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CALIFORNIA STATE UNIVERSITY, LONG BEACH  
STUDENT LIFE AND DEVELOPMENT

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**COMMON QUESTIONS ABOUT THE RECOGNITION PROCESS**

1. How long will the recognition process take?

*The recognition process can take an average of one month to complete. However, the recognition process of your organization may depend on how soon your documents are turned into and reviewed by the office the Student Life and Development (SLD).*

2. Is there anything I can do to speed up the process?

*Be certain the petition form is filled out completely and accurately. Obtain the minimum 12 required names, signatures, and I.D. numbers of students. Your documents must include the information specified in the "SAMPLE" Constitution and Bylaws packet enclosed. All information not indicated as "optional" is required in your constitution and bylaws. Turn in your documents as soon as possible.*

3. Why does it matter whether my organization is affiliated with an off-campus organization?

*Many student organizations are campus chapters of an off-campus organization. The university does not prevent campus chapters from following policies or procedures recommended by extra-mural organizations. However, the extra-mural organizations shall not interfere with campus policies and they must respect the decision-making ability of the campus chapter.*

4. Are there any other policies I should know about before submitting my application?

*Yes:*

**Non-Discrimination:**

- Title V of the State Administrative Code  
(Please see: Constitution Template, Article III, Section I)

**Hazing:**

- SEC. 4. Section 245.6 is added to the Penal Code
- SEC. 5  
(Please see: Constitution Template, Article X)

**Registration:**

Each year or semester, depending on the organization, all CSULB organizations that have been granted University recognition must file an Organization Registration Card (ORC) and Alcohol Regulation Compliance Agreement (ARCA) with the office of Student Life and Development (SLD). In addition, whenever new officers are elected, the President of the organization must update the ORC with the SLD office. Failure to file an ORC will result in the organization losing its active status, eligibility to schedule campus facilities, and the use of ASI funds.

**Updating Constitution and Bylaws:**

All student organizations must update their constitution and bylaws every five years from the first date of recognition.