Overview

Purpose: To create and sustain student life for students who are enrolled in undergraduate and graduate programs in the College of Professional Studies (CPS) at Northeastern University. Through the creation of groups with club status (see below), students can develop and participate in opportunities that strengthen their learning environment and support affinity with classmates, academic programs and the university itself.

Management: The recognition process will be managed by the Division of Student Affairs in partnership with the Office of Academic & Student Services in CPS. To ensure consistency with established university policies and procedures, the Division of Student Affairs will be responsible for organization recognition, registration, operations and programming compliance. The Assistant Dean for Student Involvement be the point person in Student Affairs for this work. In the event the clubs recognized through this process wish to host programs, the Office of Academic & Student Services staff will serve as the responsible party for program planning. If and when a CPS student advisory board is created, their role in relation to this process will be defined and approved by both the Division of Student Affairs and the Office of Academic & Student Services.

Policies: The policies and procedures that all organizations must adhere to are outlined in the Student Organization Resource Guide, published each year by the Center for Student Involvement (CSI). The guide is available on the CSI website. While not every section is applicable to CPS clubs, it is essential that all group leaders read and understand this document.

Club Status and Benefits of Recognition

At this time student organizations within CPS will be eligible for “club status.” This status offers a select number of benefits to support the growth and sustainability of the group. The benefits will be as follows:

- Access to reserving one (1) meeting room in the Curry Student Center per week, per availability. To reserve these rooms, clubs should make the request to Jason Campbell-Foster via email at j.campbell-foster@neu.edu. Requests should be made with at least five business days’ notice. Important notes regarding space:
  - Some spaces may require fees depending on how the space is used. Clubs will be expected to pay any associated fees.
  - Clubs should not be using the rooms for programs, speakers, or events without understanding the event planning policies and procedures that are outlined in the Student Organization Resource Guide.
  - CPS clubs will not have access to any major programming spaces including but not limited to: Blackman Auditorium, Fenway Center, afterHOURS, Curry Ballroom, Raytheon Amphitheater, McLeod Suites, Senate Chambers (333 CSC), Cabral Center (AAI), 450 Dodge and East Village.
• Clubs will be able to use the Northeastern University name and brand with approval. Any club logos, t-shirt designs or items depicting the university name and brand will be subject to approval by Marketing and Communications.
• Clubs will not have access to financial account that is solely for their use. All financial business will be handled by the College of Professional Studies. Outside bank accounts are strictly forbidden.

Recognition Process
Students who are interested in starting a CPS club must submit the following:
• Locate a full-time Northeastern faculty/staff member who agrees to serve as your advisor.
• Complete the online registration form. This form must indicate the club’s officers and advisor, who must be a full-time member of the university faculty or staff. All officers of the organization must be in good standing with the Office of Student Conduct and Conflict Resolution (OSCCR) and will have a minimum GPA of 2.5. See the Student Organization Resource Guide for more information.
• Complete the member roster. The roster (located on the second page of the registration form) must reflect at least 8 students, all of whom are enrolled in the College of Professional Studies on either a part-time or full-time basis and have agreed to serve as members of the organization.
• Sign off on the Anti-Hazing Statue. This document must be submitted to Jason Campbell-Foster in 104 Ell Hall with an original signature.
• A draft copy of the club’s constitution.
• A letter of support must also be submitted via email to j.campbell-foster@neu.edu. The letter of support must be requested from Leah Ben-Ami via email at l.ben-ami@northeastern.edu. In some instances a second letter of support may be needed (e.g., if the organization is a chapter of a national or international organization).
  o All inter/national organizations must be registered non-profits with 501c3 status.
• Once the above requirements have been submitted, the organizations will be contacted to present their proposal to a committee for their review. After the presentation and a series of questions and answers, the committee will vote in closed session on whether or not to recommend club status.
  o Clubs may be denied for a number of reasons including: ineffective management structures, sustainability concerns, and violation of university policies/procedures as a condition to function, liability/risk management concerns or unnecessary competition with already established organizations.
• Final decisions are communicated to the president of the organization within five business days.
  o Appeals of the decisions should be addressed to Jason Campbell-Foster via email at j.campbell-foster@northeastern.edu.

Re-registration Process
CPS Clubs are required to re-register their organizations twice per year and each time the leadership or advisor of the club changes. The deadlines for re-registration are announced in advance, but typically are in August and January. The re-registration process will utilize the same form as the recognition process.