

STUDENT ORGANIZATION FORMATION POLICY (AUGUST 2024)

PURPOSE

To inform Schreiner University students of the policy concerning the formation of registered student organizations on campus.

SCOPE

This policy is a university policy that applies to the entire Schreiner University student community.

POLICY

In an effort to provide the best experience for Schreiner University students the opportunity to build community through organized groups on campus will be managed through the Office of Student Affairs. This policy establishes the following procedures regarding the formation of student organizations on campus and the Office of Student Activities oversees the registration of Recognized Student Organizations (RSOs).

FORMING A RECOGNIZED STUDENT-ORGANIZATION

All members of a registered student organization must be enrolled in classes at Schreiner University. Only enrolled Schreiner University students are recognized as members of student organizations. Alumni, faculty, and staff cannot be members of recognized student organizations but can be an advisor to a student organization.

To register the group as a recognized student organization, the initial group needs four members in good standing with the university. Out of these four students, one must be identified as the president of the group and will be the primary contact. These students will apply for recognition with the Director of Student Activities and will work with this individual to finalize the application and formation process. This includes required documents and registration into POUNCE, Schreiner University's platform for student organizations. Student groups identified as having regular involvement with university departments, such as but not limited to Greek organizations or Student Government, will be required to have an advisor. The determination if a student group needs an advisor will be made by the Director of Student Activities and The Office of Student Affairs. The Director of Student Activities serves as an advisor to all Recognized Student Organizations.

Upon completion of the registration process the Director of Student Activities or a representative from Student Government Association (SGA) will contact the president of the RSO to attend an SGA general meeting to introduce the new organization to the student body.

A group seeking recognition may not be a commercial enterprise, or an unsolicited and/or unrecognized auxiliary of a larger organization.

REQUIREMENTS FOR MAINTAINING RECOGNITION

Recognized Student Organizations (RSO) will be supported by the Office of Student Activities

and SGA and as such must maintain consistent communication with the Office of Student Activities regarding programming and roster changes, as well as update and maintain organizational information on POUNCE. All RSOs must maintain an active status. To maintain an active status the student group must stay up to date with the group's recognition through the Student Activities Office. This includes but may not be limited to a constitution that provides information on the structure, purpose, and operation of the organization on file in the Office of Student Activities, reaffirmed by the organization on an annual basis, and updated whenever the document is revised. If an active status lapses after a semester, the student group will lose their recognition status and must register again to become a recognized student organization.

Recognized student organization members must attend all required training and workshops, as identified by the Director of Student Activities. This may include but is not limited to anti hazing, risk management, and successful RSO training. In addition to trainings and workshops, members of the RSO must meet with the Director of Student Activities to review the RSO operations document that outlines the responsibilities, expectations, and regulations RSOs and their members must abide by and know to be able to successfully operate their RSO.

The organization must follow all rules and regulations set forth by the university both as an organization and students at Schreiner University, as well as all state and federal laws. Any violation of university rules including, but not limited to, the Student Code of Conduct policy and state or federal laws may result in the removal of the recognized student group and disciplinary action of the student members by the university as part of the judicial process.

Recognized Student Organization operational rules and guidelines including but not limited to, allocations for funding through SGA, approval for fundraising, and reserving space on campus can be found within the Student Activities Handbook within the Pounce app.

NEW ORGANIZATION FORMATION DENIAL APPEAL PROCESS

If a request to establish a new student organization is denied, the student(s) may initiate an appeals process. The first level of appeal is to the Assistant Dean of Students. The student(s) must submit an appeal, detailing the reasons they believe the decision should be reconsidered, within 10 business days of receiving the denial notification. The Assistant Dean of Students will review the appeal and provide a written decision within 10 business days. If the student(s) are not satisfied with this decision, they may escalate the appeal to the Assistant Vice President for Student Affairs. The final appeal must be submitted within 10 business days of receiving the Assistant Dean's decision. The Assistant Vice President for Student Affairs will conduct a comprehensive review and issue a final decision in writing within 10 business days. The decision of the Assistant Vice President for Student Affairs is final and cannot be further appealed.

Administrative Oversight: Assistant Vice President for Student Affairs
Responsible for Implementation: Director of Student Activities