

## SGA Organization Recognition Requirements

Updated August 2009

### Recognition Packet

- Create a mission statement and purpose statement for your organization. The mission statement should be 1 to-3 sentences on the main focus of the organization. The purpose statement should be 4 to 8 sentences on what you plan to do as an SGA-recognized organization.
- Create a membership list with all members of your organization. The membership list should include the names, class year, and e-mail addresses of all members of the organization. To be considered for recognition each organization must have 8 members in addition to a president and treasurer. Holding interest meetings is a great way to recruit members for your upcoming organization.
- Create a constitution for your organization. The constitution will be the backbone of your organization, and should include information on how the organization will run, the duties of the officers, and more. It should be a document that is longlasting (and therefore should not include information about upcoming events, etc. but should be more of an outline on how the organization will run now and into the future). \*See end of this document for more specific instructions.
- Create an officer's list that names and explains each of the officer positions and who currently holds each of them. This is important because different organizations may have different officers. Although all organizations are required to have a president and a treasurer, additional officer positions are often created to suite the special needs of specific organizations.
- Create a schedule of events, activities, and meetings. This list should be tentative, but it should give the Student Activities Committee a sense of what you are planning to do.
- Your packet should also include a letter from your advisor saying that they accept the responsibilities associated with being an organization advisor. This should be signed by the advisor and turned in with the rest of your packet.
- All UVM Codes of Conduct will be followed by student groups. See: <http://www.uvm.edu/~uvmppg/ppg/student/studentcode.pdf>

### Complete Risk Assessment

- All organizations must complete an online Risk Assessment Form that automatically gets submitted to the UVM Department of Risk Management. See: link for online survey monkey assessment.
- Organizations will not be able to be brought forth for recognition without the approval of their activities by Risk Management.

## Student Activities Committee Interview

Once your packet is complete you will need to contact the chair of the Student Activities Committee to set up an interview with the committee (up to 9 people) so that they can discuss recognition with you and answer any questions that you may have. Recognition is often an ongoing process and this meeting will likely be one of many until it is agreed that your organization should be brought forth in front of Senate for recognition.

\*\*\*Club sports must also contact Leon Lifschutz at [Leon.Lifschutz@uvm.edu](mailto:Leon.Lifschutz@uvm.edu), Club Sports Coordinator, to set up a meeting to discuss issues that only pertain to club sports.\*\*\*

## Being Brought Forth in Front of Senate for Recognition:

To become an SGA-recognized organization, a simple majority of the Senate has to vote in favor of your recognition. When it is decided that your organization is ready to be brought forth in front of Senate, you will be presented with the backing of the committee.

You will be asked to come to an SGA Meeting and present your case (preferably by means of a PowerPoint presentation).

Your presentation should include (but not be limited to):

- An explanation of how your organization is different from any current organizations and why it will be beneficial to have you on campus
- Whether your organization will be requiring any funding (when you do become eligible for funds after your first year as an organization) and how you plan on fundraising
- Events and activities in which your organization will take the lead or participate
- How your organization plans on making itself accessible to students of all majors and backgrounds
- How your group is meeting the mission of the University to have sustainable practices in all of their activities

## Organization Constitution Guidelines

Article 1: Name of Organization

Article 2: Purpose and Goals Section 1. The Purpose of your organization is... Section 2. The major goals of your organization are...

Article 3: Expectations of members. In this article, you should include any obligations with which your members must comply, e.g.–dues, events, meetings, safety regulations, etc.

Article 4: Officers Section. Each officer position should be a separate section in Article 4 to detail the job description and duties of each officer. SGA requires at least a President and Treasurer for each organization Section 2. The Election of Officers—SGA requires that elections take place before April 1st for following year.

Article 5: Meeting and Quorum Section 1. Frequency of meetings—this section should include when your organization meets, where your organization meets, and how often your organization meets. Section 2. Percentage of members needed to conduct business to have quorum. A quorum is two-thirds (2/3) of members for all SGA-recognized organizations.

Article 6: General Provisions—you should include anything that specifically applies to your organization that does not fit in another article, such as standing committees, etc.

Article 7: Amendments—you should specify how amendments to your constitution are to be made.

Article 8: Removal of Officers. There may be a time when your organization officers are not acting in the best interest of the organization, so by a two-thirds (2/3) vote of your members, you may remove him/her from the position and replace them with another organization member by election.

Article 9: The by-Laws for this constitution should include the specific details which your group decided will be standard procedure.

\*\*\*\*\* Please conclude the Constitution with the month and year it is written\*\*\*\*\*

Things to keep in mind:

-The Student Activities Committee can be a useful tool in the recognition process and can meet with you at anytime during the process to facilitate and help you get through the recognition packet.

-All SGA-recognized organization must contribute to the cultural, social, educational, or recreational welfare of its membership and support purpose of the Student Government as set forth by this Constitution.

-All members of SGA-recognized organizations must be full-time UVM undergraduate students.

-All SGA-recognized organizations must abide by the SGA code of conduct.

- All SGA-recognized organizations shall hold officer elections for the following fall semester by April 1.

- All SGA-recognized organizations must understand that the SGA holds the right to sanction organizations that do not abide by the SGA constitution and code of conduct.