RECOGNITION OF STUDENT ORGANIZATIONS

Procedures Regarding Recognition of Student Organizations

Stonehill College recognizes, appreciates and supports the contributions made by student organizations to enhance the quality of student life at the College. The process of student organization recognition is vital to provide continued services by monitoring and accurately assessing the status of all student groups. The recognition of student organizations is intended to clarify the rights, privileges and responsibilities of student organizations.

To be considered an official College-recognized student organization, a club’s purpose must be consistent with the College’s mission, whether it is spiritual, moral, intellectual, cultural, social, athletic or recreational. No organization, or member of any organization on behalf of the organization, may encourage or participate in any activity, which contravenes the mission of the College.

All student organizations wishing to operate on campus are required to complete the recognition process outlined below. Students may contact the Office of Student Activities at (508) 565-1308 for more information.

I. Criteria Required for Recognition

The following are required for student organizations seeking recognition by the College:

A. Completed Paperwork and Forms:
   1. Registration Form, which includes:
      a. An advisor agreement section. An advisor must be a full-time faculty or staff member of the College.
      b. An anti-hazing statement acknowledging that hazing in any form is not permitted within the student organization and its activities
   2. A completed Student Interest Form containing at least 10 signatures of current full-time Stonehill College students.
   3. An approved constitution submitted in accordance with the sample constitution format

B. Procedures and Regulations
   1. An initial meeting with the Director of Student Activities, or designee, and the Executive Vice President of the Student Government Association
   2. If faith-based in nature, mission or purpose, must first seek approval from the Office of Campus Ministry/Mission Division.
   3. Cannot discriminate on the basis of race, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. Exceptions may be made by gender as authorized by law.
   4. Must agree to and abide by all federal, state and local laws and College policies
   5. The organization’s purpose must be consistent with the mission of the College and the Student Government Association
6. A majority vote by the Student Senate to grant both provisional and full recognition status
7. Must be approved for provisional status first, prior to full recognition
8. Must have final approval from the Vice President for Student Affairs, or designee.

II. Process for Student Organization Recognition – Non-Religious Groups
   A. Initial Interest Meeting
   In order to assist students in the process of forming a recognized student organization, students must meet with the Director of Student Activities, or designee, to learn more about the recognition process and its required steps and materials.

   B. Completion of Paperwork
   To be considered for recognition, the following materials must be submitted to the Office of Student Activities:
   1. Registration Form
      a. Includes Anti-Hazing Statement
      b. Advisor Agreement
   2. Student Interest Form

   C. Student Organization Constitution
   Student organizations applying for recognition must submit a constitution outlining its mission, membership requirements, officers and their respective duties, and procedures for meetings, voting, and member/officer removal. A sample document will be provided. The SGA Constitution Committee must approve the constitution before the student organization can move onto the next step.

   D. SGA Student Senate Presentation for Provisional Status
   All student organizations seeking recognition by the College must make a presentation at a Student Senate meeting of the Student Government Association. These presentations will take place at the end of each semester. At this meeting for provisional status, students wishing to start a new organization will make a presentation focusing on its purpose mission, future/potential events sponsored by the group, and the reasons why this organization is needed on campus.

   E. Provisional Status
   Provisional status is meant to allow the new student organization a chance to establish itself on campus before it is given full recognition. This step has proven to be successful and effective in allowing the SGA Student Senate to make a more informed decision when granting full recognition.

   Details of Provisional Status
   1. A semester in length, starting immediately following SGA Senate approval
2. The club must attend all of the required meetings sponsored by SGA (i.e. the budget, programming, and club training sessions)

3. The club must put on at least 1 event which must be open to the entire campus. The event must be registered with Student Activities and will be attended by a Constitution Committee member (if no member is available, then an E-Board representative will attend), who will provide feedback on the event.

4. The club leadership will hold regular meetings with the Director of Student Activities, or designee, and the SGA Executive Vice-President to present information such as meeting agendas, event outlines, or other such ideas, as well as to ask any questions in regards to running the club.

5. All student organizations given provisional status will receive a $500 budget in order to create and promote programs during the semester of provisional status. Any budget amount needed in excess of the approved budget must be approved by the Director of Student Activities, or designee, and the Executive Vice President, and will be funded through the Student Activities Office’s budget.

6. Student organizations granted provisional status will have all the same rights and responsibilities as fully recognized student organizations. However, provisional organizations will not be listed on official SGA materials, the College website, and cannot participate in any activities fairs held at the beginning of each semester.

F. SGA Student Senate Presentation for Full Recognition
At the end of the semester by which the student organization has been on provisional status, with the conditional support of both the Director of Student Activities, or designee, and the Executive Vice President, the club will then again present to the SGA Senate what they have accomplished during the “provisional” period. The Senate will then vote on whether the club should receive full recognition or to remain under “provisional” status for another semester.

G. Vice President for Student Affairs Approval
During the recognition process, the Office of Student Activities will keep the Vice President for Student Affairs informed of any new student organization seeking provisional and full recognition. The Vice President for Student Affairs gives final approval of any student organization seeking full recognition.

III. Process for Student Organization Recognition – Religious/Faith-Based Groups
As a community rooted in the history and practices of the Catholic faith and Holy Cross tradition, Stonehill College encourages the spiritual development of all its students through various means including the formation of student organizations that are faith-based in their mission and purpose.

The Mission Division, including the Office of Campus Ministry, is charged with the overall purpose of providing the vision, support and resources by which students can explore and develop their faith and spirituality. Faith-based student organizations, while
encouraged, are meant to enhance these efforts and not detract from the workings of Campus Ministry and the Mission Division. In order to ensure that a student organization supports and works within the mission of the College, the following procedures have been created to support the creation of faith-based groups.

A. Meet with the staff members from Campus Ministry and Mission to discuss the purpose, nature and scope of activities of the proposed student organization.
B. Once the proposed student organization has been approved by the Office of Campus Ministry and/or Mission Division, it will complete the recognition process as outlined in Section II.
C. Provisional and fully recognized faith-based student organizations will be overseen by the Office of Campus Ministry. This may include, but not limited to, having an official liaison assigned to the group that is either a Campus Ministry staff member of Holy Cross religious. This liaison is not meant to replace the advisor of the group.

IV. Rights, Privileges & Responsibilities of Recognized Student Organizations
A. Rights and Privileges
   1. To apply for funds from SGA and other campus sources
   2. To use campus facilities and services, including space for meetings and events free of charge (some charges may apply for catering and police details)
   3. To use the College name within approved College guidelines
   4. To solicit on campus in conjunction with an event or fundraiser
   5. To use SGA services such as phones, computers, copy machines, etc.
   6. To be listed on official listings of student organizations
   7. To create and maintain a group on myHill
   8. To access the Campus Mailroom
   9. To request SGA vans for club trips and games
   10. To sponsor programs and activities

B. Responsibilities
   1. Must adhere to all SGA and College financial policies for the administration of all College-approved funds and funds raised on and off campus
   2. Complete the annual registration process through the Office of Student Activities
   3. To have a current constitution on file with the Office of Student Activities
   4. To have a statement of purpose which is in accordance with the mission of the College
   5. To have current Stonehill College students as its members
   6. To have current full-time students, in good academic and disciplinary standing, as its officers
   7. To maintain a current list of officers with the Office of Student Activities
   8. To adhere to all federal, state and local laws and College policies
   9. To send a member to monthly SGA Calendar meetings
   10. To insure that its membership will not practice any physical or psychologically abusive behaviors
11. To follow all College policies and procedures such as scheduling, posting and solicitation.
12. To sponsor at least one campus wide event each semester that is registered with the Office of Student Activities
13. To actively participate in all open houses, activity fairs and other related events
14. To have a full-time faculty or staff member as its advisor whose role will be mutually determined by the organization and advisor and is consistent with the expectations outlined in the Organization Procedures Manual

V. Student Organizations Making Revisions or Amendments to a Constitution
Any revisions or amendments to a constitution of a recognized student organization must be approved by SGA and the Director of Student Activities, or designee, prior to implementation. The following process will be followed:
A. Organizations must submit any revisions or amendments with the rationale for making the changes to the Director of Student Activities, or designee, who will forward the revisions or amendments and rationale to SGA Constitution Committee.
B. The committee will review the revisions or amendments and rationale and will meet with the organization to obtain additional information, if required. The committee will determine whether the changes can be approved by its membership or send it on to the full SGA Senate for review and approval.

VI. Loss of Recognition and Inactive Status
Certain circumstances may cause a student organization to lose its recognized status. The following outlines the various points at which the status of a student organization may change:
A. Inactive. A club may be deemed inactive by the SGA Student Senate based upon recommendations brought forward by the SGA Executive Vice President.
   1. An inactive status will be applied to clubs who have not submitted an annual registration form, a roster of active members/officers, and/or has not sponsored any campus events. Essentially, an inactive club is one in which students have no interest in joining and has ceased any type of operations.
   2. Inactive student organizations will be removed from any official listing of Stonehill student organizations.
   3. An inactive student organization may become active if a renewed interest in the club is brought to the attention of SGA or the Office of Student Activities within two (2) years of the club becoming inactive. The student organization would not need to complete the entire recognition process, but would need to do the following:
      a. Complete all necessary paperwork, including updating the most current version of the student organization’s constitution
      b. Provisional status may be applied pending the history of the student organization
c. The SGA Executive Vice President will recommend to the SGA Student Senate which student organizations should be removed from the inactive list and reinstated with full recognition.

B. Loss of Recognition – Prolonged Inactive Status
A student organization that remains inactive for two or more years will be deactivated permanently. The SGA Student Senate will vote on such matters based on the recommendations of the SGA Executive Vice President. If students wish to reactive a club that has been permanently deactivated, the entire recognition process must be followed.

C. Loss of Recognition – Violation of Policies and Procedures
Student organizations found responsible of violating any SGA, College, state or national policies, procedures and/or laws may lose full recognition status for a pre-determined amount of time.

VII. Reinstatement of Recognition Due to Violation of Policies and Procedures
Student organizations that have lost recognition for disciplinary reasons may reapply for recognition in accordance with the sanction received. Organizations requesting re-recognition must submit the following directly to the Vice President for Student Affairs:
A. Letter of intent to become a recognized student organization signed by the officers and advisor, which includes a statement of the activities and programs since the organization lost its recognition. Organizations are encouraged to submit supporting documentation such as recommendations from campus groups or community service agencies.
B. The Vice President for Student Affairs will review the request for re-recognition and will make the final decision regarding recognition status. The Vice President for Student Affairs will notify the organization and appropriate departments.
C. The Vice President for Student Affairs, or designee, will notify the organization, SGA and appropriate departments.