the Student Leadership Center or other facilities to hold organizational meetings and activities with proper notice
- may advertise club events on school bulletin boards and the *Student Bulletin*
- may have mail room and Student Leadership Center privileges
- will receive \$300 in funds (see club funding below)
- may have duplication privileges
- may conduct open business pertinent to the operation of the club
- may request, through formal proposal, the additional funds needed for special projects

Recognition Responsibilities

After recognition, all clubs must be represented by their club representative or designee at the mandatory Board Meeting every first and third Monday of the month. After a club representative or designee has missed two (2) mandatory Board Meetings unexcused, the club shall lose Student Government Association recognition and rights and funds will be frozen. An excused absence will be designated as such by notifying the Student Leadership Center by noon on the day of the meeting. Clubs must also submit a monthly club attendance sheet at each full Board Meeting. After a club misses two (2) monthly reports without a written explanation or written request for an extension within the first week of the following month, the club shall lose SGA recognition.

Club Funding

All clubs receiving recognition by or before the 8th week of the second semester will receive \$300 in seed money. After the 8th week of the second semester, funding is optional. A club's attendance record shall be considered when granting funds.

Clubs, through written proposals, may request Student Government co-sponsorship or matching funds for special events or projects.

**Active Members
2008-2009**

Organization Name: _____

Each organization, when becoming recognized, must submit a list of at least ten active members. Any updates and/or changes to the list must be forwarded to the Coordinator of Student Life. An active member is a student who does or will regularly attend organization meetings and activities. All active members must maintain a GPA of 2.0

Please type or print legibly.

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| 15) | _____ | _____ |

(For additional members use back of sheet)

**Petition
Organization Recognition
2008-2009**

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.

- | | | |
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| 19) | _____ | _____ |
| 20) | _____ | _____ |

(For additional members use back of sheet)

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. 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 Coordinator of Student Life. Your phone number will be used in cases of meeting planning or cancellation, returning phone calls, or emergencies. Do not include if you do not want to be contacted at home for these reasons. All officers must maintain a 2.0 GPA.

President

Name: _____

Phone Number: _____ **Soc. Sec. Number:** _____

Address: _____

Vice President

Name: _____

Phone Number: _____ **Soc. Sec. Number:** _____

Address: _____

Treasurer

Name: _____

Phone Number: _____ **Soc. Sec. Number:** _____

Address: _____

Secretary

Name: _____

Phone Number: _____ **Soc. Sec. Number:** _____

Address: _____

Club Representative

Name: _____

Phone Number: _____ **Soc. Sec. Number:** _____

Address: _____

Alternate

Name: _____

Phone Number: _____ **Soc. Sec. Number:** _____

Address: _____

Advisor Information

Organization Name: _____

Student Organization Advisors must be a full or part-time faculty or staff member 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 Coordinator of Student Life. Any updates and/or changes should be forwarded to the Coordinator of Student Life.

Name: _____

Title: _____

Campus Phone (or other contact number): _____

Mailbox Number: _____

Co-Advisor (not required)

Name: _____

Title: _____

Campus Phone (or other contact number): _____

Mailbox Number: _____