

## Recognition Process for Future USG Organizations

### 1. Visit the USG Website

Go to <https://usg.buffalostate.edu/>. From the menu, navigate to **Organizations → Become a USG Organization**.

### 2. Obtain Buffalo State Recognition First

Before applying for USG recognition, your group must first be officially recognized by the **Student Leadership and Engagement (SLE) Office**. [recognition by Buffalo State through the Student Leadership and Engagement office](#)

- a. Only organizations that have received Buffalo State recognition are eligible to apply for **USG recognition and funding**.

### 3. Contact the USG Rules & Regulations Chair

Once your organization is approved by SLE, email the **USG Rules & Regulations Chair** at [usgrulesregs@buffalostate.edu](mailto:usgrulesregs@buffalostate.edu) to discuss next steps.

- a. The USG Recognition Application is available **only during the Fall semester on Bengal Connect → Forms**.

### 4. Initial Meeting with the Rules & Regulations Chair

Within five business days of receiving your application, the Chair will reach out to schedule a meeting with your **President and Vice President**.

- a. During this meeting, the Chair will take notes, review your application, and ensure the following requirements are met:
  - i. At least **five general members** (not on the Executive Board)
  - ii. An **Executive Board** consisting of at least a **President, Vice President, Treasurer, and Secretary**
  - iii. A **faculty or staff advisor** employed by Buffalo State University
  - iv. A **mission statement** (one paragraph describing your organization's purpose)
- b. The Rules and Regulations Chair will then address any questions or concerns they may have about the organization.

### 5. Create a Constitution

Each organization must draft a **constitution** outlining its structure, policies, and procedures.

- a. A **template** is available from USG to guide you in creating your document. *(Insert link when available.)*

### 6. Review and Revise the Constitution

Once your draft is complete, meet with the Rules & Regulations Chair to review it line by line. The Chair may suggest revisions.

- a. Send the updated version to the Chair for feedback.
- b. This process continues until the final, **approved constitution** is completed.

### 7. File Review by the Rules & Regulations Committee

The Chair will compile your application, constitution, and any other related documents into a file and present it to the **Rules & Regulations Committee**.

- a. Committee members review the file before their next meeting.

- b. During the meeting:
    - i. Members may ask questions or raise concerns.
    - ii. The Chair will call for a motion and tally votes.
  - c. A **majority vote** is required to recommend your organization for USG recognition. If the motion fails, the process ends here.
8. **Prepare for the USG Senate Presentation**
- If recommended by the committee, the Chair will contact your organization to schedule a final meeting and help you prepare a **presentation** for the **USG Senate**.
- a. A PowerPoint is optional but encouraged.
  - b. Your presentation should include:
    - i. Your mission statement
    - ii. A list of any events you have completed on campus
    - iii. A list of future events you plan to have
    - iv. What makes your organization unique
9. **Present to the USG Senate**
- Attend the next Senate meeting and arrive on time.
- a. During the Rules & Regulations report, the Chair will motion for your organization's recognition.
  - b. Your organization will have **5–7 minutes** to present.
  - c. Afterward, senators may ask questions before voting.
  - d. Once all questions and comments are heard, the organization will be asked to leave the room, and the Senate will vote on the motion.
  - e. A **two-thirds vote** is required for approval.
  - f. The Chair will inform you of the results.
    - i. If approved, your organization becomes a **USG-recognized, non-funded organization**.
    - ii. If denied, your organization may still operate on campus but not as a USG organization.
10. **Post-Approval Steps**
- a. Newly recognized organizations will remain **non-funded** for **two full academic semesters** before becoming eligible to apply for funding.
  - b. The **USG Business Staff** must be notified of all approved or denied organizations.
  - c. Complete the **Recognition Application Form** with the Senate's decision date and file it in your files for that academic year.