

Step #	What to do	How to do it
1a	Previously Recognized Clubs/Orgs	<ul style="list-style-type: none"> • Visit the Matador Involvement Center (MIC) in the University Student Union • Obtain 09-10 University Recognized Documents (URD's). Available in August 2009 • Register for the Mandatory Annual University Recognition Conference on September 26, 2009 • Attend the Mandatory Annual University Recognition Conference on September 26, 2009 • Proceed to Step 2
1b	New Clubs/Orgs	<ul style="list-style-type: none"> • Sign up to attend a New Club Workshop in the MIC • Attend a New Club Workshop in the MIC • Obtain URD's (these will be handed to you during the New Club Workshop) • Proceed to Step 2
2	Get Your Group Together	<ul style="list-style-type: none"> • You will need five (5) students who are currently enrolled at California State University, Northridge (CSUN) to start a student club/organization • One (1) student must be the “president” and one (1) student must be the “treasurer.” • Three (3) students must be currently enrolled in at least one (1) class (Non Extended Learning) • President, vice president, & treasurer eligibility requirements are as follows*: <ul style="list-style-type: none"> 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 * The vice-president's eligibility will be verified only in the event that the president fails to meet the minimum requirements • Complete and review all URD's • Proceed to Step 3
3	Determine your Primary Focus	<p>Categories: (Be sure to check your primary focus at the top of the <i>Clubs & Organizations Officer Information & Minimum number of Student Form</i>. This is how you will be categorized on our club/organization online directory)</p> <ul style="list-style-type: none"> • College Based • Community Service • Cultural • Fraternity/Sorority • Honor Society • Political • Recreation/Sport Club* • Religious • Special Interest • University Program <p>*All high-risk clubs/organizations are to be categorized as a recreational/sports club per university standards as designated by the MIC (please contact Activities Assistant)</p> <ul style="list-style-type: none"> • Proceed to Step 4

**Clubs & Organizations
University Recognition Process**

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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/organization’s advisor. Make sure they meet advisor criteria listed below: • Advisor must be a full or part-time faculty or a professional employee of CSUN. (Auxiliary employees are prohibited unless approved by the MIC and 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 URD’s • Previously Recognized Clubs Proceed to Step 5a • New Clubs proceed to Step 5b
5a	Previously Recognized Clubs/Orgs: Constitution Update (as needed)	<ul style="list-style-type: none"> • Review the <i>Constitution Requirements & Guidelines</i> 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 your club’s constitution (one (1) paper copy (preferably double-sided) and one (1) copy saved to a CD) to the MIC • Proceed to Step 6a
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. See the <i>Constitution Requirements & Guidelines</i> for information that must be included in your constitution • Save your constitution on a CD • Print and submit your club’s constitution (one (1) paper copy (preferably double-sided) and one (1) copy saved to a CD) along with the <i>Constitution Submission Form</i> to the MIC by 12 pm (noon) the following Monday • Proceed to Step 6b
6a	Previously Recognized Clubs/Orgs	<ul style="list-style-type: none"> • Submit all URD’s to the MIC before Friday, September 18, 2009 at 5:00 pm • Required Documents to be submitted: <ol style="list-style-type: none"> 1. Clubs & Organizations Officer Information & Minimum Number of Student Form 2. University Recognized Clubs and Organizations Statement of Non- Discrimination and Acknowledgement of Use of Alcohol and Illicit Drugs 3. Code of Ethics for University Recognized Student Organizations Agreement
6b	New Clubs/Orgs	<ul style="list-style-type: none"> • Return all URD’s along with your club’s constitution (one (1) paper copy (preferably double-sided) & one (1) copy saved to a CD) to the MIC. Simultaneously proceed with the proper steps of submitting your club’s constitution. (see <i>Constitution Submission Form</i>) • Required Documents to be submitted: <ol style="list-style-type: none"> 1. Clubs & Organizations Officer Information & Minimum Number of Student Form 2. University Recognized Clubs and Organizations Statement of Non- Discrimination and Acknowledgement of Use of Alcohol and Illicit Drugs 3. Code of Ethics for University Recognized Student Organizations Agreement