Date of Application ____________________

Name of Organization ____________________________________________________________

Name of Person Making Application ________________________________________________

Purpose of the Organization _________________________________________________________

*All organizations must have a minimum of four members and one full-time Butler faculty/staff advisor to be recognized.

President ________________________________________________________________________
(print name, e-mail & sign)

Vice President ____________________________________________________________________
(print name, e-mail & sign)

Treasurer ________________________________________________________________________
(print name, e-mail & sign)

Secretary ________________________________________________________________________
(print name, e-mail & sign)

Faculty/Staff Advisor _ ____________________________________________________________
(print name, e-mail & sign)

Recognition Process
1. Create a constitution for your student organization. Please see the “Constitution Guidelines” for a list of guidelines and requirements for creating the constitution.
2. Complete this form.
3. Schedule a meeting with the Senate Student Organization Committee (sga@butler.edu) to review your constitution. Please include a copy of this application and your constitution in the email. Upon authorization, the Senate Student Organization Committee will forward the constitution to the Senate and the organization will move to step 4.
4. Meet with the full Senate for review of application. The Senate will decide whether or not to endorse the potential organization. (Appeals of the SGA endorsement may be taken to SGA Cabinet. All appeals must be submitted in writing to the SGA President).
5. Endorsements must be confirmed and approved by the Director of PuLSE (the Director of Greek Life, if applicable) and Dean of Students before organizations are officially recognized.
6. Upon official recognition, new organizations must meet with Jen Agnew (jagnew@butler.edu) to go over the Student Organization Handbook and student organization online registration.

Once officially recognized, the student organization may begin regular meetings and programs. Until all approvals are given, a new organization may only meet for the purposes of organizing itself. Please note, fraternities, sororities and related councils must work with the director of Greek life prior to meeting with SSOC.

All approved organizations must obtain an organization financial account and may obtain a copy code for organization use. Outside financial accounts are strictly prohibited. Please see Programs for Leadership & Service Education to establish the organization’s account.

All Butler University recognized student organizations are expected to comply with all rules and regulations as stated in the Student Handbook and in the constitution of the Student Government Association. Violations of these rules may result in the organization losing recognized status.

APPROVAL

President, Student Government Association ____________________

Director, Programs for Leadership & Service Education ____________________

Dean of Student Life ____________________ Date of Approval ____________________