

# Guide to Getting Your Organization SBA Recognized

*Any student organization is eligible for SBA recognition, provided that they have a minimum of 15 members.*

## **Benefits of Senate Recognition**

Becoming a Student Bar Association (SBA) recognized organization provides a significant amount of benefits to your organization. Any SBA Recognized organization in good standing is entitled to request funds for programming out of the Senate's Contingency Fund. SBA Recognized Organizations also participate in the annual Student Organization activity fair, and are listed as an organization in mailings that go to all incoming first-year students.

## **Responsibilities of Senate Recognition**

When your organization becomes SBA recognized, it becomes subject to SBA regulations. Financial accountability and University policy require that all moneys raised by a recognized organization be deposited in your groups own university account. Additionally, SBA and University guidelines regulate expenditures. Senate organizations are expected to maintain compliance with SBA rules, 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 Student Leadership Council meetings (SLC). Finally, organizations are expected to follow all SBA policies established annually. For more information, feel free to read a copy of the SBA Constitution and Bylaws, available online, or contact the SBA President.

## **The Process**

Each step of this process must be completed before any new or previously deactivated student organization can be approved.

1. Set up an appointment with Michelle Wilcox, Associate Director of Student Programs & Finance, in the Office of Student Life (443-1146 or [mmwilcox@law.syr.edu](mailto:mmwilcox@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. Complete the Student Organization Registration Form.
5. Draft a constitution and/or bylaws (a sample constitution may be obtained through the Office of Student Life)
6. Submit the completed registration form and organization constitution/bylaws to the SBA Communications Secretary.
7. You will be scheduled to appear at an SBA meeting. You will be asked to present the purpose, goals, objectives, and intent of your organization. The Student Bar Association may ask follow up questions based on your presentation.

The SBA Senate will then vote on the recognition proposal. If your organization is approved, you should set up a follow up appointment with the Office of Student Life to review the Student Organization Handbook, receive information on attending a public safety forum for social events, and ensure the set-up of your university account and email address.

If your organization is NOT approved, you may re-apply for recognition at a later SBA meeting.



Syracuse University College of Law  
Student Bar Association

## Student Organization Registration Form

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

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

Contact email address: \_\_\_\_\_

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

Organization Faculty/Staff Advisor: \_\_\_\_\_

### **Contact Information for Nationally Affiliated Organization** *(If Applicable):*

Nationally Affiliated organization name: \_\_\_\_\_

Nationally Affiliated organization website: \_\_\_\_\_

Nationally Affiliated organization Contact Person:  
\_\_\_\_\_

Nationally Affiliated Organization Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Nationally Affiliated Organization Email Address: \_\_\_\_\_

Nationally Affiliated Organization Phone Contact: \_\_\_\_\_

**Organization Members List**

Name (please print)	Signature	Founding Officer? (check if applicable)
1. _____	_____	Yes <input type="checkbox"/>
2. _____	_____	Yes <input type="checkbox"/>
3. _____	_____	Yes <input type="checkbox"/>
4. _____	_____	Yes <input type="checkbox"/>
5. _____	_____	Yes <input type="checkbox"/>
6. _____	_____	Yes <input type="checkbox"/>
7. _____	_____	Yes <input type="checkbox"/>
8. _____	_____	Yes <input type="checkbox"/>
9. _____	_____	Yes <input type="checkbox"/>
10. _____	_____	Yes <input type="checkbox"/>
11. _____	_____	Yes <input type="checkbox"/>
12. _____	_____	Yes <input type="checkbox"/>
13. _____	_____	Yes <input type="checkbox"/>
14. _____	_____	Yes <input type="checkbox"/>
15. _____	_____	Yes <input type="checkbox"/>