### Clubs & Organizations Recognition Process

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| 1a | Previously Recognized Clubs/Orgs | • Clubs/Organizations who attended the Annual Recognition Conference on September 27, 2014, can proceed. All other previously recognized groups must set up an appointment with the Activities Coordinator for Clubs and Organizations.  
• Visit the Matador Involvement Center (MIC) in the Sol Center, University Student Union  
• Obtain 2014-2015 University Recognized Documents (URD’s).  
• Proceed to Step 2 |
| 1b | New Clubs/Orgs | • 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 | • You will need five (5) students who are currently matriculated 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.” Both of these officers must submit an unofficial transcript (DPR printout will not be accepted).  
• Three (3) other members listed must be currently enrolled in at least one (1) class (Non Extended Learning)  
• President, vice president, & treasurer eligibility requirements are as follows*:  
  **Undergraduates:**  
  Minimum on-campus 2.0 term GPA (CSUN cumulative, Fall and Spring Semesters)  
  Must be in Good Standing (not on academic, disciplinary or administrative probation)  
  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:**  
  Minimum on-campus 2.0 term GPA (Fall, Spring and cumulative)  
  Must be in Good standing (not on academic, disciplinary or administrative probation)  
  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 | Categories: (Be sure to check your primary focus at the top of the Clubs & Organizations Officer Information & Minimum number of Student Form. This is how you will be categorized on our club/organization online directory)  
• College Based  
• Community Service  
• Cultural  
• Fraternity/Sorority  
• Honor Society  
• Political  
• Recreation/Sport Club*  
• Religious  
• Special Interest  
• University Program  
*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 Coordinator for Leadership Programs)  
• Proceed to Step 4 |

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| 4      | Obtain a Campus Advisor | • 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. (e.g. 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) | • Contact Activities Coordinator for Leadership Programs for a Constitution Revision Overview  
  • Review the Constitution Requirements & Guidelines 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 | • Develop/Create a constitution according to the University’s guidelines. See the Constitution Requirements & Guidelines 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 Constitution Submission Form, to the MIC by Noon the following Monday  
  • Proceed to Step 6b |
| 6a     | Previously Recognized Clubs/Orgs | • Submit all Completed URD’s to the MIC.  
  • Required Documents to be submitted:  
    1. Clubs & Organizations Officer Information & Minimum Number of Student Form  
    2. University Recognized Clubs and Organizations Non Discrimination and Open Membership Requirements  
    3. Clubs and Organizations Constitutional Requirements  
    4. Statement of Understanding Between University Recognized Student Clubs and Organizations, and California State University, Northridge  
    5. University Recognized Clubs and Organizations Acknowledgement of Use of Alcohol & Illicit Drugs Policy  
    6. Minimum Qualifications for Student Office Holders Officer Compliance Form (President and Treasurer)  
    7. Unofficial Transcripts (President and Treasurer) |
| 6b     | New Clubs/Orgs | • Return all URDs 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 Constitution Submission Form)  
  • Required Documents to be submitted: see Step 6a |

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