

## **IGB New Group Recognition**

### **From Application Submission to Finish**

#### ***Phase 1- Note: IGB Board has 60 days to make their decision for Phase 1.***

Step 1 The full board votes on whether the group is to be conditionally approved for phase 2 of the recognition process. This process can either be in person or be done electronically. The full board can vote (1) to conditionally approve the group for phase 2 (this is a “YES” vote), (2) to not conditionally approve the group for phase 2 (this is a “NO” vote), (3) to ask the founders/ officers to come to the next IGB meeting to clarify and answer questions regarding their club (this is a “MAYBE” vote).

Step 2: If the full board votes for option (1) or (2) in step 1, skip to step 4. If the full board votes for option (3), the group founders and officers will attend the next IGB meeting to discuss various questions and concerns from the board.

Step 3: The full board re-votes after getting their questions answered. This will be done immediately following the group presentation to the full board and must be done in person (not electronically). At this point, the full board can vote (1) to conditionally approve the group for phase 2 (this is a “YES” vote), (2) to not conditionally approve the group for phase 2 (this is a “NO” vote). There is no third option for step 3.

Step 4: Group is notified of IGB decision.

Step 4A: If a group does not receive a conditional approval for phase 2 from IGB, IGB executive board emails them the decision and may include reasons why based on notes taken at full board meetings. *End of process for majority of groups.*

Step 4B: If a group does receive a conditional approval from IGB, IGB executive board emails them letting them know that they have been *conditionally approved for Phase 2 of the recognition process*, the meeting with their potential adviser and constitutional review. Group mentor and IGB advisor is CC'ed on correspondence to be able to follow up immediately.

#### ***Phase 2***

Step 1: IGB advisor receives group's NGR packet as well as committee and full board notes on decision for conditional approval.

Step 2: IGB advisor assigns group to potential group advisor depending on group's needs and niche.

Step 3: IGB advisor circulates application and recommendation materials to Associate Director and potential advisor for constitutional review. Any concerns are collected by potential advisor.

Step 4: New potential group adviser schedules meeting with group and their mentor to discuss organizational needs, programming, and any questions that are presented from the constitutional review.

Step 5: Group either contests or agrees to constitutional changes.

Step 6: Final application and group constitution are sent to the IGB advisor and the IGB executive board. and potential adviser meet to discuss the group's application. IGB Executive Board (not full board) will approve of the final application and group constitution or will bring it up with the full board if there are any concerns with the new application and constitution. In that case, they will vote on a decision that may include caveats depending on any agreements made with the group during meeting or constitutional review.

### **Phase 3**

Step 1: IGB Advisor and IGB Executive Board draft letter with final decision after Phase 2. For groups who are approved for recognition, the IGB Executive Board and IGB Advisor will sign the recognition letter. The document is also accompanied by the approved constitution and amended application, completing the Recognition File located on the shared drive. The IGB advisor emails letter and constitution to group, the group advisor, the group mentor, the IGB Executive Board, UEM, and additional stakeholders as needed.

Step 2: Student Engagement Financial Advisor sends a welcome email to the group with financial advisor information as well as account number.

Step 3: Student Engagement Financial Advisor and IGB advisor will notify to enroll student leaders in training on respective policies and procedures to officially receive funding (such as Club Refuel, etc.).

### ***For appeals:***

Groups may appeal to the IGB and in some instances, are granted a secondary interview if the full board votes it so. Usually, these interviews are granted if new information surfaces that the full board (through vote) believes are critical to the understanding of the group and its functions.