

Any temporary organization may submit the “Request for Student Organization Permanent Status” application to request permanent status, which is found on the Student Government Association’s (SGA) Get Involved page. This may only be submitted on or after the first anniversary of the organization’s temporary status recognition date (stated on the memorandum given in the previous year).

The application should be filled out in its entirety and may only be submitted by a member(s) of the executive board.

Requirements to Apply for Permanent Status:

- Must have retained temporary status for one year.
- Must have fifteen (15) active members, of whom the executive board must include a President, Vice-President, Treasurer, and Secretary.
 - Active members are defined as regularly attending general meetings and attending at least one event per semester.
- The organization’s “Get Involved” page must be up to date with the latest information on membership, executive leadership, purpose, upcoming events, date and time of regular meetings, and contact information of the organization.
 - This is what the Student Organizations Committee will use to make sure you meet the requirements when we conduct organization audits.
- Must have a copy of their temporary status memorandum.

Permanent Organizations Are...

- Authorized to request Student Activity Fee funds from the Student Government Association’s Finance Committee in accordance with their guidelines.
- Authorized to reserve space within the SMC for events and activities.
- Subject to being audited.
- Subject to evaluations in cases of grievances following grievances or complaints. from students
- Required to hold regular meetings (weekly, biweekly, monthly) and be actively involved on campus.
- Required to maintain and retain all eligibility requirements listed above throughout the academic year.

Application and Assessment Process:

- Once the application is received on the SGA’s Get Involved page, the Director of Student Organizations will proceed with inviting a representative(s) of the temporary organization to a meeting with the Student Organizations Committee. In this meeting, the committee

will ask a series of questions to gain insight into what your organization has been doing throughout the year(s) that they've been operating as a temporary status organization.

- The committee will evaluate the student organization based on these three key areas (Note: this list is not comprehensive, but meant to help an organization prepare for the interview by knowing the types of questions that may be asked):
 - Finances – The committee will evaluate the handling of financial matters such as budgeting, spending, investing, and/or fundraising.
 - Activity – The committee will assess the activity of your organization based on the regularity of meetings, frequency of campus events, and the recruitment/retainment of members.
 - Plans/Goals - The committee will get a sense of your future plans for your organization and what you are doing now to set your organization up for success in the future.
- The Student Organizations Committee will either approve or deny the permanent status request based on all information gathered. If denied, a letter stating the reasons for denial will be sent, and the organization is free to apply again once they meet the respective requirements. If approved, the officers of the student organization will receive a memorandum that establishes them as a permanent organization. The Finance Committee and Campus Life will be contacted to inform them of your new status.

Restrictions:

- Any temporary organization applying for permanent status must follow the restrictions listed in the “How to Start a Student Organization” document.

Statement of Inclusivity:

Organizations are prohibited from excluding any Millersville University students of any race, religion, ethnicity, age, disability, sex/gender, sexual orientation, immigration status, nationality, or area of study. This list is not comprehensive, and the organization must follow all Millersville University discrimination policies (e.g., Title IX).

Organizations that require a need for separation, such as (but not limited to) athletic clubs, will be determined by the committee based on the evidence provided by the applying organization. If separation is warranted and needed for an organization to be executed safely and properly, the committee will accommodate accordingly.