

### **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](mailto: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"/>