<table>
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<tr>
<th>Step #</th>
<th>What to do</th>
<th>How to do it</th>
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</table>
| 1a     | Previously Recognized Club/Org | • Obtain 2015-2016 University Recognized Documents (URD’s) from the Matador Involvement Center (MIC)  
• Register for the mandatory Annual Recognition Conference at the start of Fall 2015  
• Attend the mandatory Annual Recognition Conference on September 26, 2015  
• Proceed to Step 2 |
| 1b     | Previously Recognized Sport Club/Org | • Obtain 2015-2016 University Recognized Documents (URD’s) from the MIC  
• Register for the mandatory Annual Recognition Conference at the start of Fall 2015  
• Attend the mandatory Annual Recognition Conference on September 26, 2015  
• Proceed to Step 2 |
| 1c     | Previously Recognized University Sponsored Club/Org | • Obtain 2015-2016 University Recognized Documents (URD’s) from the MIC  
• Proceed to Step 2 |
| 1d     | New Club/Org                | • Sign up to attend a New Club Workshop  
• Attend a New Club Workshop  
• Obtain URD’s (distributed during the New Club Workshop)  
• Proceed to Step 2 |
| 1e     | New Recreation/Sport Club/Org | • Sign up to attend a New Recreation/Sport Club Workshop  
• Attend a New Recreation/Sport Club Workshop  
• Obtain URD’s (distributed during the New Recreation/Sport Club Workshop)  
• Proceed to Step 2 |
| 2      | Get Your Group Together     | • You will need five (5) students who are currently matriculated at 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, and treasurer eligibility requirements are as follows*:  
  Undergraduates:  
  Minimum 2.0 GPA each term (CSUN cumulative and previous semester)  
  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 2.0 GPA each term (CSUN cumulative and previous semester)  
  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 |

Revised: June 18, 2015
# Clubs and Organizations Recognition Process

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| 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
- Political
- Recreation/Sport Club*
- Religious
- Special Interest
- University Program
- University Sponsored

*All high-risk clubs/organizations are to be categorized as a recreational/sport club per university standards as designated by the MIC (please contact Activities Coordinator for Leadership Programs)

- Proceed to Step 4 |
| 4      | Obtain a University Advisor | • If you have a pre-established advisor, reconnect with that advisor and confirm their willingness to be your club/organization’s advisor
• 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, Co-Advisor)
• Have University Advisor read and sign all required URD’s
• Previously Recognized Clubs Proceed to Step 5a
• New Clubs and New Recreation/Sport Club proceed to Step 5b |
| 5a     | Previously Recognized Club/Org: 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 paper copy and one copy saved to a CD as a Microsoft Word document) 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 onto a CD (as a Microsoft Word document)
• Print and submit your club’s constitution (one paper copy and one copy saved to a CD) along with the *Constitution Submission Form*, to the MIC

- Proceed to Step 6b |
| 6a     | Previously Recognized Clubs/Orgs | • Submit all Completed URD’s to the MIC before Friday, September 11, 2015 at Noon
• Required documents to be submitted:
  1. Clubs and Organizations Officer Information and Minimum Number of Student Form
  2. Clubs and Organizations Open Membership Form
  3. Clubs and Organizations Non-Discrimination and Open Membership Requirements
  4. Code of Ethics for University Recognized Student Organizations Agreement Form
  5. Alcohol and Illicit Drugs Policy Signature Form
  6. Minimum Qualifications for Student Office Holders - Officer Compliance Form (President and Treasurer)
  7. Unofficial Transcripts (President and Treasurer) |

Revised: June 18, 2015
### Clubs and Organizations Recognition Process

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<td>• Return all URDs along with your club’s final constitution (one paper copy and one copy saved to a CD as Microsoft Word document) along with the Constitution Submission Form, to the MIC</td>
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<td>• Simultaneously proceed with the proper steps of submitting your club’s constitution. (see Constitution Submission Form)</td>
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<td>• <strong>Required documents to be submitted:</strong></td>
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