The SGA Subordinate Body Recognition Process has been established to ensure one consistent process for student clubs and organizations to be officially recognized as a Subordinate Body. As defined by the SGA Constitution, Article 6 Section 2, a Subordinate Body is a group of students that is either elected or appointed that serves an official student function. Subordinate Bodies are primarily programming or advisory groups. They are responsible to the Senate and the Association President for their areas of attention and are eligible to receive Association funding. They have only the authority that is specifically granted to them by the Senate and the Association President when they are established.

Requirements to be recognized by the Student Government Association

1) The potential Subordinate Body must serve an official student function that will not overlap with SGA, and/or an official student function that SGA does not currently.
2) The potential Subordinate Body must have an advisor who is appointed by the University or selected by the potential Subordinate Body.
3) The potential Subordinate Body must have an Executive Board to charter new organizations within the Subordinate Body, to determine allocations of their annual budget, and to hold all groups within the Subordinate Body accountable to the rules and expectations outlined in the Subordinate Body Recognition Process.
4) The potential Subordinate Body must have a Constitution that outlines the purpose, function, job descriptions, funding requests, and disciplinary procedures, serving as an agreement between SGA and the Subordinate Body.
5) All groups applying to be a part of the Subordinate Body must have the same mission statement, purpose, and/or goals.
6) Approval of the potential Subordinate Body by the Student Government Senate.*

* Revocation of the can take place at any time in accordance with Article 6 Section 7 of the SGA Constitution
Expectations of Recognition

1) Submit a midyear report by December 31st, specifically addressing how much money each group received, their plans for the year and the boards’ overall goals.

2) Submit an end of the year report by May 1, showing what they have done throughout the year, plans for the future, how the money is and will continue to be spent and how much they will need the next fiscal year.

3) Should any change be made to the Subordinate Body’s Constitution, the Senate must be notified of these changes, and they must be outlined in either the midyear or end of the year report and a copy of the old and new constitution must be provided to the Senate and the Association President.

Process to become a Recognized Subordinate Body

1) The potential Subordinate Body must create a Constitution for their body, including its purpose, articles, and by-laws when necessary.

2) The potential Executive Board, the SGA Senate Coordinator, SGA Legislative Vice President, the Association President, and the Association Affairs Committee Chair must meet to discuss credentials for becoming a Subordinate Body.

3) The potential Subordinate Body must be proposed to the Senate by either the Senate Coordinator or the Association Affairs Committee Chair.

4) The potential Subordinate Body and SGA will create an agreement between SGA and the body after the approval of the body has been passed within the Senate.

Benefits of Recognition

1) Oversight of distribution of funds allocated by SGA

2) Tables for each group within the body at Club Days

3) Access to SGA promotional supplies

4) Access to GSC rooms and other campus spaces with reservations

5) Subordinate Body mailbox in SGA office

6) Access to University E-mail, website etc. accounts for all groups

7) Access to storage space, as available, through the Club Storage Space
REQUEST FOR SUBORDINATE BODY RECOGNITION

Subordinate Body Name: ________________________________________________________________

Mission Statement: _________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Description of Subordinate Body: _______________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Mailing Address: _____________________________________________________________________

Email Address: ___________________________ Phone: ____________________________

Contact Information:

Primary Subordinate Body Representative
Name: ___________________________ Title: ___________________________
Phone: ___________________________ Email Address: _____________________________

Secondary Subordinate Body Representative
Name: ___________________________ Title: ___________________________
Phone: ___________________________ Email Address: _____________________________

Subordinate Body Advisor
Name: ___________________________ Title: ___________________________
Phone: ___________________________ Email Address: _____________________________

Please photocopy this page for your Subordinate Body’s records. Questions can be directed to GSC 210, x4250.
# SUBORDINATE BODY EXECUTIVE BOARD LIST

Date: _________________________________  Subordinate Body Name: _________________________________

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