

All students can reap the benefits of joining a student organization; they offer many social, intellectual and professional rewards that complement your academic endeavors. There is a wide variety of organizations on campus, and one is sure to interest you. The following guidelines/procedures are for starting and/or renewing a student organization on campus. **There are two aspects of recognition for organizations:** 1) Student Government Association (SGA) recognition (allowing student orgs the opportunity to apply for funding from SGA) and 2) recognition by the MSOE Student Activities Department (for use of campus facilities, mailboxes, calendar access, mailing lists, etc).

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### **NEW STUDENT ORGANIZATIONS:**

Interested in starting a **NEW** student organization at MSOE?

If you are interested in starting a new student organization on campus, **you are requested to stop in and speak with a Student Activities staff member to discuss the procedures.** Student Activities is located in the Campus Center building CC-377 or you may call (414) 277-7225.

• **Here are the steps to starting up a new student organization on campus.**

1. **Review student organization policies and procedures:** Pick up a current copy of the Whole Student Life Handbook and review the section on Student Organization Policies and Procedures. This section includes responsibilities of officers of the organization.
2. **Find an advisor:** Student organizations are required to have an advisor. Advisors may be a current or former MSOE faculty or staff member, or an alumnus of MSOE residing within the Milwaukee area. Advisors are subject to approval by Student Activities. Your group can have more than one advisor.
3. **Complete the student organization registration form:** The main person interested in starting up a new organization should complete a **Student organization registration form**. You need to submit your student organization registration information via email to the SGA President and Vice-President. Please list yourself as a temporary officer and main contact for the organization (until your internal elections can be held). At this point, you will be indicating the type of student organization you are starting and the purpose of the group. Copies of all submitted materials must also be sent to Student Activities (Nick Seidler) via email to [seidler@msoe.edu](mailto:seidler@msoe.edu).
4. **Create a constitution:** Student organizations are required to have a constitution that governs the organization. Use the **sample constitution**, provided by the SGA, as an example of how to proceed. When completed email to the SGA president and vice-president, along with the director of student activities ([seidler@msoe.edu](mailto:seidler@msoe.edu)). The SGA Advisor, SGA President or Vice-President will forward the email to the Organizational Review Committee (ORC) and all members of the Senate. In order for an organization to be considered at their next SGA meeting, materials must be submitted by noon on Thursday.

After Thursday, it will be up to ORC's discretion as to whether or not their availability allows them to review materials before the next SGA meeting. If ORC is unable to review the materials before SGA's meeting, it will be reviewed before a future SGA meeting. Please include any additional information such as any leadership agreements, covenants, and contracts that your organization executives or officers are required to sign to be leaders of your organization. Those submitting the student organization registration materials are highly encouraged to attend SGA meetings throughout their registration process in case questions or concerns arise. SGA meets every Monday (weeks 1-10, excluding all major holidays) at 1:00 p.m. in CC 2nd floor classroom.

5. **SGA reviews student organization materials:** The Organizational Review Committee (ORC) reviews the Constitution of the organization. ORC will be available to meet with members of the student organization to discuss any concerns that may arise. ORC will then send an approved constitution to the leader of the organization and to the SGA Senate. SGA will review the submitted registration materials and constitution (already reviewed and approved by ORC) at a regularly scheduled meeting. ORC will make a recommendation to the Senate regarding the student organization. If SGA approves the registration of the student organization, the student organization is considered "officially recognized" by both the SGA and the Student Activities Office.
6. **Organization approval status level:** Student organizations may receive one of the following levels of recognition:

**"Official Recognition"** by SGA and Student Activities, which is in effect as long as the student organization remains in good standing and submits yearly registration materials to SGA and Student Activities;

**"Temporary Recognition"** by SGA and Student Activities, which is in effect for a length of time determined by SGA and Student Activities. This status is dependent upon the purpose of the organization, review of the registration materials, complications that may arise with giving "official recognition"; or

**"Temporary Approval / Non-SGA Recognized"** by the Student Activities Office. This is a level that is determined and granted by the Student Activities Office while the student organization is going through its approval stages with SGA or if the organization is truly "temporary" in nature (i.e. political candidate organizations).

If the SGA does not grant "official or temporary recognition" to a student organization, the student organization may seek approval directly from Student Activities Office. This status is usually only granted to the student organization for the purpose of securing meeting space and seeking membership through promotions (flyer or e-mail postings). This status does not allow the student organization to receive funding or office/storage space on campus from SGA or Student Activities.

## RETURNING STUDENT ORGANIZATIONS:

### Interested in **Renewing** your student organization at MSOE?

If you are interested in renewing your student organization on campus, you are requested to follow the steps listed below. If you have any questions, feel free to stop in and speak with a Student Activities staff member to discuss the procedures. Student Activities is located in the Campus Center building CC-377 or you may call (414) 277-7225.

- **Here are the steps to renewing your student organization on campus.**

1. **Review student organization policies and procedures:** Pick up a current copy of the Whole Student Life Handbook and review the section on Student Organization Policies and Procedures. This section includes responsibilities of officers of the organization.
2. **Confirm your advisor:** Student organizations are required to have an advisor. Advisors may be a current or former MSOE faculty or staff member, or an alumnus of MSOE residing within the Milwaukee area. Advisors are subject to approval by Student Activities. You should confirm with your advisor that they want to serve as your advisor again for this new academic year. Your group can have more than one advisor.
3. **Complete the student organization registration form:** The main person responsible for renewing your organization should complete a **Student organization registration form**. You need to submit your student organization registration information via email to the SGA Executives along with the Director of Student Activities ([seidler@msoe.edu](mailto:seidler@msoe.edu)). Please complete all aspects of the form. List yourself as a temporary officer and main contact for the organization (until your internal elections can be held). At this point, you will be indicating the type of student organization you are starting and the purpose of the group. Copies of all submitted materials must also be sent to Student Activities (Nick Seidler) via email to [seidler@msoe.edu](mailto:seidler@msoe.edu).

### **DEADLINE: WEDNESDAY OF 5TH WEEK (1ST QUARTER) @ NOON!**

4. **Submit your current constitution:** Student organizations are required to have a constitution that governs the organization. Be sure to submit the most current version you are using and it should have a date on it. This needs to be submitted with your registration materials to the SGA Executives and also to Student Activities. The Student Activities Office, SGA President or Vice-President will notify the campus community via email as to which organizations have renewed and which are officially recognized shortly after the registration deadline.

Please include any additional information such as any leadership agreements, covenants, and contracts that your organization executives or officers are required to sign to be leaders of your organization.

SGA meets every Monday (weeks 1-10, excluding all major holidays) at 1:00 p.m. in CC-2nd floor classroom.

5. **SGA and Student Activities review student organization materials:** The SGA Executives and Student Activities will give a general review of the submitted materials and if any questions arise, will contact the organization for answers. If there are no questions, the SGA & Student Activities will automatically approve the registration of the student organization, and the student organization is considered "officially recognized" by both the SGA and the Student Activities Office.
6. **Organization approval status level:** Student organizations may receive one of the following levels of recognition:

**"Official Recognition"** by SGA and Student Activities, which is in effect as long as the student organization remains in good standing and submits yearly registration materials to SGA and Student Activities by the deadline announced;

**"Temporary Recognition"** by SGA and Student Activities, which is in effect for a length of time determined by SGA and/or Student Activities. This status is dependent upon the purpose of the organization, review of the registration materials, complications that may arise with giving "official recognition"; or

**"Temporary Approval / Non-SGA Recognized"** by the Student Activities Office. This is a level that is determined and granted by the Student Activities Office while the student organization is going through its approval stages with SGA or if the organization is truly "temporary" in nature (i.e. political candidate organizations).

If the SGA does not grant "official or temporary recognition" to a student organization, the student organization may seek approval directly from Student Activities Office. This status is usually only granted to the student organization for the purpose of securing meeting space and seeking membership through promotions (flyer or e-mail postings). This status does not allow the student organization to receive funding or assistance on campus from SGA or Student Activities.

### **Required forms for both NEW and Renewing Organizations**

The following forms are required to complete your registration packet:

- **Registration form** (*spreadsheet - all must submit*)
- **Constitution example** (*pdf - all must submit*)
- **Door access / key possession form** (*spreadsheet - only applicable for certain organizations that have offices or lockers or storage. This can also be submitted separately to the Student Activities Office*)

***CLUB SPORTS & ATHLETIC AFFILIATES MUST REGISTER WITH COACH JIMMY BANKS IN THE ATHLETIC DEPARTMENT BY THE ANNOUNCED DEADLINE.***