

(Last updated 7 December 2022 by two-thirds majority vote of the Executive Board)

Student Group Ratification Procedure

1. A graduate Engineering student who is the designated President or leader of a club shall fill the Student Group Recognition Application form. The form shall have at least ten signatures under it, with a simple majority of the signatories being graduate Engineering students. The form must be accompanied by the club's Constitution and shall briefly describe the club's goals. The student shall then submit these documents to the EGSC Treasurer.
2. To be approved as an EGSC-recognized student group, the club shall have a faculty/staff advisor, whose roles include, but are not limited to, providing support to the club, ensuring timely transitions of the club's executive board, assisting with transitions, and other administrative assistance such as booking spaces on campus, obtaining necessary permits for events involving alcohol, and placing orders for events. To this end, it is preferred for the Student Group's advisor to be an administrative employee of Columbia Engineering.
3. The EGSC Budget Committee shall review these documents. If they are approved by the Budget Committee, the EGSC Treasurer shall invite the Student Group to the next possible meeting of the Council to present the club's purpose, current membership, past events (if any), why EGSC recognition is necessary, and potential events the club would like to host.
4. The EGSC President and Treasurer shall then host a Q&A session with the Student Group and members of the Council, followed by a closed discussion and a Council vote for recognition of the club using the voting procedures as defined under Articles V and VI of the EGSC Constitution. Both the Budget Committee and the Council have a right to accept or reject the request fully.
5. If the vote is successful, the Student Group shall be EGSC-recognized for a probationary period not exceeding one full academic semester not including the Summer Semester. In the case of the probationary period beginning halfway through a semester, it shall continue through the next full academic semester. The maximum budget for a Student Group shall not exceed \$500 for the probationary period, with any co-sponsorship requests (as detailed in the Event Proposal Procedure) at the discretion of the EGSC Executive Board.
6. Following the probationary period, the Student Group shall provide an account of previous semester's activities, whether or not the budget was spent fully, how it was spent, the club's current goals, and number of members. The Executive Board shall review these and vote to fully-recognize the Student Group. If the Executive Board

deems it necessary, the EGSC Treasurer shall invite the Student Group to yet again present the above to the Council, followed by a Council vote for full EGSC recognition of the club using the voting procedures as defined under Articles V and VI of the EGSC Constitution.

7. Once fully-recognized, the Student Group shall no longer have a \$500 limit on any future semester, and is subject to the same procedures for fully-recognized Student Groups including promotion of the group on EGSC's website, and a guaranteed spot at the Graduate SEAS Campus Life Fairs. Any changes in the Constitution or leadership shall be communicated to the EGSC Treasurer.
8. If a fully-recognized Student Group is dormant for more than one calendar year or the full recognition vote is unsuccessful, it shall be subject to another probationary period to ensure that it has sufficient membership to resume regular activities.