

# Guide to Getting Your Organization Senate Recognized

*Any student organization in the law school is eligible for Senate recognition, provided that they have a minimum of 15 members.*

## **Benefits of Senate Recognition**

Becoming a Senate recognized organization provides a significant amount of benefits to your organization. Any Senate Recognized organization is entitled to request funds for programming out of the Senate's Contingency Fund. Senate recognized Organizations are also allowed to use bulletin board space in the student lounge, have a mailbox on the second floor of MacNaughton Hall, have access to the law school-wide listserv, reserve a table in the second floor hallway, participate in the annual Senate activity fair, and be listed as an organization with mailings that goes to all incoming first year students.

## **Responsibilities of Senate Recognition**

When your organization becomes Senate recognized, it essentially becomes part of the Law Student Senate. There are a series of regulations that the Senate maintains for its organizations. Financial accountability and University policy require that all monies raised by a recognized organization are deposited in your group's own university account. Also, Senate and University guidelines regulate expenditures. The Senate Treasurer revises senate financial policies annually. Senate organizations are expected to maintain compliance with the rules in the Senate Constitution and Bylaws, especially the requirement that the organization open all activities up to all students at the College of Law. Presidents of every student organization are also required to attend or send a proxy to all Inter-club Council meetings (ICC). Finally, organizations are expected to follow all Senate policies established annually by the Executive Board and/or Senate. For more information, feel free to read a copy of the Senate Constitution and Bylaws, available online, or contact the Senate President.

## **The Process**

Each step of this process must be completed in order for any new or previously deactivated student organization to be approved.

1. Set up an appointment with Alexis Martinez, Director of Student Programs, in the office of Student Life (443-1146 or [amarti17@law.syr.edu](mailto:amarti17@law.syr.edu)) to discuss the organization and review the approval process.
2. Assemble at least 15 students to support the creation of your new student organization.
3. Select and confirm a faculty advisor.
4. Fully complete the Student Senate Addendum.
5. Draft a Constitution and/or Bylaws (a sample constitution may be obtained through the Office of Student Life)
6. Submit the completed Addendum and organization constitution/bylaws to the Senate Secretary.
7. You will be scheduled to appear at the next Business session of the Student Senate. You will be asked to present the purpose, goals, objectives and intent of your organization. The Student Senate may ask follow up questions based on your presentation.

The Student Senate will then proceed to vote on the recognition proposal. Should your organization be approved, you should set up a follow up appointment with the Office of Student Life to review the Student Organization handbook, along with insuring the set up of your university account, email and website.

Should your organization NOT be approved, you may re-apply for recognition at the next Student Senate business session.



Syracuse University College of Law  
Student Senate

**Student Organization Recognition Addendum**

Organization Name: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Email address for Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_

*(If Applicable)*

Name of Nationally Affiliated organization: \_\_\_\_\_

Website of Nationally Affiliated organization: \_\_\_\_\_

**Current Contact Information for Nationally Affiliated Organization:**

Contact Person Name: \_\_\_\_\_

National Organization Mailing Address: \_\_\_\_\_

\_\_\_\_\_

National Organization Email Address: \_\_\_\_\_

National Organization Phone Contact: \_\_\_\_\_

Organization Name: \_\_\_\_\_

*(Required)*

List the names and obtain signatures from 15 current law students who will be members of your organization upon recognition by the Student Senate:

Name (please print)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
15. _____	_____