

OFFICE OF GREEK LIFE, LEADERSHIP & INVOLVEMENT

Process for becoming a recognized student organization at Monmouth College

Steps on this checklist should be completed in the order they are listed.

- Visit Office of Greek Life, Leadership & Involvement (lower level of Stockdale Center) to meet with the Assistant Director of Leadership Development about the proposed organization.

Complete the following and submit to the office:

- Application form <http://www.monm.edu/wackerle/student-organizations.htm>
- An organization constitution (sample at above URL)
- Membership roster

NOTE: Must have 15 members minimum to be considered for recognition

- The Office of Greek Life, Leadership & Involvement staff will review and make any relevant suggestions
- Submit reviewed copies of your constitution and membership roster to the President of the Associated Students of Monmouth College (ASMC)
- Meet with the EXECUTIVE COMMITTEE ASMC to discuss materials
 - Executive Committee may request changes to the constitution*
 - Executive Committee makes recommendation to ASMC full body to approve or not approve
 - ASMC full body may request changes to constitution*

STOP HERE: IF THE ORGANIZATION IS SEEKING **ONLY** ASMC RECOGNITION—*nothing further needs to be done*

Benefits of ASMC recognition

- Representation at ASMC Meetings

CONTINUE IF THE ORGANIZATION IS SEEKING FULL MONMOUTH COLLEGE RECOGNITION

Benefits of Monmouth College recognition

- Ability to apply for college funds
- Ability to reserve space on campus for meetings and events
- Use of campus mailboxes, computer accounts, and similar services



Once ASMC has approved the organization, the constitution is given to the chair of the Student Affairs Committee of the Faculty

- ❑ Student Affairs Committee of the Faculty (committee comprised of faculty appointed representatives and ASMC appointed student representatives) meets to discuss proposed organization
- ❑ Student Affairs Committee of the Faculty (SACF) may request changes to the constitution* before moving forward with the recognition process.
 - Once the Student Affairs Committee of the Faculty has discussed and approved the organization, the *chair of the SACF* sends the constitution to the *chair of the Faculty Senate* and requests the organization be placed on the next Faculty meeting agenda. Faculty Senate sets the agenda for the faculty meeting. Faculty meetings are held once a month.
- ❑ If the constitution has been forwarded to Faculty Senate and Faculty Senate has placed the organization on the agenda, the motion on the floor of the meeting will be to approve the organization. The faculty may request changes to the constitution* and table voting on the organization until such time those changes have been made.

*Please review the Student Organization policy located at <http://department.monm.edu/stuserv/student-handbook/student-organizations.htm> and the college's Mission and Purposes which outline the principles and philosophy applied when reviewing student organization applications.

