

Guide to Getting Your Organization Recognized by the SBA

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 SBA'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 incoming first-year students.

Responsibilities of Senate Recognition

When your organization becomes SBA recognized, it becomes subject to SBA regulations. All recognized student organizations are required to follow university policy when it comes to financial expenditures and revenue. Particularly, money raised by a recognized organization must be deposited in the group's university account. SBA organizations are expected to comply with SBA rules, especially the requirement that the organization's activities are open 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. For more information, feel free to read a copy of the SBA Constitution and Bylaws, available on the College of Law Office of Student Affairs website, 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 or discuss the organization with Deb O'Malley, Director of Student Affairs (315-443-1146 or dsomalle@law.syr.edu); 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 is available on the College of Law Office of Student Affairs [website](#)).
6. Submit the completed registration form and organization constitution to the SBA Communications Secretary.
7. You will be scheduled to appear at an SBA meeting and 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 Affairs to finalize the set-up of your student organization and to receive the relevant paperwork.

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

New 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: _____

National Organization Contact Person: _____

National Organization Mailing Address: _____

National Organization Email Address: _____

National Organization Phone Contact: _____

Organization Support 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"/>