

5-6-1994

SR-93-94-77(SCW)

Marshall University

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#### Recommended Citation

Marshall University, "SR-93-94-77(SCW)" (1994). *Recommendations*. 1106.  
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## STUDENT ORGANIZATIONS GUIDELINES AND POLICIES

### STUDENT ACTIVITIES

### AND ORGANIZATIONS

2W38 Memorial Student Center  
(696)-6770

Whether college is the first opportunity to live away from home or the first step towards a career change, it is a time for every student to develop or enhance personal growth and social relationships. Marshall University staff and faculty believe a totally educated person is one whose experience and knowledge are expanded through involvement in worthwhile activities and projects in addition to the classroom experience. Participation in a student organization will provide students with "hands-on"

experience in leadership, communication, administration, and general human relations skills.

Marshall University encourages the formation of a variety of organizations in which students may pursue specific academic and vocational goals and/or interests. Over one hundred student organizations and clubs are officially recognized by the University. There is something for everyone, whether interests are in social, religious, interest, professional, departmental, or honorary activities.

Students are welcomed and encouraged to participate in any of the groups on campus. Students interested in organizing a new group or requiring information about existing ones should contact the Office of Student Activities and Organizations.

### Relationship Statement

Marshall University recognizes the right of co-curricular and extra-curricular activities to exist, while also acknowledging the mutual benefit of these groups to students and the University community. The University, in the recognition processes set forth for student organiza-

tions, allows for the freedom of existence for such organizations and ensures that designated privileges and support are available equally to all groups that uphold the specified requirements. The University does not, however, automatically endorse the mission, goals, or purpose of any student organization. Use of the University's name does not denote or assume that the institution will be liable for matters such as debts incurred or contractual arrangements.

### Non-Discrimination in Membership

Every student organization recognized by Marshall University is expected to be free to select its membership upon the basis of individual merit without regard to race, sex, religion, age, sexual orientation, or national origin. This stipulation also extends to those qualified individuals who may have a psychological or physical handicap.

"This policy applies to all student organizations specifically exempted by virtue of Section 804 (b) of the Higher Education Act of 1965. Signature of the President and Advisor on the lines indicated verifies receipt and comprehension of the above statement. Marshall University reserves the right to consider withdrawal of recognition to any organization found, in due process, to be in violation of said policy."

Recognized groups are open to persons in the Marshall University community including students, faculty, staff, administrators, and spouses. Non-student membership is not to exceed forty-five percent (45%) of the total membership in registered organizations.

Criteria for membership 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 of measurable terms such as "in good standing," "not on probation," etc).

### Recognition Process 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. the President's Handbook
- B. Registration Form or Affiliation Form
- 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. The organization will have provisional status until SA & O makes its recommendation to the student court of student government in regard to the petitioning organization.

III. Final validation as a registered student organization is complete when it has been determined by the student court:

- No violation(s) of existing local, state, or federal law, or University policy is/are contained or inferred in the submitted constitution.
- The recognition form has been correctly completed.
- The organization has certified that membership requirements are non-discriminatory.
- The organization has certified that hazing is not incorporated into themembership process or activities.
- A faculty or staff member has to agree to serve as the Advisor to the organization (exceptions must be submitted and approved in writing with the Dean of Students, or his/ her designee).
- There are a minimum of seven (7) currently enrolled 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. In addition, to completing the recognition form a copy of the past year's budget and current financial statement must be submitted. 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 time, the organization will be required to follow the same procedures to be registered as any new organization.

### Specific Conditions for Affiliation

Any group desiring recognition as a University organization that would like to carry the name of Marshall University in the name of the group is required to complete the registration process and all officers must be activity fee paying students. Membership must be comprised of Marshall University students, faculty and staff. Students must hold all offices within the organization.

### Provisional Status

Upon submitting registration forms to Student Activities and Organizations for review organization will have provisional status entitling them to reserve rooms through conferences and facilities on campus, to use a mailbox in Student Activities, to post sign on campus, and to receive organizational support from the Student Activities Office. Provisional status does not allow organization to use the Marshall name, apply for Student Government or Marriott funds.

### Leadership

A. Participation in organization leadership is restricted for three reasons: to encourage many students to assume positions of leadership; to encourage students leaders to focus their attention on a limited number of key responsibilities; and to help ensure that the responsibilities of leadership positions are executed as

capacity as possible. Members may only hold one organization executive office at a time.

B. An undergraduate student seeking to hold an office either by election or appointment must have a minimum cumulative GPA of 2.2 (3.0 for graduate students).

C. 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 Dean of Students, or his/her designee.

D. 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. Subsequent changes must be reported to the Office of Student Activities and Organizations within the one month period.

E. Organizations not meeting the above requirements (Section III) will forfeit their certification with the University.

F. 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.

#### ***Organizational Expectations***

Maintain one (1) office in the position of President and at least one (1) officer in their position of Treasurer/Secretary who are activity fee paying students

A. Submit all changes of the constitution to the Office of Student Activities and Organizations.

B. 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 25755-3208

C. Submit all officer updates after elections appointment within two (2) weeks of change(s) to the Office of Student Activities and Organizations.