

# **Clarion University**

## **Student Senate**

### **Recognized Student Organization Policy**

Clarion University's Student Senate recognizes that students bring a variety of previously acquired interests to, and develop many new interests as members of the University community. Therefore, Clarion University students shall be free to join existing recognized student organizations (RSO), or establish new ones, that promote common interests and comply with the policies of Student Senate & the University, as well as all applicable state and federal laws.

#### **A. Association Identification**

1. As stated in Article VII, Section 5 of its constitution, Clarion University's Student Senate is duly authorized to grant, suspend, and revoke University recognition from student organizations.
2. No individual, group, or organization shall have the right to officially represent or speak on behalf of Student Senate, or the University, without the expressed authorization of the Clarion University President (or designee) except to identify the University affiliation of the individual, group, or organization.
3. Affiliation with an off-campus organization shall not disqualify a potential student organization from receiving University recognition provided that the organization is not in violation of state or federal laws.
4. All RSOs must have 7 or more Clarion University students as members.
  - a. All National Pan-Hellenic Council (NPHC) member organizations need only one or more Clarion University students as members.
5. The membership, policies, and actions of an RSO shall be determined by a vote of only those members who are also students, faculty, or staff of Clarion University.
  - a. The officers and/or official representatives of the RSO must be members who are students, faculty, or staff of Clarion University.
    - i. In order to receive CSA funding, all officers and/or official representatives of the RSO must be members who are students of Clarion University.
  - b. The number of members who are Clarion University students must always exceed the number of non-student members.
  - c. RSOs shall be free to establish their qualifications for membership provided that such membership shall be open to any Clarion University student willing to subscribe to the stated aims of the organization and meet its stated obligations.
  - d. Any RSO denying membership on the basis of gender, race, creed, age, veteran status, disability, national origin, or sexual orientation, except as provided for under state or federal law, shall not be eligible to receive University recognition.
6. As a condition of recognition, all RSOs are required to have a faculty/staff member of the University serve as an advisor.
  - a. Each RSO is free to select the faculty/staff member it wishes to serve as its advisor, pending the consent of that individual.

- b. A faculty/staff advisor shall provide advice and guidance on the exercise of responsibility, but shall have no authority to control the policy of the organization.
- c. A faculty/staff advisor should possess knowledge of the rules, policies, structure, goals, and objective of the organization they advise, as well as all applicable Student Senate & University policies and all applicable state and federal laws.

**B. Inquiry and Expression**

- 1. Members of RSOs shall be free to examine and discuss all questions of interest to them and to express opinions publicly or privately.
  - a. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the University.
  - b. In their public expressions or demonstrations members of student organizations shall only speak for themselves.
- 2. RSOs shall be allowed to invite and hear any person of their own choosing when the purpose of such an invitation does not violate civil law and does not constitute civil disobedience.
  - a. Routine procedures required by the University must be taken care of before a guest speaker is invited to appear on campus designed only to ensure orderly scheduling of facilities and adequate preparation of the event.
  - b. Sponsorship of guest speakers shall not imply the approval or endorsement of their views by the sponsoring group, Student Senate, or the University.

**C. Use of Facilities**

RSOs may request the use of university facilities for regular business meetings, social functions, and public programs. Requests for space must follow the policies and procedures established by the Office of Conference and Event Services.

**D. Recognition Process**

- 1. A group of Clarion University students interested in forming a new student organization can initiate the recognition process by scheduling a meeting with the designee of the Office of Campus Life (OCL). At this meeting, the group will be given the Recognition Packet and will discuss the new organization's purpose, future constitution, and the group's rights & responsibilities.
- 2. Following the meeting, the members of the potential student organization will complete the Application for Recognition and submit it, along with a letter stating the students' intent and rationale for forming the new organization and the group's constitution, to the OCL. The group has four weeks from the original meeting with the Office of Campus Life designee to complete the application for recognition. If a complete application is not received by this time, the group must begin the recognition process again. Exceptions will be considered by the Rules & Regulations Committee on an individual basis and an alternate timeline will be established. The organization will return all of the completed paperwork to the Office of Campus Life. The OCL will forward the request for recognition to Student Senate's Rules & Regulations Committee.
- 3. The Rules & Regulations Committee will review all materials submitted by the potential student organization. If necessary, a list of comments & suggestions for revisions to the constitution will be sent back to the potential student organization.

- Representatives of the potential student organization may be required to attend a Rules and Regulations Committee meeting to be determined by the Committee.
4. Once the Rules & Regulations Committee has approved the potential student organization's constitution, by-laws, and any other required paperwork, the Rules & Regulations committee will forward a recommendation regarding the group's recognition to Student Senate at the next meeting.
    - a. Any issues concerning funding shall be determined by the Appropriations Committee and are not to be considered when voting on recognition.
    - b. Any organization wanting to be funded must have a treasurer, or some other officer, that is specified to handle the group's funds.
  5. Immediately following this Student Senate meeting, the Rules & Regulations Committee will send an official letter granting or denying recognition to the representatives of the organization. Upon recognition, the newly approved organization will be required to hold at least one (1) campus event open to the entire university community within three months that meets all criteria established by the Rules & Regulations Committee. Failure to complete this requirement will result in the revoking of the organization's recognition.
  6. In the event that an organization is denied university recognition, they may appeal Student Senate's decision within thirty (30) days of the decision.
    - a. To appeal an unfavorable decision, a letter should be sent to the president of Student Senate requesting a review of the organization's application for recognition and outlining the groups rational for requesting the review.
    - b. The president will inform the Rules & Regulations Committee of the appeal and ask them to bring the matter before Student Senate at its next meeting.
    - c. In the event that the appeal to Student Senate is unsuccessful, the organization may appeal for review to the Vice President for Student & University Affairs.
  7. In the event that the organization is granted university recognition, an official University Charter will be issued to the RSO.

#### **E. Recognition of General Fraternity or Sorority Chapters**

In addition to meeting the criteria outlined above in section D, general fraternity chapters are required to receive and maintain the approval of the Interfraternity Council and general sorority chapters are required to receive and maintain the approval of the Panhellenic Council. In order to gain this approval, potential fraternity/sorority chapters are also required to meet the stipulations outlined in the expansion policies of the respective councils.

#### **F. Recognition of Club Sports**

In addition to meeting the criteria outlined above in section D, a Club Sport must also meet all of the Club Sport Policy guidelines and have proof from the Director of Club Sports.

#### **G. Privileges of Recognition**

1. RSOs may utilize university facilities and hospitality for meetings and programs.
2. RSOs may use the intercampus mail service.
3. RSOs may conduct fundraising activities, provided they are registered with and approved by the Office of Campus Life.
4. RSOs may post information on bulletin boards, with approval where required, and advertise using the TV video messaging system.

5. RSOs will be assigned an email address ending in “@clarion.edu” and may request web space on the University’s server.
6. RSOs may request group space on the University’s iClarion portal system.
7. RSOs are afforded the privilege of promoting themselves as Clarion University student organizations.
8. RSOs will be issued a mailbox in the Gemmell Student Complex.
9. RSOs in compliance with Student Senate’s Funded Student Organization Policy, have the opportunity to request Clarion Student Association Funding.

#### **H. Maintaining Recognition**

1. At the beginning of each academic year, all RSOs must submit the organizational paperwork (Officer & Advisor Confirmation Form and updated roster) to the OCL within thirty (30) days of the first day of class. The Officer & Advisor confirmation form must also be submitted immediately after new officers are elected or a new advisor is selected.
2. All RSOs must have at least one meeting every semester.
  - a. Members of Clarion University’s Student Senate may make unannounced visits to organizational meetings to verify organizational activity and compliance with the membership policies.
  - b. All RSOs that start with A-M must submit their constitution, or bi laws, every year ending in an odd number. The constitution, or bi laws, must be handed in within the first 30 days of class to the Office of Campus Life with the organizational paperwork.
  - c. All RSOs that start with N-Z must submit their organizations constitution, or bi laws, every year ending in an even number. The constitution, or bi laws, must be handed in within the first 30 days of the first day of class to the Office of Campus Life with the organizational paperwork.
  - d. If an organization has revised their constitution, or bi laws, and had it approved by Student Senate within six months prior to the organizational paperwork due date, the organization does not have to turn in its constitution, or bi laws, to the Office of Campus Life.
3. All RSOs are required to have a representative at a majority of the president and advisor roundtable meetings organized by the Office of Campus Life each academic year.
4. All RSOs are required to check their mailboxes, located in the Gemmell Student Complex, on a regular basis.
5. Upon request, all RSOs must submit an updated copy of their constitution to Student Senate. Student Senate must ratify any changes made to an RSOs constitution.
  - a. When an RSO submits a revised copy of their constitution, all changes must be clearly marked.
6. An RSO may be placed on probation for failing to meet one or more of the criteria listed above.
  - a. To be removed from probation and returned to good standing, an RSO must come into compliance with the criteria listed above.

- b. While on probation, the RSO forfeits all of its privileges defined in Section G of this policy. Additionally, if the RSO receives Clarion Student Association funding, that funding will be frozen.
- 7. An RSO will be declared inactive if none of the organizational paperwork is submitted within thirty (30) days of the first day of class.
  - a. To be removed from inactive status an RSO must submit a letter to the Rules & Regulations Committee requesting reinstatement, along with any outstanding paperwork
  - b. An RSO on inactive status has until the end of the semester to be removed from inactive status. Once an RSO has reached one semester of inactivity Student Senate will revoke their recognition.

**I. Loss of Recognition**

An RSO may have its University Recognition revoked by Student Senate, or University Judicial, for violations of Student Senate or University policy.