



# NEW STUDENT CLUB RECOGNITION CHECKLIST

In order for a student club to gain Iona College recognition the following steps must be completed in the correct order and in its entirety. It is the responsibility of the interest group to ensure that the proper steps have been taken.

Checklist will not be deemed valid unless completed in its entirety with the proper notations and signatures.

Please note: *Due to the nature of the interest group there might be additional steps in the process (ie., Sports Clubs). The below steps are a guideline, however, each student club is recognized on a case-by-case basis in accordance with the policies of Iona College.*

Name of Interest Group: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Please  
initial  
when  
complete

Advisor to Club Name \_\_\_\_\_ Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative meets with the Office of Student Development Date \_\_\_\_\_

Representative Meets with the SGA Vice-President Date \_\_\_\_\_

Interest group is able to hold 2 informational meetings\* at the discretion of the Office of Student Development [OSD] (proper approval form required)

- o Interest Meeting #1 \_\_\_\_\_
- o Interest Meeting #2 \_\_\_\_\_

\*these meetings are strongly encouraged to gain members, however are not mandatory

Interest group must submit a constitution and club roster  
o Constitution submitted to O.S.D. Date \_\_\_\_\_  
o Interested Student Roster submitted to O.S.D. Date \_\_\_\_\_

Constitution reviewed by the Office of Student Development Date \_\_\_\_\_

Constitution approved by the Vice-President of the Student Government Association Date \_\_\_\_\_

Motion for recognition brought forth to the SGA Legislature Date \_\_\_\_\_  
o SGA decision  
▪ Recognition granted  
▪ Recognition denied  
▪ Ratification of Club constitution needed  
o Other notations

Upon approval, a copy of the final constitution\* and roster must be received by  
o Office of Student Development Date \_\_\_\_\_  
o SGA Recording Secretary Date \_\_\_\_\_

\* Please do this in both written form and on disk.

Club members must meet with a representative of SGA and the Office of Student Development to discuss procedures for maintaining a student organization and receipt of benefits associated with it (receipt of mailbox, locker, copy code, etc.) Date \_\_\_\_\_

Completed checklist must be returned to the Office of Student Development. Date \_\_\_\_\_

\*\*\*\*Please place additional notes on the back of this paper\*\*\*\*

Questions? Contact: The Office of Student Development at 914-633-2360 or the Student Government Association (SGA) at 914-633- 2186 both offices are located in the LaPenta Student Union