

# Shawnee State University

AREA:	STUDENT AFFAIRS	POLICY NO.:	3.18
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		EFFECTIVE DATE:	5/21/90
		RECOMMENDED BY:	Paul Crabtree
SUBJECT:	POLICY ON STUDENT ORGANIZATIONS	APPROVED BY:	

The University shall provide opportunities for student involvement in extracurricular activities through recognized student organizations.

Printed guidelines for recognition and operation of student organizations on campus are available in the Office of the Director of Student Activities.

## I.0 Conditions for Recognition of Student Organizations:

- 1.1 All student organizations shall abide by all federal, state, and local laws as well as all University regulations.
  - 1.2 No organization with restrictive membership that discriminates on the basis of race, creed, color, national ethical origin, sex, sexual preference, age, marital status, or handicap as defined by law shall obtain or maintain recognition status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex.
- 1.3 Only currently registered students and currently employed administrators, faculty and staff may hold office and solicit funds on campus on behalf of a recognized student organization. Other persons may be admitted to membership if the organization's constitution permits.
- 1.4 A minimum of ten (10) currently registered student members shall be required as a condition of recognition.
- 1.5 In order for a student organization to achieve or maintain recognition status, the officers of that organization shall be in good academic standing.
- 1.6 The purpose(s) of a student organization may not conflict with the mission or established policies of the university.
- 1.7 No student organization may use the name of any other student organization for the purpose of recognition or any other purpose.
- 1.8 Faculty or staff advisers are required as a condition of recognition. However, exception can be made upon recommendation to the Vice President of Student Affairs by the Director of Student Activities.

- 1.9 Recognized student organizations must submit a copy of a Student Activities Report with the Director of Student Activities within four (4) weeks after the start of fall quarter each year in order to maintain status.
  - 1.10 Recognition of student organizations shall not constitute endorsement, approval or ratification by the university of any doctrine, act or omission of the student organization.
- 2.0 Procedures for Recognition of Student Organizations
- 2.1 The students concerned must consult the Office of Student Activities to secure guidelines for forming a student organization constitution.
    - 2.1.1 The organization may be required to provide evidence that the membership consists of a minimum of ten (10 currently registered students at the time recognition is sought and in order that recognition status be maintained).
    - 2.1.2 The students must write the constitution following the guidelines given.
  - 2.2 Two copies of the typed proposed constitution must be submitted along with a list of current officers. Upon submission, an initial review shall be done by the Director of Student Activities.
  - 2.3 If no major corrections are needed, the constitution shall be forwarded to the Student Senate for approval.
  - 2.4 The approved constitution shall be kept on file in the Office of the Student Activities and the second copy returned to the student organizations.
  - 2.5 Recognition shall be granted on a year to year basis. Any student organization failing to re-apply for active recognition status through submission of the Student Activities Report shall be considered inactive and no longer a recognized student organization.
  - 2.6 Inactive organizations with no change in constitutional provisions may petition the Student Senate at any time for reinstatement. Any changes in a constitution shall need to be approved by all above mentioned bodies and offices involved in the recognition process.

- 2.7 Objections to recognition status for any student organization may be filed with the Office of Student Activities.
  - 2.7.1 Any appeal of a decision against recognition of a student organization may be made by that organization to the next higher level in the recognition process and eventually to the President of the University.
- 3.0 Recognized Student Organizations shall be granted certain privileges. It should be noted, however, that with these privileges goes the responsibility for the consequences of the organization's decisions and activities as a group. Privileges of recognized student organizations shall include:
  - 3.1 Use of the name of the University in their titles.
  - 3.2 Petition for the use of Student Senate funds by submitting requests to the Student Senate.
  - 3.3 Services of the Office of Student Activities including consultation, assignment of a mailbox and access to assigned bulletin board(s).
- 4.0 Financial Guidelines and Procedures
  - 4.1 Recognized student organizations seeking funds from the Student Senate budget either on an annual budget basis or for a special project, event or program may seek such funding by making application to the Student Senate.
    - 4.1.1 The Student Senate, in consultation with the Student Activities Director, shall make recommendations to the Vice President of Student Affairs with respect to the proposed annual budgets of all student organizations funded and with respect to other special funding requests by student organizations.
    - 4.1.2 After due consideration, the Vice President of Student Affairs shall, in turn, advise the President who shall then make the final decision.

- 4.2 The Student Senate shall use the following guidelines for acting on requests for funding brought before it for consideration.
  - 4.2.1 The Student Senate Budget may be used to support activities, items and services which benefit registered students.
    - 4.2.1.1 The Student Senate may require that 75% of the current membership of the student organization requesting funds be registered students in the quarter that request is made. If request is made during summer quarter, or during a period between quarters, the committee may require that 75% of the student organization were registered in the preceding quarter.
    - 4.2.1.2 When deemed appropriate, the Director of Student Activities may require such evidence of student membership as a complete list of the names of members. The Director of Student Activities or his/her designee may check the list with the Office of the Registrar and shall subsequently report his/her findings to the Student Senate.
- 4.3 Organizations or groups who are funded on the basis of Student Activities recommendation shall be required to conform to University regulations relating to the expenditure of funds and the keeping of receipts and records.
- 4.4 The Office of Student Activities shall be responsible for giving detailed information on the format of funding requests, guidelines for constructing a budget proposal, and other related information.
- 5.0 Soliciting (See also Section 5.12, Solicitation Policy)
  - 5.1 Any solicitation shall be permitted only if approved in advance by the Director, Development and Community Relations.
  - 5.2 The use of the University name and/or symbols shall be permitted only if approved in advance by the Director, Development and Community Relations who shall have the right of copy review before final authorization.
  - 5.3 Recognized student organizations may be permitted to solicit funds for their own group or for non-university charitable organizations but only when the following requirements are met.

- 5.3.1 All solicitation activities shall be approved in advance by the Director of Student Activities and Director of Development and Community Relations.
- 5.3.2 All charities shall be required to certify their tax exempt status.
- 5.3.3 All solicitation activities shall comply with all applicable university policies, and local, state, and federal laws.
- 5.3.4 All proceeds of solicitations by organizations receiving university financial support shall be promptly deposited in the appropriate university account. If there is no University account, arrangements for handling proceeds shall be made with the Director of Student Activities.
- 5.3.5 The event shall be scheduled in accordance with University policy.
- 5.3.6 The Director of Student Activities may prohibit the scheduling of concurrent solicitation activities in order to maintain order and to prevent conflicts between organizations.
- 5.3.7 At all locations, solicitors must be members of the recognized student organization conducting the solicitation.
- 5.4 Only organizations recognized by the University, and University departments shall be eligible to post material on campus.
- 5.5 Individuals may post individual notices on bulletin boards to be designated by the Director of Student Activities and in the format approved by the Director of Student Activities. This may include notices of items for sale by individuals who are not regularly engaged in the business of such sales.
- 5.6 Campus groups not officially recognized by the University may be permitted to post material on campus if it is determined that the items to be posted do not adversely affect the University and if approved in advance by the Director of Development and Community Relations and Director of Student Activities when involving students.
- 5.7 Appropriate disciplinary action shall be taken to violators of this rule.
- 6.0 No student, group of students, of student organizations may represent the university without proper authorization.