

For any questions or help during the process outlined below, contact:

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Welcome to the student organization recognition process! The University is delighted you have chosen to create a new club and we have lots of resources in place to help you through your journey to full recognition by ASBSU Judiciary.

The process for gaining recognition is not hard—there are some steps, but 200+ student organizations have successfully completed the process and you can too!

Boise State University has a strong commitment to building of community among students both on and off campus. The University's student organizations are a major component of this effort. Whether you are starting a club with six or seven people in a single major, or a campus-wide group with 100 members, your involvement and activities make Boise State a great place to be a student.

Requirements for Recognition of Student Organizations

ASBSU Judiciary, which is comprised of students, recognizes student organizations. Both ASBSU and Boise State have rules on what it takes to be a student organization. Here is a summary of the rules:

1. Every student organization **MUST** have a constitution, which contain certain items. Click here for Boise State's "sample constitution." Required items are in bold.
2. You must have an advisor. The advisor cannot be an undergraduate student.
3. There is **NO MINIMUM** number of students to start a club. However, you do need as many students as you have officer positions listed in your constitution.
4. If the organization is affiliated with a national or regional organization, you must submit a copy of the national/regional constitution or bylaws.

For a full list of policies, see [Source 1](#).

Steps To Student Organization Recognition:

1. Set up a meeting with a Student Activities staff member by calling 426-5951. You can also walk up to the Student Organization Office desk, second floor of the Student Union to set up the meeting as well. You'll be asked for your student ID number, as only currently enrolled students can start student organizations.
2. The administrative assistant will set up a 30-minute meeting with a staff member at a time convenient to you. You don't have to bring anything to the meeting, except an ink pen and paper. More than one person can attend this meeting.
3. At the meeting, you will be asked to fill out a form (name, student ID, contact information) and provide a brief mission statement for the student organization. The form has spaces for two students and an advisor, but only one student name and contact information is required to start a club. The Student Activities staff member will explain what services you have access to as a registered "Temporary Organization." Once you have registered, you have two months to complete the recognition process. You can only fill out the registration card at the meeting with the Student Activities staff member.
4. Call the Conference Services Office, 426-1677, and reserve a meeting room in the SUB to hold your first membership meeting.
5. Advertise your student organization's interest meeting. Some temporary organizations have narrow criteria on who can join; others already have a large group of individuals involved. If your organization is in one of these situations, you may not need to advertise campus-wide, or set up a membership meeting. If so, skip this step.
6. Once you have interested members, set up a second meeting with those students to draft a student organization constitution. As will be explained in the meeting with the Student Activities staff member, all clubs must have a constitution. The club must vote to accept this constitution.
7. Once your constitution is in order, e-mail a copy to Kara Fink at karafink@boisestate.edu. She will review it and, if needed, correct mistakes and e-mail it back to you. If the constitution needs no revisions, then proceed to electing officers.
8. If your organization is affiliated with national or regional group, get a copy of their national bylaws, or constitution.
9. Hold a final meeting as a temporary club and elect officers. For as many officer positions listed in your constitution, you need people to fill them. Complete the officer card. Your organization must have at least one advisor, whose information will be on the card.
10. Turn into the Student Activities Desk, first floor of the SUB, two copies of the constitution, the completed officer card (and the national constitution or bylaws if your organization is affiliated with such). E-mail a final copy of your constitution to Kara Fink, karafink@boisestate.edu.

11. ASBSU Judiciary will review your constitution and vote to approve it.
12. You will receive an e-mail from the Student Activities Office informing you when your club constitution has been approved. You will receive a formal, signed original copy of the constitution, an official certificate and a letter of welcome from ASBSU Judiciary. Stop by the Student Activities desk to pick up these documents once you receive the e-mail your club has been recognized.

The End
Your organization is now fully recognized!

Temporary Club Services

Students listed on the temporary club card have access to the following services to advertise their organization for **two months** from their registration date:

- Reserving rooms in the SUB, up to 3 times, for the purposes of membership recruitment and constitutional development. Call the Conference Services office at 426-1677; identify yourself and the Temporary club you represent and say you need to reserve a room.
- Reserve Marketing Booths in the SUB, up to 15 times, when available. Call the Conference Services office at 426-1677; identify yourself and the Temporary club you represent and say you need to reserve a Marketing Booth.
- 100 free photocopies at Campus Copy, in the SUB. These copies must be used all at once. You can copy different items, but you need to copy them all at the same time.
- The poster distribution system, managed by the Information Desk, is available to your organization (see Source 2 for dimensions and other requirements). Bring 60 copies of a poster to the Info Desk and they will be posted on campus bulletin boards, where there is space available. No reservation is needed for this service.
- Use of the Poster Island, which is outside the Student Organization Complex. This island has colored butcher paper and large markers for you to use. No reservation or other approval is needed to access these supplies—just come by the second floor of the SUB.
- Use of the banner wire, which hangs outside the Bookstore in the SUB. A reservation IS needed for this service—call the Info Desk, 426-INFO, identify yourself and the Temporary club you are affiliated with and indicate the week you would like your banner to be posted. (For dimensions and other requirements for banners, see Source 2). Banners made on the Poster Island are perfect for the banner wire.
- Use of table tents, which are in all the food-service areas of the SUB. A reservation IS needed for this service—call the Information Desk, 426-INFO, identify yourself

Recommendation:

Reserve all 3 of your meetings at one time, if possible, that way you can advertise them all on one poster.

Hint: Posters have to have an “Approved by Student Activities” stamp on them. Take the original by the Info Desk FIRST, then make your photocopies; otherwise, you’ll have to stamp each one individually.

and the temporary club you are affiliated with and indicate the week you would like your table tents to be posted. (For dimensions and other requirements for table tents, see [Source 2](#)). Table Tents must be on card stock paper, which the copies at Campus Copy cannot be used for.

- Participation in the Student Organization Fair: Every September and January, the Student Organizations Office hosts a fair where student organizations can have booths to advertise themselves. Temporary clubs can participate in the fair. Call 426-5951 for an application, or visit the forms page for an application <http://sub.boisestate.edu/forms/index.html>.

Limits on Temporary Clubs

Temporary club status is designed for two purposes: getting members and getting recognized. Temporary clubs, therefore, cannot engage in the following:

- Holding events (which are activities beyond basic membership recruitment functions)
- Use of the name “Boise State University”
- Fundraising & solicit monies
- Use of University vehicles
- Use of ASBSU phones, mail service or other support
- Use of bulk mail permit
- Right to advertise as a Boise State organization
- Right to apply for student organization office space

Common Mistakes Temporary Clubs Make That Delay Recognition

Student organizations can be recognized at Boise State University in little more than a week, if all the documents required are accurate when submitted. Here is a list of typical mistakes that delay club recognition.

1. They don't proofread their constitution. Simple spelling mistakes, or mistakes in numbering the articles, can delay the recognition of your organization. Before submitting a final paper copy of your constitution, e-mail it to Kara Fink, Program Coordinator, Student Activities at karafink@boisestate.edu (MS Word format) and he can proofread it for you. When Kara receives a copy, she reads it immediately and can identify any mistakes. She will e-mail you a list of items to correct. If you need to, she can meet with you to go over the corrections.
2. The officer card is incomplete. An officer card must be completely filled out and signed by every officer in the club, and at least one advisor. For every officer position in your constitution, you need a person on the officer card. Also, the correct officer card must be filled out. Each year, officer cards change and are different colors. Be sure you have one for this year.
3. They don't record the vote of the club at the end of the constitution. ASBSU Judiciary requires the club vote to approve the constitution and on the last page of the constitution are blank lines where the vote totals are recorded.

4. They don't e-mail an electronic, final copy of the constitution to Kara Fink at karafink@boisestate.edu.
5. They do not attach a national or regional constitution, if they are affiliated with such a group. Boise State rules require a national constitution be submitted when you turn in your other documents.
6. They don't read the directions on the sample constitution and leave the edit marks from the sample in the paper copy they submit.
7. They don't leave signature lines for an ASBSU Justice to sign at the end of the constitution. A Justice must officially sign each constitution and you need to have a signature line on the last page for that purpose.

What's Next For Your Organization

After your organization is fully recognized by ASBSU Judiciary, it will be assigned a mailbox and an ASBSU account number. For club sports, the mailbox will be in the Student Recreation Center and the financial technician in Campus Rec will set up the account number. All other student organizations will have a mailbox in Student Activities and the ASBSU Financial Technician will set up their account number.

Money

New clubs DO NOT automatically get money. Here is the procedure for requesting funds (note, Club Sports and Religious organizations are not eligible for funding through ASBSU):

New organizations are those that have been recognized by the ASBSU Judiciary after February 1 (even if they once existed in the past). If they have not applied for matching funds, these new organizations may submit a budget request at any time during the fiscal year. However, **funds will be limited to \$400 for each new organization**. The ASBSU Financial Advisory Board (FAB) will review these budgets and any monies awarded will come out of the grant fund. A new organization that wants to request funds may pick up a budget request form from the ASBSU Office. Submit it back to ASBSU and FAB will review it.

See Source 4 for complete information on how to spend dollars in your ASBSU account.

Remember: Student organizations cannot have accounts off campus.

Other Services Offered to Fully Recognized Student Organizations

- Holding events
- Use of the name "Boise State University"
- Fundraising & solicit monies on campus
- Use of University vehicles
- Use of ASBSU phones, mail service or other support
- Use of bulk mail permit
- Right to advertise as a Boise State organization
- Free use of Student Union meeting and conference rooms and academic space when available

- Right to apply for student organization office space
- Use of the Print Shop for organization printing
- Use of University Relations to issue a press release, public service announcement and electronic message board

Freebies from Student Government for fully recognized student organizations

Photocopies

Recognized student organizations may use the photocopy machine in the ASBSU office. Organizations may make up to 250 copies per semester at no charge. Copies made in excess of 250 per semester will be charged to the organization at a rate of five cents per copy at the end of each semester. Photocopying totals will be reset at the beginning of each semester. Unused copies will not carry over into the next semester. Each organization is assigned a copier access code, which the organization's president can obtain from the Student Organizations Office. The president can share the copy code with pertinent club members.

Postage/Mail Services

Recognized student organizations are provided with up to \$50 in postage per semester for official mailings. Envelopes may be obtained from the ASBSU Administrative Assistant. Envelopes ready to be mailed (stuffed and addressed) should be returned to the ASBSU office for postage. The club's name must be written above the return address. The records for envelopes and postage will be closed after each semester. **Unused postage does not carry over into the next semester.**

Fax Machine

Recognized student organizations may use the fax machine located in the ASBSU office. The cost to send a fax within the United States is \$1.25 per page. The charge to receive a fax is 25 cents per page. Recognized organizations are allocated \$5.00 worth of fax service per semester at no charge. Any charges over \$5.00 are the responsibility of the organization. **Unused allowances do not carry over into the next semester.**

Long Distance Telephone

Groups may use the ASBSU telephone during regular office hours to make long distance calls for official organization business. Organizations must sign in on the designated sign-up sheet; the call will be charged to the club at a reduced rate. If your group needs long distance privileges from an organization office phone, a long distance calling card can be ordered from the ASBSU Business Office.