



Student Recognition Organization Committee Handbook
Office of Student Activities
Salve Regina University

Student organizations at Salve Regina University provide the campus community with activities, programs and resources meant to enhance the quality of student life. Salve Regina encourages and promotes participation in these organizations as a way for students to develop life skills for achieving goals.

The process of student organization recognition is vital to provide continued service 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. All student organizations wishing to operate on campus are required to complete this recognition process.

STUDENT ORGANIZATION RECOGNITION COMMITTEE

All requests by student groups to become recognized student organizations will be coordinated by the Student Organization Recognition Committee, subcommittee of the Student Government Association. This committee will be comprised of appointed senators from current year's Student Government Association, two faculty or staff members of Salve Regina University, and the Vice President of the current year's Student Government executive board.

RECOGNITION CRITERIA

- I. All student groups' requesting official recognition from Salve Regina University must:
 - A. Abide by the University's affirmative action policy and academic honesty clause.

This means that the organization will not discriminate on the basis of race, creed, gender, color, national origin, sex, marital or veteran status or sexual orientation except where applicable by law. Title IX of the Education Amendments of 1972 forbids discrimination on the basis of sex in educational programs or activities which receive federal funds. However, it exempts the membership process of social fraternities and sororities from this statute.
 - B. Disclose if they are known by any other name or affiliated with other groups, such as professional organizations. In addition, organizations must disclose expected

dues or cost associated with membership. This information will assist the university in determining if the group is affiliated with other groups, such as professional organizations, or if membership required unreasonable dues or other fees.

- C. Student organization may not operate as for-profit entities or businesses. They may not be affiliated with organizations seeking to make a profit from Salve Regina students.
 - D. Permit members to disassociate at any time, provided that any financial obligations to the organization have been met.
 - E. Abide by all federal, state and local laws and university policies. Organizations must include a statement in their constitution ensuring they will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.
 - F. Have the support of other students through a signed petition containing the names and school addresses of at least 15 full-time Salve Regina University students.
 - G. Have an advisor who is a member of the Salve Regina University faculty, staff or administration.
 - H. Outline a purpose that is consistent with the mission of the University and represents a need that is not currently addressed on campus.
 - I. Not a present undue risk to participate or to the university.
 - J. Agree to participate in periodic assessment; namely those mandated from the Office of Student Activities and the Student Organization Recognition Committee.
 - K. Must have a minimum of two designated officers: a President and a Treasurer. The President and the Treasurer must be two different individuals.
- II. If the group is affiliated with any other regional or national organizations, it must also meet the following criteria:
- A. Provide a copy of the constitution or other governing document for the regional or national organizations.

- B. Indicate any and all dues required by the national and any financial support the local chapter receives from the regional or national organizations.

POLICY FOR RELIGIOUSLY AFFILIATED ORGANIZATIONS

Salve Regina University is a Roman Catholic Institution founded by the Religious Sisters of Mercy. In a spirit of hospitality and as part of its mission, Salve Regina University welcomes people of all beliefs.

The Mercy Center for Spiritual Life ministers to the spiritual and religious needs of the students of Salve Regina in concert with the Catholic identity and mission of Salve Regina. Students, regardless of faith tradition, are welcome to participate in the social activities, community service events, mission trips, retreats and prayer services prepared by the Mercy Center for Spiritual Life. Assuming respect for the Eucharistic traditions and regulations of the Catholic Church, students of all faith traditions are also welcome to worship with the Catholic community at Sunday and weekday Masses. The staff at the Mercy Center assists students who are not Catholic in finding local faith communities if requested and offers support for their spiritual growth in as much we are able and qualified.

As a private educational institution, Salve Regina University hires qualified people to carry out its mission. Because the staff of the Mercy Center for Spiritual Life is charged with the preparation and content of spiritual and religious life on campus, outside religious groups or persons are not permitted to be active on the Salve Regina campus without explicit invitation and approval of the director of the Mercy Center for Spiritual Life and the Vice President for Mission Integrations. Clubs of a religious nature or associated with religious organizations wishing to form on campus need the approval of the director of the Mercy Center for Student life and the Vice President for Mission Integration as well as the approval of the director of Student Activities. These clubs will follow all the guidelines of student clubs on campus. Any religious organization, club or person seeking recognition on campus agrees to work in harmony with the guidelines and strategic plan of the Mercy Center for Spiritual Life and be respectful of the Catholicity and mission of Salve Regina University. Proselytizing does not conform to the hospitality values of Salve Regina University and is, therefore, not permitted.

POLICY FOR CLUB SPORTS

At Salve Regina University a club sport is defined as an athletically oriented, non-varsity organization that competes with other universities' athletic organizations. To maintain the support of both the Office of Student Activities and the Athletics Department, club sports must complete both the application for recognition as student organization and the club sport participant packet.

RIGHTS & PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS

- I. Recognized student organizations are entitled to:
 - A. Schedule and use of Salve Regina University facilities.
 - B. Apply for funds from the Student Government Association and/or other campus sources.
 - C. Associate Salve Regina University's name with that of the organization.
 - D. Be included in Salve Regina University publication, when appropriate.
 - E. Use the Salve Regina University Mail Service including a campus mailbox in the Office of Student Activities.
 - F. Sponsor campus programs and activities.
 - G. Assistance from the Office of Student Activities in matters of finance, programming, liability, etc.

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

- I. Recognized student organizations are expected to:
 - A. Use the Salve Regina University Business Office for the administration of all university-approved funds and fund raised on campus.
 - B. Have a current constitution on file within the Seahawk Connection, accessible to club members, students at Salve Regina University, and for the reviewing needs of the Student Organization Recognition Committee.
 - C. Be comprised solely of full-time Salve Regina University students in positive academic standing in both the members of its body and the executive board.
 - D. Maintain a current list of officers and faculty members on the Seahawk Connection roster, including contact person, executive board, and advisors.

- E. Adhere to all federal, state and local laws, and university policies.
- F. Attend all trainings and club presidents' meetings as regularly scheduled by the Director of Student Activities.
- G. Ensure that its membership will not practice any physical or psychological abusive behaviors, either intentionally or unintentionally.

MAINTAINING CLUB RECOGNITION

- I. In order to maintain club recognition, student groups must do the following:
 - A. Must maintain an active Seahawk Connections profile by participating in the following actions:
 - 1. Must have an always current listing of executive board members and supporting faculty and/or staff member(s)
 - 2. Listing a minimum of five active members on Seahawk Connection viewable on the organization's page
 - 3. Meetings are held at a minimum of once per month, in which minutes from said meeting will then be published on Seahawk Connection and submitted to the Student Recognition Organization Committee for review.
 - a. Failure to upload minutes after seventy-two hours after the meeting was held will result in a warning if this is a first offense. If minutes are not updated within seventy-two hours thereafter the initial warning is given, a club's status will be moved to the probationary stage to be reviewed by the Student Organization Recognition Committee.
 - 4. Attend all Club Presidents' Meetings as held once a month and are mandatory for all active status clubs and organizations.
 - a. Clubs and organizations are allowed one excused absence per semester. Once there is more than one absence, the club or organization will be moved into probationary status to be reviewed by SORC.
 - 5. Must submit the Annual Recognition Renewal Form towards the end of the spring semester, May 1st, in order to stay an active club for the beginning of the following year.

- a. Failure to submit aforementioned form will result in a club or organizations status being moved into the probationary state to be reviewed by SORC.

ANNUAL RENEWAL OF RECOGNITION

- I. All recognized student organizations must, at the start of the academic year, complete the following requirements in order to remain recognized for the following year:
 - A. Submit an updated list of club officers and the name and signature of the advisor.
 - B. Submit an updated roster by the designated deadline.
 - C. Submit an updated description of the organization for the university publications.
Have on file a brief written review of the organization's activities over the previous year. If no report is on file, a new report must be submitted.

Forms can be obtained on Seahawk Connection. This form is due by May 1st to assure a club's active status for the following year.

LOSS OF RECOGNITION: PROBATION AND INACTIVE STATUS

A club's status may change from active to probationary, and or inactive, in a number of circumstances, all based in noncompliance to the Student Organization Recognition Committee's Policy and Procedure handbook.

The probationary status warrants that a club may continue to meet, but cannot however request funding from the Activities Funding Board, hold external public events, and attend semi-annual Club Rush events. A club also cannot be in the probationary phase for more than one month, with the exception of new clubs and organizations, before it is moved directly into inactivity.

- I. The following are circumstances in which a club would be rendered into probation:
 - A. If a club is absent from more than one Presidents' Meeting.
 - B. Failure to update Seahawk Connection after an initial warning is given
 - C. Failure to submit minutes in the specified timely fashion after an initial warning
 - D. Failure to submit the Annual Recognition Renewal Form

The 'inactive' status of a club renders that the club is not allowed to act on the privileges a recognized club or organization. Specifically, inactive clubs are not to assemble, host any internal or external club event, use Salve Regina University facilities, receive funding from the Activities Funding Board, participate in the semi-annual Club Rush event, and be registered in any list of campus organizations, specifically including Seahawk Connection.

If a club is inactive for more than two semesters, they will be moved to 'frozen' status, essentially deleting them from Seahawk Connection and any other kind of representation they may have around campus.

I. The following would warrant a club being deemed inactive by the Student Organization Recognition Committee:

A. Violating probation.

1. If a club violates the terms of probation, they will immediately be put into an inactive status and will not be allowed to appeal the change of status for upwards of one academic semester.

B. Failure to not meet with the Student Organization Recognition Committee while on probation for more than one month.

C. Violation of the University's discrimination clause, academic honesty clause, the practice or the encouragement of the practice of hazing, and or violating local, state, and or federal law.

CLUB REACTIVATION

In order to reactivate a club, a new club application must be submitted to the Student Organization Recognition Committee through the use of Seahawk Connection. Clubs and organizations that have been inactive for one semester and are looking to be revived are allowed to use a similar, if not the same, constitution as their predecessors, and must reapply to become a club through Seahawk Connection.

If a new assembly of people are interested in bringing back a club that has been inactive for two or more semesters, they must submit a revised constitution that strays from the purpose and procedure of their predecessors along with a new club application through Seahawk Connection.

If there is a demand for the reactivation of a club that was put into inactivity under negative circumstances, such as the above clause(s) for inactivation, those interested in reactivating the club must submit a written proposal as to why the club should come back into active status along with a new and different constitution from that of their predecessors, and an application through Seahawk Connection.

Any club name changes, revisions or amendments made to the constitution of a recognized student organization must also be submitted to the committee.

REVISIONS OR AMENDMENTS TO A CONSTITUTION OF A RECOGNIZED STUDENT ORGANIZATION

- I. Any revisions or amendments to a constitution of a recognized student organization must be approved by the Student Organization Recognition Committee prior to implementation.
 - A. Organizations must submit any revisions or amendments, with the rationale for making the changes, to the committee.
 - B. Organizations will be asked to submit updated constitutions each spring semester to the Student Organization Recognition Committee and, once it is approved, post said revised constitution to Seahawk Connection.

FUNDING OF RECOGNIZED STUDENT ORGANIZATIONS

- I. All recognized student organizations are eligible to receive funding from the Activities Funding Board under the following circumstances:
 - A. Organizations must operate for three academic months before they are eligible for funding when they initially become an organization.
 - a. However, organizations may fundraise during the three month probationary period.
 - B. Funding through the Activities Funding Board is only available for clubs of active status
 - 1. Clubs of probationary status will have locked funding, in which they will not be able to access any money from their accounts.

2. Inactive clubs will not have any access to funding from the Activities Funding Board whatsoever.

All funding policies and procedures can be found in the Activities Funding Board Treasurer's Manual.