Student Organisation Formal Recognition Process

1. Assemble Proposal Package
   - Signatures Form – 10 signatures of students who are interested in developing the student organisation
   - Proposal Form – Online form with details about the prospective student organisation
   - Constitution – Draft constitution for the organisation that describes the leadership structure of the group
   - Budget Proposal – Estimated expenses for the remainder of the school year

2. Submit Proposal Package to the Dean of Students Office
   - Proposals for new student organisations are due by the 1st of September, November, February and April. Proposals will not be considered during vacation/holiday or examination periods.
   - Submit all documentation to the Student Organisations Manager in the Dean of Students Office (#03-403).
   - Proposal packages submitted after the bi-monthly deadline will be reviewed the following month.

3. Student Government reviews Proposal Package(s)
   - Student Government is comprised entirely of students. The Student Organisations Manager from the DoS Office will advise.
   - Student Government will determine status of proposal: approved, approved on condition, not approved.

4. Meet with Student Government and/or Student Organisations Manager
   - Students involved with the prospective student organisation may be required to briefly meet with the Student Government to answer any questions and provide any clarification. However, proposal packages should include as much detail as possible.

5. Recognition & Budget Allocation
   - A Ways and Means Committee (separate from Student Government) will review the budget proposal and determine how much funding the group will receive for the remainder of the school year.
   - If a prospective student organisation is not recognised, students will meet with the Student Organisations Manager to discuss how the proposal may be revised. Revised Proposal Packages may be resubmitted for further consideration.