Student Organisation Formal Recognition Process

Last updated February 2018

1. Assemble Proposal Package and Initiate Meeting with Student Orgs Manager
   - Initiate Meeting with Student Organisations Manager via email.
   - Proposal Package consists of:
     - Proposal Form: Basic information about the prospective organisation
     - Petition Form: Names of persons interested in developing the organisation
     - Constitution: Describes the internal policies and leadership structure of the prospective organisation
     - Timeline of Activities: Intended schedule of activities for the current academic year
     - Budget Proposal: Estimated expenses for the academic year that corresponds with Timeline of Activities

2. Submit Proposal Package to Student Organisations Manager via email
   - The deadlines for proposal packages are September 1, November 1, and February 1. A package that fails to meet the September deadline, for instance, will be reviewed in November. No proposal packages will be accepted after February 1.
   - Submit all documentation to the Student Orgsations Manager in the Dean of Students Office.
   - Initial feedback will be provided within two weeks.

3. Student Org Standing Committee reviews Proposal Package and allocates budget
   - The Student Org Standing Committee is composed of the Director of Student Orgs, the Director of Finance, or one (1) FINCOM representative as appointed by the Director of Finance, at least three (3) and no more than four (4) non-Government volunteers, and up to two (2) representatives from the DoS, including the Student Orgs Manager.
   - The Committee will determine the status of the proposal: approved, approved on condition, or disapproved.
   - Approved organisations will be allocated a budget for the reminder of the academic year. Organisations that were not approved will be given feedback, and an opportunity to revise and resubmit the proposal package.

4. Meet with Student Organisations Manager for Student Organisation onboarding
   - The Student Organisations Manager can clarify concerns about finances, events, venues, or anything else you might need to know.
   - The Treasurer is required to attend a training session conducted by DoS.