

10-26-1989

SR-89-90-3 (SCW)

Marshall University

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STUDENT CONDUCT AND WELFARE COMMITTEE

Recommendation  
October 5, 1989

SR-89-90-3 (SCW)

SCSW RECOMMENDATION #1:

That the materials prepared to provide information on student organizations and the process by which they are recognized by the university be adopted for use.

DISCUSSION/RATIONALE: no members found problems with these materials as they were submitted. The forms need to be effective as of January 1, 1990 for use during the spring semester.

Attached: copy of the approved materials.

FACULTY SENATE PRESIDENT:

APPROVED BY SENATE: Kathryn Cheyke DATE: 10/26/89

DISAPPROVED BY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

UNIVERSITY PRESIDENT:

APPROVED: [Signature] DATE: 10-28-89

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

SR-89-90-3 (SCW)

## THAT IS A GOOD QUESTION:

How do I find out about student organizations at Marshall University?

A good start is to either visit our office in room 2W38 in the Memorial Student Center, or call us at 896-6770. While information can be found in the Student Handbook, you can get more specific details by talking to our staff.

I would like to start a new organization -- what do I need to do?

You can pick up the necessary forms in our office. We will also supply you with information such as : how to put together a constitution and a purpose and goals statement, how to select an advisor, how to recruit members, and how to select officers.

Our group was approved last year -- are we still in good standing?

By the last Friday of September, each organization must apply for continued recognition by completing the simple forms available from the Student Activities and Organizations Office (MSC 2W38). Renewal is not automatic. It is a means of guaranteeing that each group is still functioning smoothly and all information such as officers is current. When you have a turnover in officers, report it to our office. When potential new members call our office, we need to know where they can obtain further information.

What is the difference between registered and affiliated organizations?

Registered (Interest groups, Departmental Groups, Religious Groups). Private entities, not viewed as official components of the institution, which are sponsored through academic departments or religious denominations for the primary purpose of mutual interests. Membership in these student groups are open to students, faculty, staff, administration, and spouses.

Affiliation. (Honoraries, Professional Organizations, Greeks). Student organizations that purport to have an educational mission and a legal identity separate from the institution are able to attain affiliation status with the institution. Affiliation with campus organizations off campus is to be clearly indicated, either by title or by organization, or its constitution at the time of registration, or by specific statements in connection with any activities growing out of a later affiliation.

Why should we bother with "registration" or "Affiliation"?

Registered and Affiliated organizations receive free publicity in various University publications, access to room usage on campus, participation in recruitment drives, and opportunities for leadership development as well as many other advantages. For a more complete list contact the SA&O Office.

Can anyone be an officer?

Although membership may not be limited to students, Affiliated organization officers must be students and at least fifty-one percent (51%), including the President, of the officers of a registered organization must be students. Also, because the task of leadership is demanding, those same officers must maintain a minimum overall gradepoint average (GPA) of 2.00 or 3.00 for Graduate students. Individual organizations may choose to impose a higher requirement for the same reason as the minimum requirement.

CERTIFICATION PROCEDURES  
FOR  
STUDENT ORGANIZATIONS

- I. Group's representative meets with Coordinator of Student Activities and Organizations (or his/her designee) at which time the representative will receive:
  - A. Copy of the PRESIDENT'S HANDBOOK
  - B. Copy of Registration Form, and Specific Conditions of Certification
  - C. Consultation in regard to constitutional guidelines
  - D. Outline of privileges granted to student organizations and orientation to services, resources, policies and procedures
  - E. Outline of student organization responsibilities
  
- II. Constitution and Registration form must be submitted to the Office of Student Activities and Organizations ( SA&O ) for review. Organizations will have provisional status until the SA&O makes its final recommendation in regard to the petitioning organization.
  
- III. Final validation as a registered student organization is complete when it has been determined by the SA&O that:
  - A. No violation(s) of existing local, state or federal law, or University policy is/are contained or inferred in the submitted constitution.
  - B. The Registration form has been correctly completed.
  - C. The organization has certified that membership requirements are non-discriminatory.
  - D. The organization has certified that hazing is not incorporated into the membership process or activities.
  - E. A faculty or staff member has to agreed to serve as the advisor to the organization. (Exceptions to this must be submitted and approved in writing with the V.P./Dean of Students, or his/her designee.)
  - F. There is a minimum of seven (7) currently enrolled, fee-paying students in the organization.
  
- IV. Each certified student organization will receive a Certification of Registration, renewable annually.
  
- V.. REGISTRATION . . . All registered student organizations must renew their Certificate of Registration annually. Renewal must be completed by the last Friday in September of each academic year. Should that deadline not be met, all privileges accorded that organization shall be terminated. At such a time, same organization will be required to follow the same procedures to be registered as any new organization.

\*\*ALL FORMS SPECIFIC TO THE REGISTRATION AND RE-REGISTRATION PROCESS CAN BE OBTAINED IN THE OFFICE OF STUDENT ACTIVITIES AND ORGANIZATION IN 2W38 MEMORIAL STUDENT CENTER.

THE REGISTRATION PROCESS  
FOR  
STUDENT ORGANIZATIONS

MARSHALL UNIVERSITY

I. Specific Conditions of Registration.

- A. Maintain membership list with a minimum of seven (7) currently enrolled students. 51% of membership are required to be students, paying activity fees.
- B. Maintain one (1) officer in the position of President (who are activity fee paying students) and at least one (1) officer in the position of Treasurer/Secretary.
- C. A faculty or staff member has agreed to serve as an advisor. (Any exceptions must be submitted and approved in writing with the V.P./ Dean of Students, or his/her designee.
- D. Submit all changes of the constitution to the Office of Student Activities and Organizations (SA&O).
- E. Maintain an on-campus address (a mail box is provided by the Office of Student Activities and Organizations). The address should read:
  - (Organization's Name)
  - c/o Marshall University
  - 2W38 Memorial Student Center
  - Huntington, WV 25755
- F. Submit all officer updates after elections/appointment within two (2) weeks of change(s) to the Office of Student Activities and Organizations. 51% of officers should be activity fee paying Marshall University students.
- G. Adhere to University policies; including, but not limited to non-discrimination and hazing prohibitions.
- H. Adhere to local, state and Federal laws.

II. Membership

- A. It is open to persons in Marshall University Community student, faculty, staff, administrators and spouses. Non-student membership is not to exceed forty-five percent (45%) of the total membership in registered organizations.
- B. It may not, in any form, discriminate on the basis of sex, race, color, national origin, handicap, or sexual preference (unless specifically exempt by Title IX).
- C. Criteria may be implemented as long as it is applied objectively to all prospective members and can be verified to have an actual relationship to the mission, purpose and goals of the organization and not subject to personal interpretation (i.e. "of good character" is difficult to define; suggest: use measurable terms such as "in good standing - not on probation, etc..").

### III. Leadership

- A. An undergraduate student seeking to hold an office either by election or appointment must have a minimum accumulative GPA of 2.0 or 3.0 for graduate students.
- B. An officer falling below his/her minimum GPA requirement will have the following semester as a probationary period to correct the deficiency. The organization's advisor will be notified of probation by the V.P./Dean of Students, or his/her designee.
- C. Organizations whose officer(s) does/do not meet the minimum GPA requirements when elected will have one (1) month in which to replace him/her. Changes must be reported to the Office of SA&O within the one month period.
- D. Organizations not meeting the above requirements (Section III) will forfeit their certification with the University.
- E. Faculty and staff are eligible to hold up to forty-nine percent (49%) of the executive offices, except the office of President, in a registered student organization. Faculty and staff are NOT eligible to hold office in affiliated student organizations.

CERTIFICATION PROCEDURES  
FOR  
STUDENT ORGANIZATIONS

- I. Group's representative meets with Coordinator of Student Activities and Organizations (or his/her designee) at which time the representative will receive:
  - A. Copy of the PRESIDENT'S HANDBOOK
  - B. Copy of Affiliation Form, and Specific Conditions of Certification
  - C. Consultation in regard to constitutional guidelines
  - D. Outline of student organization responsibilities
  - E. Outline of privileges granted to student organizations and orientation to services, resources, policies and procedures.
  
- II. Constitution and Affiliation form must be submitted to the Office of Student Activities and Organizations for review. Organizations will have provisional status until the SA&O makes its final recommendation in regard to the petitioning organization.
  
- III. Final validation as a Affiliated student organization is complete when it has been determined by the SA&O that:
  - A. No violation(s) of existing local, state or federal law, or University policy is/are contained or inferred in the submitted constitution.
  - B. The Affiliation form has been correctly completed.
  - C. The organization has certified that membership requirements are non-discriminatory.
  - D. The organization has certified that hazing is not incorporated into the membership process.
  - E. A faculty or staff member has to agreed to serve as the advisor to the organization. (Exceptions to this must be submitted and approved in writing with the Dean of Students, or his/her designee.)
  - F. There is a minimum of seven (7) currently enrolled students in the organization.
  
- IV. All certified student organizations will receive a Certification of Affiliation
  
- V. AFFILIATION . . . All Affiliated student organizations must renew its Certificate of Affiliation annually. Renewal must be completed by the last Friday in September of each academic year. Should that deadline not be met, all privileges accorded that organization shall be terminated. At such a time, same organization will be required to follow the same procedures to be registered as any new organization.

ALL FORMS SPECIFIC TO THE AFFILIATION PROCESS CAN BE OBTAINED  
IN THE OFFICE OF STUDENT ACTIVITIES AND ORGANIZATIONS  
2W38 MEMORIAL STUDENT CENTER.

THE AFFILIATION PROCESS  
FOR  
STUDENT ORGANIZATIONS  
MARSHALL UNIVERSITY

I. Specific Conditions of Affiliation:

- A. Maintain membership list with a minimum of seven (7) currently enrolled fee-paying students.
- B. Maintain one (1) officer in the position of President and at least one (1) officer in the position of Treasurer/Secretary.
- C. A faculty or staff member has agreed to serve as an advisor. (Any exceptions must be submitted and approved in writing with the V.P./Dean of Students, or his/her designee.
- D. Submit all changes of the constitution to the Office of Student Activities and Organizations (SA&O).
- E. Maintain an on-campus address (a mail box is provided by the Office of Student Activities and Organizations). The address should read:
  - (Organization's Name)
  - c/o Marshall University
  - 2W38 Memorial Student Center
  - Huntington, WV 25755
- F. Submit all officer updates after elections/appointment within two (2) weeks of change(s) to the Office of Student Activities and Organizations. All officers are to be activity fee paying students.
- G. Adhere to University policies; including, but not limited to non-discrimination and hazing prohibitions.
- H. Adhere to local, state and Federal laws.
- I. Must be approved by the Student Conduct and Welfare Committee and the Faculty Senate.

II. Membership

- A. It is open to persons in Marshall University Community student, faculty, staff, administrators and spouses. Non-student membership is to be addressed in the constitution and approved by the SA&O Office.
- B. It may not, in any form, discriminate on the basis of sex, race, color, national origin, handicap, or sexual preference (unless specifically exempt by Title IX).

- C. Criteria may be implemented as long as it is applied objectively to all prospective members and can be verified to have an actual relationship to the mission, purpose and goals of the organization and not subject to personal interpretation (i.e. "of good character" is difficult to define and is not measurable).

### III. Leadership

- A. An undergraduate student seeking to hold an office either by election or appointment must have a minimum accumulated GPA of 2.0. or 3.0 for graduate students.
- B. An officer failing below his/her minimum GPA requirement will have the following semester as a probationary period to correct the deficiency. The organization's advisor will be notified of probation by the V.P./Dean of Students, or his/her designee.
- C. Organizations-whose officer(s) does/do not meet the minimum GPA requirements when elected will have one (1) month in which to replace him/her.
- D. Organizations not meeting the above requirements (Section III) will forfeit their certification with the University.
- E. Faculty and staff are NOT eligible to hold office in affiliated student organizations.