

Student Organization Recognition

Recognized student organizations are student initiated, organized, and managed. Recognized organizations can use campus facilities, use features of OwlNet, advertise on campus, and may request funding from the Student Activity Fee through Student Government.

Steps to Recognition

1. Check the list of recognized organizations on OwlNet to see if there are other organizations similar to the one you want to propose.
2. Email studentinvolvement@keene.edu:
 - a. Proposed club name
 - b. Brief description or purpose of club
 - c. If a similar club exists, explain how your proposed club differs
 - d. Schedule meeting with Office of Student Involvement to review the request and next steps.
3. Meet with the Office of Student Involvement to learn more about requirements and campus policies around student organizations.
4. Craft the mission/purpose of the club and determine how often the group would meet and where.
5. Draft Constitution & Bylaws using the template provided by Student Government.
6. Find a full-time faculty or staff member to serve as your organization's advisor.
7. Recruit at least ten students to join the organization.
 - a. You may reserve table space in the Student Center to recruit no more than twice per month prior to recognition.
 - b. In consultation with the Office of Student Involvement, you may reserve space in the Student Center to gather students potentially interested in joining the organization for an introductory meeting.
8. Determine who will serve as the Executive Board. At minimum this must include a President, Vice President, Secretary and Treasurer.
9. Complete the Student Government interest form and submit:
 - a. Roster with keene.edu email addresses for at least ten students
 - b. Constitution & Bylaws

- c. Name and contact information for faculty/staff advisor
 - d. Proposed dates and times for club gatherings and events, along with potential locations for these
- 10. Receive an invitation from Student Government to attend a Student Assembly meeting where they will meet with you to review the proposal.
- 11. Present to Student Assembly and await approval.
- 12. Once recognized:
 - a. Schedule a meeting with Student Involvement to review Student Organization Handbook, OwlNet, finance training, and other relevant policies and procedures.
 - b. Register your organization in OwlNet.