

Appendix B: ASA Recognition Procedures

The ASA Recognition Procedures below are the formal guidelines for group recognition as called for by the 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 one application deadline 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 discretion of the Board.

Section 2: Requirements

- A. *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:
 - a. Group purpose
 - b. Uniqueness of group compared to existing recognized groups
 - c. Size of group
 - d. Needs for ASA recognition
 - e. 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.
- B. *Membership:* A complete membership list shall be included. It must contain at least 5 MIT students and be at least 50% MIT students. More detailed guidelines for membership requirements of an ASA-recognized group can be found in the ASA Operating Guidelines, Article I, Section 3. Any group with fewer than 10 members at the time of their application will be requested to submit a written plan to recruit and maintain members to assure the continuing success and growth of their group.
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:
 - a. Group purpose
 - b. Definition of membership including clauses reflecting:
 - i. Any member of the MIT community must be eligible for membership
 - ii. The organization shall not discriminate based on any characteristic listed in the

MIT Nondiscrimination Statement for membership, officer position, or other aspects.

- c. 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.
 - d. Procedures for officer elections and removal
 - e. 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)
 - f. Procedures for amending the constitution
 - g. ASA Governance Clause:
 - h. 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:
- a. Group name
 - b. Group president
 - c. Plan for group within the sponsoring program
 - d. Expected support that will be given to the group
 - e. Whether the sponsor will provide an advisor and if so, who
 - f. Any other comments or recommendations to help the Board make a recognition decision

Section 3: Meetings

The Board may request a meeting with representatives of the group's officers to discuss their application or 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 conveyed to groups during the application process.

Article II: Recognition Philosophy

Section 1: Classifications

Classifications for ASA-recognized student groups and their respective privileges can be found in the ASA Operating Guidelines, Article I, Section 2.

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 and Massachusetts Hazing Law
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?

The Board will discuss new group applications for the criteria listed above with a representative from the SOLE to ensure compliance with MIT policies. A group will be approved with a 2/3 majority vote of the ASA Board, during which the SOLE representative does not receive a vote.

Section 3: Funding Status Criteria

Recognition overall shall be decided mainly on items 1 through 7 in the previous section. Items 6 and 7 will be used to determine whether a group should be a Funded Student Group or an Unfunded Student Group, as well as whether the group's use of funds would follow GSC Funding Board and UA FinBoard requirements. Funded Student Groups shall be those that demonstrate a broad scope, potential for large appeal, significant distinction from existing groups, and a demonstrated need for either GSC Funding Board or UA FinBoard funding.

Article III: Completion of Recognition

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

1. Reply to recognition message sent by the Board with information on officer Kerberos IDs and mailing lists
2. Send the text of the Massachusetts Hazing Law to all group members
3. Provide a current constitution that satisfies all ASA requirements
4. Satisfaction and/or agreement to any conditions of the recognition decision
5. Add members to student group page on Engage

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 discretion 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 added to 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 Organizations, Leadership and Engagement 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: Recognition of Derecognized Group

Section 1: Applicability

Re-recognition is possible for groups that have been previously recognized but were derecognized by the Board for failure to complete the ASA re-recognition process or violation of ASA guidelines as soon as the next semester after derecognition. The group shall apply following the standard group recognition process and deadlines.

Section 2: Recognition Procedure

A group of people that want to restart a group shall submit a new group application with all required information as well as the following:

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. Then the Board shall consider the request along with other new group applications. 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 an Unfunded 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 Unfunded 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 majority vote of the Board to be approved.

Section 1: Unfunded 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 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 (Funded or Unfunded)
 6. If requesting Funded Student Group status:
 - a. How this status would benefit group and better enable them to carry out their stated purpose
 - b. Whether the Board should consider the group for Unfunded status if Funded Student Group status is not approved
 7. How the group is unique and distinct from other groups
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Article VII: Re-Recognition

Section 1: Annual Re-Recognition Procedure

Once per year every ASA-recognized student group must complete the ASA re-recognition procedure. Groups must complete these steps to maintain their recognized status:

1. Five registered MIT student members must confirm their active membership in the group
2. An officer of the group must affirm that the group abides by MIT's Non-Discrimination Policy
3. An officer of the group must affirm that the group abides by the Massachusetts Hazing Law

The ASA can also request further information such as updated group email lists, the number and breakdown of members of the club, description of club activities, or other information deemed relevant by the Board.

There must be at least three weeks between the announcement of the re-recognition period and its deadline. Club sports, FSILGs, and Dorms are not required to complete this process.

Section 2: Failure to Complete Re-Recognition Procedure

Any group that does not complete the ASA re-recognition procedure after the deadline will have one month to submit the required materials and maintain the group's recognized status along with a fine for

late submission.

Groups that do not complete the process after this extended period will be sent a derecognition notice due to inactivity. A group that appeals after receiving a derecognition notice will be allowed to complete the process but given the "Suspended" status for one academic year. "Suspended" groups have all the rights of a non-suspended group, but will be immediately derecognized without appeal if the group does not complete the re-recognition process on time during the next year's cycle.

Article VIII: Amendments

This Operating Guidelines Appendix may only be modified via the process outlined in the GSC Bylaws (Article II, Section G, Subsection 5.iv.).