



NEW STUDENT GROUP INTEREST FORM

This form is for students looking to start a new group that is NOT a group eligible for Student Association, Residence Hall Student Association or Fraternity/Sorority recognition. For details, please see the 2nd page of file. Please return this form to the Office of Student Activities & Union Services (SU 211). Thanks!

Name of the Organization: _____

Primary Student Contact: _____ Phone: _____

New Paltz E-mail Address: _____ Date: _____

How many students are interested in starting this group (please attach a roster of interested students)?

In a few brief sentences, please describe this new group:

Which of the following group type best represents your group (check one):

- Honor Society
- Academic Fraternal Organization
- Service Fraternal Organization
- Departmental Student Group
- Externally Funded
- Other _____

Does the group have an intake/selection process for new members to join?

- Yes
- No

If your group has a National/Regional Affiliation, please fill out the following:

National/Regional Organization Name: _____

National/Regional Organization Website: _____

National/Regional Representative/Contact Information:

Name: _____ Title: _____

Email: _____ Phone: _____

STUDENT CLUB RECOGNITION OVERVIEW

Any student club, society, chapter or other group seeking to operate at SUNY New Paltz must be recognized by a student governing body and/or the college. There are multiple ways in which groups can seek recognition. Once a group is recognized, they earn the rights and privileges to reserve space, host campus events, recruit fellow students, advertise, access funding resources, etc. Most groups will obtain recognition from one of our three student governments (Student Association, United Greek Association, or the Residence Hall Student Association). Groups that are not recognized by one of the three student governments must obtain college recognition through the Office of Student Activities and Union Services. Groups recognized by the Student Association and Residence Hall Student Association are not required to obtain college recognition. However, groups recognized by the United Greek Association must obtain dual recognition from UGA and college recognition from the Office of Student Activities and Union Services. Groups seeking recognition from one of the three governments must adhere to the recognition process outlined by the respective governing body. Below is a broad overview of the typical types of groups recognized by the three student governments:

Student Association

- Club Sports
- Social, Hobby, and Cultural clubs
- Student led Performing Arts clubs
- Student Media groups
- Student led Academic clubs
- Advocacy and Political clubs

United Greek Association (these groups must also obtain college recognition)

- Social Fraternities and Sororities
- Cultural Fraternities and Sororities

Residence Hall Student Association

- Hall Governments
- National Residence Hall Honorary

Not all groups naturally fit into one of these three governing structures; those that do not should consider obtaining college recognition through the Office of Student Activities and Union Services. Depending on the nature or type of group seeking recognition, the Office of Student Activities and Union Services will reserve the right to defer recognition to one of the three student governing bodies. The Office of Student Activities and Union Services will make this determination on a case by case basis.

Types of groups the Office of Student Activities and Union Services typically recognize are:

- Honor societies
- Non-social or Academic Fraternal Organizations
- Department sponsored/led organizations
- Groups funded from External resources

TYPES OF COLLEGE RECOGNITION

Recognized Organization: This is an organization that has been granted all rights, privileges, obligations, and appropriate use of College resources as a student group. This status will be granted once a final and updated copy of the groups constitution is on file with the Office of Student Activities and Union Services.

Provisional Student Club: This is a temporary status, not to exceed one year, during which time a newly-formed group or a re-establishing club is seeking recognition again. The group must have completed the initial steps to becoming a recognized student group.

COLLEGE RECOGNITION PROCESS

In order to obtain college recognition from the Office of Student Activities and Union Services, the following requirements must be met:

- A group must have a minimum of 5 enrolled students to seek recognition & retain 1 enrolled student to maintain recognition.
- The group must create and complete a working constitution that is on file (in hard copy and electronically) with the Office of Student Activities and Union Services. This constitution must certify that policies, regulations, practices, etc. do not restrict membership on the basis of race, creed, natural origin, age, disability, sexual orientation, gender identity, marital status and further that the active student members have independent authority from the national organization to determine membership of the campus affiliate.
- The group must submit an updated roster each semester. The Office of Student Activities and Union Services will supply the necessary paperwork.
- The group must have a faculty/staff advisor employed by the college. Auxiliary employees (CAS, Bookstore, Food Services, etc.) are not eligible to serve as an advisor.

ADDITIONAL PROCESS FOR GROUPS WITH AN INTAKE/NEW MEMBER PROCESS

- Any group with a membership selection and new member education (pledge) process will have additional requirements in order to obtain and maintain college recognition:
 - A letter of authorization from a Regional/(Inter)National Office for the specifically named currently enrolled students to form a colony, chapter, or affiliate organization
 - Regional/(Inter)National documents related to new member program structure, risk management policies, hazing policies, any financial obligations, code of conduct policies, and proof of liability coverage.
 - New Member Educator(s) must complete additional training each semester along with any associated paperwork and new member education program approval.
 - The group must adhere to existing new member recruitment and education policies outlined later in this document.

MAINTAINING COLLEGE RECOGNITION

- In order to maintain college recognition, the group must abide by all college rules and policies, including but not limited to: Student Code of Conduct, Events Policies and New York State Law.
- A group must submit an active roster each semester. Failure to submit a roster for two consecutive semesters will result in loss of recognition.
- A group must maintain at least 1 active student currently enrolled in classes at SUNY New Paltz.
- A group must maintain an active college employee as their advisor.
- Groups are NOT permitted to “sub-recognize” or sponsor auxiliary organizations. Such groups are not recognized by the University and, as such, are not permitted the rights and privileges of recognized student organizations.
- Participation in required training mandated by the Office of Student Activities and Union Services and/or the college.

PRIVILEGES OF RECOGNIZED ORGANIZATIONS:

Recognized Organizations and Provisional Student Clubs at New Paltz who are in good standing with the Office of Student Activities and Union Services, may enjoy the following privileges:

- The ability to reserve locations on campus for events, meetings, conferences, and programs, in accordance with the Office of Student Activities and Union Services’ Event Consultation Process.
- Access to advisement, education, training, and support from the Office of Student Activities and Union Services.
- The ability to reserve display cases in the Student Union Second Floor Lobby.
- Approval of event flyers for posting and distribution for on-campus events.
- Member and group participation in recognition events such as the Club and Leadership Awards.
- Inclusion of their organization in all relevant Student Activities and Union Services publications and website documents.
- The ability to represent the club at the Club and Involvement Fair, Fall Open House, and Spring Accepted Students Day.
- Access to tabling reservations in the Student Union First Floor Lobby for fund-raising, event promotion, and recruitment.
- The ability to recruit and educate New Members in accordance with the College’s New Member Education policies and procedures (for groups with approved new member programs/processes only).
- Ability to request funding from the Student Association “Non-SA Student Club Funding.”

Please note that these privileges are contingent upon good standing with the Office of Student Activities and Union Services.