

University of Maine Student Government, Inc.
Steps to Preliminary Recognition

STEP #1. COMPLETE THE PRELIMINARY RECOGNITION APPLICATION

- + Create a 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.*
- + Create and attach a Constitution/Bylaws for the Organization. *A template for this can be found at www.umainesg.org under Student Orgs – Club Forms.*
- + Select the Officers and the Primary Advisor for the Organization. *Make sure that the advisor reads and signs the application.*

STEP #2. COMPLETE THE UNIVERSITY RELATIONSHIP AGREEMENT

- + This form is attached to the back of this packet. Collect all signatures **except** for the Director of Campus Activities and Events.

STEP #3. SUBMIT THIS APPLICATION TO THE VPSO OF STUDENT GOVERNMENT

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

STEP #4. 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 #5. 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.
PRELIMINARY RECOGNITION APPLICATION

Name of Organization _____

Date For Meeting With S.O.C. ___ / ___ / ___

Date Approved By General Student Senate ___ / ___ / ___

Date Eligible for Final Recognition ___ / ___ / ___

1. ORGANIZATION

Purpose: _____

Type: *Please circle one of the following:*

Academic/Professional Service/Philanthropic Honorary Fine Arts
 Religious Recreational Multicultural Special Interest Student Governance

Meeting Day, Time, and Location: _____

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 copy of the organization's official constitution and/or bylaws with this application. If the organization has not adopted either, a template is available.

4. 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

5. GENERAL STATEMENTS

How is your proposed organization different from others already on campus? _____

In what ways does the organization serve to benefit the student body? _____

6. FINANCES

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

7. 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.

Name	Classification	Name	Classification
1 _____	_____	21 _____	_____
2 _____	_____	22 _____	_____
3 _____	_____	23 _____	_____
4 _____	_____	24 _____	_____
5 _____	_____	25 _____	_____
6 _____	_____	26 _____	_____
7 _____	_____	27 _____	_____
8 _____	_____	28 _____	_____
9 _____	_____	29 _____	_____
10 _____	_____	30 _____	_____
11 _____	_____	31 _____	_____
12 _____	_____	32 _____	_____
13 _____	_____	33 _____	_____
14 _____	_____	34 _____	_____
15 _____	_____	35 _____	_____
16 _____	_____	36 _____	_____
17 _____	_____	37 _____	_____
18 _____	_____	38 _____	_____
19 _____	_____	39 _____	_____
20 _____	_____	40 _____	_____