

ASA Recognition Procedures

The ASA Recognition Procedures below are the formal guidelines for group recognition as called for the by ASA Operating Guidelines.

Article I: Applications

Section 1: Timing

Application deadlines will be set by the ASA Executive Board (herein referred to as “the Board”) by Registration Day of the given semester. Unless otherwise decided by a majority vote of the Board, there will be two application deadlines per semester.

A group may apply for recognition no more than two times per school year, unless significant changes have been made to the group’s purpose and/or structure or they receive advance permission from the Board.

Applications submitted in between deadlines will not be considered on a rolling basis and will only be considered after the next deadline. Exceptions for extenuating circumstances can be requested by contacting the Board. Applications submitted soon after a deadline may be considered with the ongoing cycle of applications at the will of the Board.

Section 2: Requirements

1. *Questions:* Application questions shall be set by the Board and may differ depending on the classifications of groups as given in Article II, Section 1. Questions shall cover at least the following topics:
 - Group purpose
 - Group compared to existing recognized groups
 - Size of group
 - Needs for ASA recognition
 - Classification requested – classifications are listed in Article II, Section 1. The Board reserves the right to consider the application for classification(s) that are not requested, however a group may decline recognition if they do not agree with a classification change.
2. *Membership:* A complete membership list shall be included. It must contain at least 5 MIT students and be at least 50% MIT students.
3. *Constitution:* An application shall include a copy of the group’s constitution which must fulfill all requirements set forth by ASA including but not limited to:
 - Group purpose
 - Definition of membership including clauses reflecting:
 - Any member of MIT community must be eligible for membership
 - The organization shall not discriminate based on any characteristic listed in the MIT Nondiscrimination Statement for membership, officer position, or other aspects.
 - Definition of officer positions, which must include provisions for president and treasurer (or corresponding officers). Those two positions shall be required to be distinct MIT students.

- Procedures for officer elections and removal
- Clauses about meeting frequency, who presides over meetings, what meeting quorum is, and how decisions can be made (ex: majority vote of active members present)
- Procedures for amending the constitution
- ASA Governance Clause:
The *[activity name]* agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.

4. *Sponsorship letters*: groups applying to be Sponsor-Funded Student Groups must have their sponsoring party submit a letter to the Board giving at least the following information:

- Group name
- Group president
- Plan for group within the sponsoring program
- Expected support that will be given to the group
- Whether the sponsor will provide an advisor and if so, who
- Any other comments or recommendations to help the Board make a recognition decision

Section 3: Meetings

All groups must meet with representatives of the Board before their application is considered by the Board. Exceptions may be made for extenuating circumstances by request to the Board.

The Board may also require that groups meet with other parties, such as MIT offices that can help the Board make recognition decisions or with other groups about potential overlap of purpose. Such meeting requirements will be published on the Board website or conveyed to groups during the application process.

Section 4: Club Sport Recognition

Recognition of Club Sports shall be handled by the Club Sports Council (CSC) in cooperation of the Department of Athletics, Physical Educations, and Recreation (DAPER). After approval by the CSC the group must be accepted by a majority vote of the Board before being officially recognized.

Club Sports shall be subject to the requirements given in Article II, except:

1. They will not automatically be required to meet with the Board, although they may be required to meet with the CSC.
2. The CSC shall determine the type of schedule and deadlines that apply to Club Sport applications.
3. The CSC may require additional application question topics or place other requirements on additional groups.

The CSC shall post information about their recognition process on their website.

Article II: Recognition Philosophy

Section 1: Classifications

All groups shall be classified as one of the following:

1. *Funded Student Groups* shall have all general privileges, including eligibility to apply to either the Graduate Student Council (GSC) Funding Board or the Undergraduate Association (UA) Finance Board.
2. *Sponsor-Funded Student Groups* shall have all general privileges, except they shall receive financial support and space allocations from their sponsoring party and not from the ASA, GSC, nor UA.
3. *Student Groups* shall have all general privileges, except they are not eligible to apply to neither the GSC Funding Board nor the UA Finance Board. Additionally they are not eligible to apply for ASA allocated office and storage space. Access to other limited resources may be restricted by majority decision of the Board. Exceptions to any restrictions may be lifted for a specific group by a 2/3 vote of the Board.
4. *Club Sports* are athletic groups of competitive or instructional nature. They shall have privileges similar to Student Groups plus any additional privileges specifically for Club Sports.
5. *Dormitories/FSILGs* are official MIT student residences or living groups, or non-residential FSILGs. They shall have limited privileges as determined by a majority vote of the Board and these privileges may be determined by whether the organization is residential or non-residential.

“General privileges” and eligibility for privileges not specified above shall be defined by a majority vote of the Board and published on the ASA website.

Section 2: General Criteria

All groups shall be examined for the following criteria, at a minimum:

1. At least 5 MIT students, at least 50% MIT students.
2. MIT student president and treasurer, or corresponding officers
3. Follow MIT Nondiscrimination Clause
4. Legality – do not violate any Institute, local, state, or federal policies or laws
5. Sustainability – potential for the group to last beyond the short term and the initial membership
6. Appeal and scope of group purpose
7. Uniqueness from existing groups, meaning: is the group unique or at all different from existing groups?
8. Level of distinction from existing groups, meaning: how distinct or different is the group from existing groups?

Section 3: Funding Status Criteria

Recognition overall shall be decided mainly on items 1 through 7 in the previous section. Items 6 and 8 will be used to determine whether a group should be a Funded Student Group or a (non-funded)

Student Group. Funded Student Groups shall be those that demonstrate a broad scope, potential for large appeal, and significant distinction from existing groups.

Section 4: FSILG Recognition Criteria

In addition to the above criteria, the Board shall also consult the Interfraternity Council, Panhellenic Association, or Living Group Council as applicable when considering applications for FSILG groups. They will be consulted on the group's status within their organization, such as unapproved, petitioning, recognized colony, fully recognized, etc.

Article III: Completion of Recognition

After the above requirements and criteria have been met and a group has approved by the Board, the group must complete the following requirements before their recognition is official:

1. Fill out start-up forms as requested by the Board
2. Have at least 5 student members confirm their membership
3. Submit an anti-hazing form
4. Provide a current constitution for review and approval
5. Satisfaction and/or agreement to any conditions of the recognition decision

Groups shall have at least three weeks to submit the above materials. They shall also have at least three weeks to complete any amendments to their constitution requested by the Board. These deadlines may be set longer than prescribed and extensions may be granted at the will of the Board. If a group does not meet the deadlines set forth and does not request an extension before the deadline, then their application will be discarded and they will have to reapply for recognition.

A group is only considered officially recognized when they have completed these steps and their group has been put in the ASA Database by the Board.

Article IV: Appeals

Recognition decisions may be appealed by email to the Board within two weeks of notification of the decision. Said email shall include the basis for appeal and additional information the group deems applicable and shall be no longer than 600 words, roughly one page.

A meeting between the group and representatives of the Board may be requested by either party and scheduled by the Board within two weeks of the request. Also at the request of either, a representative of the Student Activities Office may be asked to attend the meeting.

The Board may also request additional information, consultation meetings, support letters, or ask more questions of the group before making a decision on the appeal. If the group does not respond within two weeks, then the appeal shall be discarded.

The original decision of the Board shall stand unless decided otherwise by a 2/3 vote of the Board.

The process for further appeals is outlined in the GSC and UA Bylaws.

Article V: Re-recognition

Section 1: Applicability

Re-recognition is applicable in four situations:

1. A group is still officially recognized, yet has gone informally inactive, and a new set of people want to restart the group.
2. A group that was derecognized in the current school year or last six months, whichever covers a longer period.
3. A group that was derecognized beyond the windows in the previous item.
4. A group that has been suspended by the Board.

Groups in the third category should apply as if they were a completely new activity. Suspended groups should follow the provisions set forth by the Board at the time of their suspension.

Groups in the earlier categories should follow the procedures outlined in the next section.

Section 2: Re-recognition Procedure

A group of people that want to restart a group as described items 1 and 2 in the previous sections shall contact the Board with the following information:

1. A complete list of people involved with the restart effort – must include at least 5 MIT students and be at least 50% MIT students
2. An account of any efforts made to contact the existing group's officer list, listed officers, and/or known past officers or members.
3. Statement of purpose and plans for the activity
4. Any plans to prevent the activity from going inactive or getting derecognized again

The Board may request additional information or a meeting with group representatives. Additionally, in the case of inactive groups, the Board shall attempt to get in contact with the existing group's officers list, listed officers, and/or known past officers or member or otherwise attempt to confirm the group's inactivity.

Then the Board shall consider the request at the first Board meeting after the request is complete and inactivity has been investigated when applicable. A majority vote of the Board can decide to allow the requesting set of people to restart the activity. This decision can also change the classification of an activity group (i.e. a Funded Student Group may be restarted as a Student Group).

Article VI: Classification Changes

A group may request a classification change after one year of recognition and no more than one time per year.

If a group wants to request a change from Student Group status to Funded Student Group status or from Sponsor-Funded Student Group status to a non-sponsored classification, then they shall contact the

Board with the information requested in the following sections. Additional information or a meeting with group representatives may be requested by the Board.

For other classification changes a group should contact the Board about how to proceed.

All classification changes require a 2/3 vote of the Board to be approved.

Section 1: Student Group to Funded Student Group

Required information:

1. Current and complete membership list
2. The current purpose and scope of the group and how it has developed since the group's recognition or their previous request for a classification change
3. Information about how Funded Student Group status would benefit the group and better enable them to carry out their stated purpose
4. How the group is unique and distinct from to other groups (particularly Funded Student Groups)

Section 2: Sponsor-Funded Student Group to Non-Sponsored

Required Information:

1. Current and complete membership list
2. The current purpose and scope of the group and how it has developed since the group's recognition or their previous request for a classification change
3. Information about why they no longer wish to be a Sponsor-Funded Student Group
4. A letter from their sponsoring party addressing the request
5. What classification the group is requesting
6. If requesting Funded Student Group status:
 - How this status would benefit group and better enable them to carry out their stated purpose
 - Whether the Board should consider the group for Student Group status if Funded Student Group status is not approved
7. How the group is unique and distinct from other groups

Article VII: Amendments

These procedures may be changed by a 2/3 vote of the ASA Executive Board, but not more than once during each spring/summer term and each fall/IAP term. The procedures may always be reviewed by the ASA general membership at a General Body meeting.