

STUDENT ORGANIZATION FORMATION POLICY (SEPT.1, 2014)

PURPOSE

To inform the faculty, staff, and students of the process required to form a registered student organization (RSO).

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Director of Student Activities will be responsible for the oversight of this policy.

POLICY

Schreiner University acknowledges the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state or federal law.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial president of the organization and primary contact. The president is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's primary contact.
2. Select a primary advisor from the faculty/administrative staff who is a benefits-eligible full-time university employee (groups may have two additional advisors). A member of the community may serve as an additional advisor for an organization, but cannot serve as the primary advisor and must be registered as a volunteer with the university.
3. Have their officers and advisor(s) agree to and sign an anti-hazing statement.
4. Prepare and submit a constitution and statement of purpose.
5. Complete all of the required documents contained within the Paws Portal (CollegiateLink).

A group seeking recognition must not:

1. Be a commercial enterprise.
2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.
3. All members of a registered student organization must be enrolled in classes at Schreiner throughout the term of their membership. Alumni, faculty and staff cannot serve as members of a student organization and can only serve in an advisory role.
4. Allow minors to become organizational members unless they are full-time enrolled students at Schreiner University

Applications for recognition can be made at any time during the year. The Office of Student Activities may grant a group temporary recognition while they are finalizing their formation paperwork. A temporary recognition will lapse 30 calendar days after it is initially granted. The Director of Student Activities will review the application for recognition when it is complete and determine whether recognition is granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

- the removal or resignation of the advisor, unless a qualified replacement is registered within 30 days.
- violation by the organization of any rules or regulations of the University, state or federal law.
- failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the University.
- the organization remaining in an inactive status for three or more long semesters.
- failure to provide acceptable documentation of affiliation with any parent organization when requested.

Students selected, elected or appointed as a student organization officer (an officer is an individual in a leadership position as defined in the organization's constitution) shall be in good standing with the university and:

- For undergraduates, be enrolled for six (6) or more credit hours during their term of office.
- For graduate students, be enrolled for four (4) or more credit hours during their term of office.

All meetings and activities of each student organization shall be subject to, and held under, all applicable University regulations and policies. Student organizations must abide by the Policies and Procedures set forth by the University Administration including the Student Code of Conduct.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting University requirements for student organizations.

All student organizations must register with the Office of Student Activities as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Activities, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

LEVELS AND CLASSIFICATION OF REGISTERED STUDENT ORGANIZATIONS

Upon completion of the registration requirements and approval by the Director of Student Activities, all student organizations will be classified in one of the following levels and categories.

Level I: Any new organization that is less than a year old or any organization placed at this level as a judicial sanction. Level I may not apply for SGA funding.

Level II: Organizations in existence for more than twelve consecutive months and that

choose to complete the paperwork to upgrade to a Level II organization.

Level III: Organizations that have been designated by the Dean of Students as being an integral part of the University. These groups also receive direct support from the University in the form of funding and/or professional staff. Level III organizations are treated as an extension of a university department. Level III may not apply for SGA funding.

CATEGORIES

Depending on the scope and mission of the organization:

- **Academic & Professional** organizations help students pursue interests and career development related to an academic major.
- **Religious** organizations focus on opportunities for spiritual growth and social interaction. The Campus Minister must serve as a primary or secondary advisor for all groups falling under the designation.
- **Greek Letter** organizations provide life-long opportunities for leadership, service, academic achievement, and social involvement. The Director of Student activities must serve as secondary advisor for all groups falling under the designation.
- **Special Interest** organizations include political groups, book clubs, animation societies and much more.
- **Sports Clubs** organizations help students pursue interests in a specific sport, and often compete with clubs from other universities. The Director of Campus Recreation must serve as a primary or secondary advisor for all groups falling under the designation.

PRIVILEGES FOR STUDENT ORGANIZATIONS

All Student Organizations

- Eligibility to use University facilities for meetings.
- Eligibility to promote activities on campus.
- Eligibility to participate in organization fairs sponsored by Student Activities.
- Eligibility to distribute literature, flyers, posters, and organizational material according to the Student Activities policy.
- Eligibility to receive assistance and advisement from Student Activities for programs and events.
- Eligibility to receive awards and honors presented to University organizations and members through the Office of Student Leadership.
- Eligibility to be listed in University and Student Activities publications, including the Student Organization Guide.
- Eligibility to participate in University events such as Welcome Week, RECALL, etc.
- Eligibility for advisors to receive training and consultation from the Student Activities.

Level II Organizations

- Eligibility to apply for funding from the Student Government Association according to established policies and procedures.

- Eligibility to apply for storage space.
- Eligibility to hang approved banners in the CCAC.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

Level I organizations

- Must register Bi-Annually with the Office of Student Activities during the months of September and January.
- Must respond to Office of Student Activities requests in a timely manner.
- Must file a constitution with the Student Activities and report any constitutional changes as they occur.
- Must have organizational officers who are SU students enrolled for 6 hrs or more and in good standing with SU.
- Must have an organization advisor who is full-time SU faculty or administrative staff.
- Must ensure that all of its meetings and activities are accessible to people with disabilities.
- Must attend a Basic Training session each Fall Semester to receive an Organization Handbook and updated information important to student organizations. (Advisors must attend every three years)
- Officers must sign they have read an anti-hazing agreement annually. (Advisors must sign every three years)
- May have no minors in organization activities unless they are full time SU students.
- Must provide proof of affiliation with parent organization as requested by Student Activities.
- May not use the name of the University as part of its organization's name or on the organizations bank account.
- May not have an on campus advisor as a signature on the organization bank account.
- Must adhere to all University Policies and Procedures, purchasing regulations and the internal operating procedures of the department of which they are affiliated.

In addition Level II organizations

- Must have successfully completed 12 months as a Level I organization.

Level III organizations

- Must register annually with the Office of Student Activities during the month of September. (The only signature required on a University Sponsored Organization registration is the Advisor's)
- Will have priority access to room and grounds reservations.
- The President of each of the Level III Organizations will be members of the Dean of Student's Presidents Council.

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

University employees, whose primary role is as an employee at Schreiner should not serve as officers within a student organization, other than fulfilling the role of advisor. No

employee of the University has the authority to open a bank account in the name of or for the benefit of any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization. While student organizations may use the name of the University as a part of their name, the name of the University, including any abbreviations, may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Administrative Oversight: Dean of Students

Responsible for Implementation: Director of Student Activities