

*University of Maine Student Government, Inc.*  
**Steps to Final Recognition**

STEP #1. COMPLETE THE PRELIMINARY RECOGNITION APPLICATION

- + Finalize the Purpose for the Organization. *The purpose should include the main focus of the organization and what you plan to do as a University of Maine Student Government recognized organization.*
- + Create a Membership List. *This list should include at least 10 undergraduates.*
- + Attach an updated Constitution/Bylaws for the Organization.
- + Meet with the Officers and the Primary Advisor for the Organization. *Make sure that the advisor reads and signs the application.*

STEP #2. SUBMIT THIS APPLICATION TO THE VPSO OF STUDENT GOVERNMENT

- + The Vice President for Student Organizations has a mail box in the Student Government Office, which is located in the back of the Wade Center on the bottom floor of the Memorial Union.

STEP #3. INTERVIEW WITH THE STUDENT ORGANIZATIONS COMMITTEE

- + Once you submit your application the VPSO of Student Government will schedule your interview. The interview will take place in front of the Student Organizations Committee (S.O.C.). This committee will review your constitution/bylaws and ask you questions pertaining to your club.

STEP #4. PRESENT TO THE GENERAL STUDENT SENATE

- + If the S.O.C. approves your application you will then present to the General Student Senate. These meetings are held on Tuesdays at 6:00 in the Bangor Room of the Memorial Union. The GSS will debate and vote on whether or not you will gain recognition.

*University of Maine Student Government, Inc.*  
**FINAL RECOGNITION APPLICATION**

Name of Organization \_\_\_\_\_

Date For Meeting With S.O.C. \_\_\_ / \_\_\_ / \_\_\_

Date Approved By General Student Senate \_\_\_ / \_\_\_ / \_\_\_

**1. ORGANIZATION**

**Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type:** *Please circle one of the following:*

Academic/Professional	Service/Philanthropic	Honorary
Religious	Recreational	Fine Arts
Community Association	Representative Board	Multicultural
		Special Interest
		Student Governance

**Meeting Day, Time, and Location:** \_\_\_\_\_

**Office Space:** \_\_\_\_\_

**2. OFFICER AND ADVISOR CONTACT INFORMATION**

Title	Name	Email	Phone Number
President			
Vice President			
Treasurer			
Advisor (Faculty/Staff)			

**3. CONSTITUTION/BYLAWS**

You must include a complete updated copy of the organization's official constitution and/or bylaws with this application.

**4. ORGANIZATION EVENT INFORMATION**

Please include a list of events, activities, meetings, etc. that your organization plans to hold. This list may be tentative, but it provides Student Government Inc. with a sense of what the organization is planning to do.

**5. SIGNATURES**

I hereby agree that this organization will abide by all of the rules and obligations of the University of Maine Student Government, Inc. including but not limited to the policies outlined in the SORP document.

All organizations are required to maintain at least one advisor who is a member of the faculty or staff of the University of Maine. A primary purpose of the advisor is to provide a permanent contact for the organization in case the student leadership of the organization cannot be reached. **The faculty/staff advisor should never have control of the organization or its finances.**

\_\_\_\_\_  
 President's Printed Name

\_\_\_\_\_  
 President's Signature

\_\_\_\_\_  
 Faculty or Staff Advisor Printed Name

\_\_\_\_\_  
 Faculty or Staff Advisor Signature

**6. FINANCES**

What have been the financial needs of the organization to date? \_\_\_\_\_

How has the organization obtained its necessary funds? \_\_\_\_\_

Does the organization have membership dues? \_\_\_\_ If so, how much? \_\_\_\_ If so, are they collected every semester or every year? \_\_\_\_\_

Does the organization receive a budget from a department of the University of Maine? \_\_\_\_ If so, how much? \_\_\_\_ From which department? \_\_\_\_\_

Does the organization have a tax id number? \_\_\_\_ If so, what is it? \_\_\_\_\_

Does the organization have a bank account? \_\_\_\_ If so, with what bank? \_\_\_\_\_

**7. OTHER INFORMATION**

Please list the involvement (fundraisers, volunteering, events, etc.) your organization has had on campus, in the community, or abroad over the past semester to show how active your organization has been:

**8. COMPLIANCES AND LEGAL RESPONSIBILITIES**

*No individual shall be discriminated against on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veteran's status.* Does the organization comply with the Discrimination Policy stated above? \_\_\_\_

*No person or organization shall create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any institution of the University of Maine System.* Does the organization comply with the Hazing Policy stated above? \_\_\_\_

**8. MEMBERSHIP ROSTER**

Please provide the name and classification (undergraduate, graduate, faculty, staff, or other) of each member of your organization.

<b>Name</b>	<b>Classification</b>	<b>Name</b>	<b>Classification</b>
1 _____	_____	18 _____	_____
2 _____	_____	19 _____	_____
3 _____	_____	20 _____	_____
4 _____	_____	21 _____	_____
5 _____	_____	22 _____	_____
6 _____	_____	23 _____	_____
7 _____	_____	24 _____	_____
8 _____	_____	25 _____	_____
9 _____	_____	26 _____	_____
10 _____	_____	27 _____	_____
11 _____	_____	28 _____	_____
12 _____	_____	29 _____	_____
13 _____	_____	30 _____	_____
14 _____	_____	31 _____	_____
15 _____	_____	32 _____	_____
16 _____	_____	33 _____	_____
17 _____	_____	34 _____	_____