

SENATE INFORMATION

Student Senate Valparaiso Union 219-464-5525

[Student Senate](#) approves all student run organizations. To become a Recognized Organization, the organization must fill out a [Recognition Form](#) and submit it to the Administration Committee of Student Senate. A copy of the organization's constitution must accompany this form and must:

- Include a purpose statement, which does not oppose the mission of Valparaiso University.
- Describe the structure of the organization.
- Describe how the organization operates.
- Describe who is eligible to be a member.
- Include a non-discrimination clause.
- Have an amendment process.
- Be signed by the organization's president and faculty/staff advisor.

Once this information is received, the Administration Committee will review the organization and then recommend to Senate to vote either to approve or deny the organization for recognition.

In addition to the initial recognition process, student organizations must register every year with the Valparaiso University Student Senate. This includes submitting a [re-recognition form](#) along with any changes in officers or in the organization's constitution.

The name of the organization must be completely written out as to how it will appear on campus publications. All organizations must have an advisor. Social fraternities and sororities do not have to be approved by Student Senate but must be registered with the Office of Greek Life. If the organization is affiliated with a regional or national organization, they must submit these constitutions and by-laws as well. Organizations must comply with local, state, and federal regulations.

Organizations benefit from registering and being an officially recognized student organization. They are eligible for funding, office space, a mailbox, a web page, and room reservations along with other opportunities. The Administration Committee sets the dates for form submittal. Forms are located outside the Student Senate office or [HERE](#).

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