

# ILLINOIS TECH

## Office of Campus Life

### Student Organization Policies

#### Interested New Student Organizations

During the semester, students can submit proposals to bring new student clubs/organizations to campus. In order for the student club/org to be approved the following must be done.

- Students interested in bringing on a new Student club/organization will first need to schedule a time to meet with the Campus Life Coordinator (Georgina Lozano glozano1@iit.edu) to express interest.
  - The initial meeting will serve as an opportunity for the interested organization to share the purpose and goals of the organization.
- In addition, the OCL Coordinator will provide students with an overview of the Student Government Association process.
- The interested student organization will work with the OCL Coordinator to draft a proposal. The proposal must be 2-3 pages in length and include the following:
  - Organization Name
  - Purpose and Goals
  - How the organization will benefit students
  - How is the organization different from others
  - How the organizations plans to recruit members
  - Current Executive Board
  - List of programs and events
  - List of interested students (at least 7)
  - Potential Advisor
  - Budget (include a breakdown of budget categories)
- The OCL Coordinator will also provide interested organizations with Sample Constitution and Bylaws to begin thinking about it.

#### Senate Hearing

- Once documents have been drafted and reviewed, OCL Coordinator will pass it on to Student Government Association (SGA) Executive Vice President (Derek Rhea)
- Once having reviewed the proposal the SGA will schedule a hearing for Senate Approval
  - In the hearing .
    - The pending student club/organization will briefly introduce their organization and answer some questions from Senators if they have any.
    - Senators will then vote on whether the pending student club/organization will pass or not.
    - If the club/organization passes they become a pre-approved student club/organization.

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- If the club/org does not pass Student Government Association (SGA), they will receive an email from the Executive Vice President of SGA and they will give them feedback on what needs to be done.

### Presence Registration

- After receiving pre-approval through Student Government Association the pre-approved student organization will meet again with the Campus Life Coordinator to:
  - Finalize and review the Constitution and By-Laws
  - Register via [iit.presence.io](http://iit.presence.io)
  - Add their treasurer into BuyIt
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### **Recognized Student Organizations**

Recognized organizations can maintain their recognition by completing the following:

- Registering the organization with the Office of Campus Life each academic year..
  - Complete the online registration form (<https://hawklink.iit.edu/>).
- Have a minimum of 10 members.
- Have a faculty or staff advisor.
- Update your constitution as needed with the Office of Campus Life.
- Attend the Office of Campus Life workshops each semester; topics include programming, finance, event management and more.
- Remain in good standing with the Office of Campus Life; organization status is evaluated by professional staff in areas of finance, behavior, academics and judicial affairs.