

Step	What to do	How to do It
1a.	Previously Recognized Club/Orgs	<ul style="list-style-type: none"> • Visit the Matador Involvement Center in the University Student Union. • Obtain 08-09 University Recognized Documents. (URD's) Available starting August 4, 2008 • Register for Mandatory Annual University Recognition Conference on September 27,2008 • Attend Mandatory Annual University Recognition Conference on September 27, 2008 • Proceed to step 2
1b.	New Clubs/Orgs	<ul style="list-style-type: none"> • Register for a New Club Workshop in the Matador Involvement Center (MIC) • Attend a New Club Workshop in the Matador Involvement Center (MIC) • Obtain University Recognized Documents (URD's)
2.	Get Your Group Together	<ul style="list-style-type: none"> • You will need (5) CSU students who are currently enrolled at Cal State University, Northridge. • One student must be the president and one student must be the treasurer. President, Vice President, and Treasure Eligibility Requirements: Undergraduates: <ul style="list-style-type: none"> • Minimum 2.0 GPA each term (Fall and Spring Semester) • Must be in Good Standing (Not on probation of any kind) • Must earn 6 semester units per term while holding office • Allowed to earn a maximum of 150 semester units or 125 percent of units required for specific degree Graduate/Credential: <ul style="list-style-type: none"> • Minimum 2.0 GPA each term (Fall and Spring Semester) • Must be in Good standing (Not on probation of any kind) • Must earn 3 semester units per term while holding office • Allowed to earn a maximum of 50 semester units or 167 percent of units required for specific degree • Three other students must be currently enrolled in at least one class. (Non Extended Learning) • Complete and review all University Recognition Documents. (URD's)
3.	Determine your Primary Focus	<p>Categories: (Be sure to check your primary focus at the top of the Officer Information & Minimum number of Student Form as this is how you will be categorized)</p> <ul style="list-style-type: none"> • College Based • Community Service • Cultural • Political • Religious • Fraternity/Sorority • Honor Society • Special Interest • Recreational/Sports Club* <p>*All high-risk clubs/organizations are to be categorized as a recreational/sports club per university standards as designated by the MIC.</p>
4.	Obtain a Campus Advisor	<ul style="list-style-type: none"> • If you have a pre-established advisor reconnect with that advisor and confirm their willingness to be your club/organizations advisor and make sure they meet advisor criteria listed below. • Advisor must be a full-time or part-time faculty or professional employee of California State University, Northridge. (Auxiliary employees prohibited unless approved by the MIC and is on record as a University Volunteer) • It is optional to have more than one advisor. (ex. Community Advisor or Co Advisor) • Have University Advisor read and sign all required University Recognition Documents.(URD's)
5a.	Previously Recognized Clubs/Orgs: Constitution Update (AS NEEDED)	<ul style="list-style-type: none"> • Review the Constitution Guide to make sure your constitution abides by University and CSU standards • If you have made any updates to your constitution within the last 90 days you need to Print and submit one hard copy and one copy on a CD of your club/orgs constitution to the MIC. Proceed to step 6.

Clubs and Organization Recognition Process

5b.	New Clubs/Orgs: Develop/ Create a Constitution and By-laws	<ul style="list-style-type: none"> • Develop/Create a Constitution according to the University's guidelines Constitution Guide for information that must be included in your clubs/orgs Constitution. • Create a CD file of your club/organization's constitution. • Print and submit one hard copy and a CD copy of your club/orgs constitution along with the Constitution Submission Form to the MIC by 12 noon Monday.
6a.	Previously Recognized Clubs/Orgs	<ul style="list-style-type: none"> • Submit all University Recognition Documents (URD's) to the MIC before or at the Mandatory Annual Recognition Conference on Saturday September 27, 2008 <p>Required Documents to be submitted:</p> <ul style="list-style-type: none"> • Clubs & Organizations Officer Information & Minimum Number of Student Form • University Recognized Clubs and Organizations Statement of Non-Discrimination and Acknowledgement of Use of Alcohol and Illicit Drugs • Code of Ethics for University Recognized Student Organizations Agreement
6b.	New Clubs/Orgs	<ul style="list-style-type: none"> • Return all University Recognition Documents (URD's) along with your clubs/orgs (CD & hard copy) constitution to the Matador Involvement Center (MIC). Simultaneously proceed with the proper steps of submitting your club/organizations constitution. (see Constitution Submission Form) <p>Required Documents to be submitted:</p> <ul style="list-style-type: none"> • Clubs & Organizations Officer Information & Minimum Number of Student Form • University Recognized Clubs and Organizations Statement of Non-Discrimination and Acknowledgement of Use of Alcohol and Illicit Drugs • Code of Ethics for University Recognized Student Organizations Agreement

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