



STUDENT ORGANIZATION REQUEST TO UPGRADE FROM LEVEL ONE TO A LEVEL TWO

Please Print Neatly

Organization: _____

Date Organization Registered as a Level One Organization: _____

To upgrade from Level 1 to Level 2 the organization must have been active for a period of 12 consecutive months.

Current Organizational Officers:

Title: _____ Name: _____

Title: _____ Name: _____

Title: _____ Name: _____

Title: _____ Name: _____

Faculty/Staff Advisor: _____

The Stephen F. Austin State University Student Organization Handbook and Student Organization Formation and Recognition Policy F-14 contain important information for organizations upgrading from Level I to Level II to understand. For your convenience, the policy is printed on the back of this upgrade request form. If you have any questions regarding any of this information, please ask for help.

By signing below I verify that I have received, read and understand all of the information outlined above.

Organization President: _____ Date: _____

Organization Advisor: _____ Date: _____

Upgrade Checklist:

OFFICE USE ONLY

___ Active for 12 months

___ Clear on University Accounts

___ Constitution on files

___ Faculty/Staff Advisor confirmed

Approved: _____ Date: _____

A copy of this completed form will be provided to the organizational advisor.

Student Organization Formation and Recognition

F-14

parent organization when requested.

Stephen F. Austin State University acknowledges the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state or federal law.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.
2. Select an advisor from the faculty/administrative staff who is a benefits-eligible full-time university employee.
3. Have their officers and advisor(s) agree to and sign an anti-hazing statement.
4. Prepare and submit a constitution and statement of purpose.
5. Complete all of the required documents contained in the Student Organization Formation Packet, available in the Office of Student Activities.
6. Submit all completed documents to the Office of Student Activities.

A group seeking recognition must not:

1. Be a commercial enterprise.
2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.
3. Allow minors to become organizational members unless they are full-time enrolled students at Stephen F. Austin State University

Applications for recognition can be made at any time during the year. The Office of Student Activities may grant a group temporary recognition while they are finalizing their formation paperwork. A temporary recognition will lapse 30 calendar days after it is initially granted.

The Director of Student Activities will review the application for recognition when it is complete and determine whether recognition is granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

- a) the removal or resignation of the advisor, unless a qualified replacement is registered within 30 days.
- b) violation by the organization of any rules or regulations of the University, state or federal law.
- c) failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the University.
- d) the organization remaining in an inactive status for three or more long semesters.
- e) failure to provide acceptable documentation of affiliation with any

Students selected, elected or appointed as a student organization officer (an officer is an individual in a leadership position as defined in the organization's constitution) shall be in good standing with the university and:

For undergraduates, be enrolled for six (6) or more credit hours during their term of office.

For graduate students, be enrolled for four (4) or more credit hours during their term of office.

All meetings and activities of each student organization shall be subject to, and held under, all applicable University regulations and policies. Student organizations must abide by the Policies and Procedures set forth by the SFA Board of Regents including the Code of Student Conduct.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting University requirements for student organizations.

All student organizations must register with the Office of Student Activities as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Activities, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

Aside from the supervision exercised through the Office of Student Affairs over the Residence Hall Association, the Student Activities Association, the Student Government Association, and certain other social and cultural activities conducted on the campus of Stephen F. Austin State University, the University recognizes registered student organizations as independent entities and assumes no responsibility for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

University employees should not serve as officers within a student organization, other than fulfilling the role of advisor. No employee of the University has the authority to open a bank account in the name of or for the benefit of any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization.

While Level Two student organizations may use the name of the University as a part of their name, the name of the University, including any abbreviations, may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the University is not to be held to approve or disapprove such views, whatever their nature. The University is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.