



APPLICATION FOR RECOGNITION OF A NEW STUDENT ORGANIZATION
Office of Student Activities
Salve Regina University

Student organizations at Salve Regina University provide the campus community with activities, programs and resources that 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 organization will be coordinated by the Student Organization Recognition Committee.

RECOGNITION OF FIRST TIME STUDENT ORGANIZATIONS

STEP ONE: ORGANIZING: LETTER OF INTENT

Student groups should submit a letter stating their intent to organize to the Student Organization Recognition Committee. This letter must be signed by the student contact and the organization's intended advisor. Letters can be submitted to the Office of Student Activities.

Upon receipt of the letter of intent, the Student Organization Recognition Committee will permit the organization to conduct limited organization business on campus.

During the organizing period, groups may:

- Hold interest and planning meeting in university spaces. (Rooms must be reserved with the online scheduling program).
- Advertise their meeting on campus bulletin boards.
- Meet with the Director of Student Activities to learn more about the recognition purpose.

During the organizing period, groups may NOT:

- Hold events other than meetings.
- Hold fundraisers of any kind, either on or off campus.
- Collect dues or money from students.
- Be listed on the university web site or other official university publications.

STEP TWO: REQUESTING RECOGNITION

To complete the recognition process, the group must submit the following materials prior to the Student Organization Recognition Committee's recognition meeting:

- A copy of the organization's letter of intent to organize.
- A completed Application for Recognition as a Student Organization
- The names of school addresses of 15 full-time Salve Regina University students who support the establishment of the organization on campus.
- A constitution prepared in accordance with the sample constitution format outlined in this policy.
- A one paragraph description of the organization for potential use in university publications/website.

STEP THREE: REVIEW & APPROVAL

Once the above materials have been received, the Student Organization Recognition Committee will review the request at its recognition meeting. If additional information is required, the Student Organization Recognition Committee will meet with the organization. The committee will make the final decision regarding recognition status.

RECOGNITION CRITERIA

All student groups' requesting official recognition from Salve Regina University must:

- Abide by the University's affirmative action policy. This means that the organization will not discriminate on the basis of race, creed, 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.
- 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.
- 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.
- Permit members to disassociate at any time, provided that any financial obligations to the organization have been met.
- 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.
- 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.
- Have an advisor who is a member of the Salve Regina University faculty, staff or administration.

- Outline a purpose that is consistent with the mission of the University.
- Not a present undue risk to participate or to the university.
- Agree to participate in periodic assessment.
- Must have a minimum of two designated officers: a President and a Treasurer.

If the group is affiliated with any other regional or national organizations, it must also meet the following criteria:

- Provide a copy of the constitution or other governing document for the regional or national organizations.
- 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 funded 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

Recognized student organizations are entitled to:

- Schedule and use of Salve Regina University facilities.
- Apply for funds from the Student Government Association and/or other campus sources.
- Associate Salve Regina University's name with that of the organization.
- Be included in Salve Regina University publication, when appropriate.
- Use the Salve Regina University Mail Service including a campus mailbox in the Office of Student Activities.
- Sponsor campus programs and activities.
- Assistance from the Office of Student Activities in matters of finance, programming, liability, etc.

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

Recognized student organizations are expected to:

- Use the Salve Regina University Business Office for the administration of all university-approved funds and fund raised on campus.
- Have a current constitution on file with the Office of Student Activities.
- Have only Salve Regina University students as its members.
- Have full-time students, in good academic standing, as its officers.
- Maintain a current list of officers with the Office of Student Activities.
- Adhere to all federal, state and local laws and university policies.
- Attend all regularly scheduled trainings and club presidents' meetings as scheduled by the Director of Student Activities.
- Ensure that its membership will not practice any physical or psychological abusive behaviors, either intentionally or unintentionally.

ANNUAL RENEWAL OF RECOGNITION

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:

- Submit an updated list of club officers and the name and signature of the advisor.
- Submit an updated roster by the designated deadline.
- 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 at the Office of Student Activities. These materials are available by September 1st, and are due September 17th, to Student Activities.

MAINTAINING CLUB RECOGNITION

- Complete the Annual Renewal of Recognition process.
- Attend all Club President's Meetings. President's Meetings are mandatory. The club is only allowed ONE excused absence.
- Submit a year-end report that includes: How many meetings have been held, and what events and activities the club has participated in.
 - o Report writing will take place at the end of the school year, at the last Club President's Meeting.

LOSS OF RECOGNITION

If a club is absent from more than ONE President's Meeting they will be demoted to probationary stage.

- During the probationary period, the club will be under the review of the SORC, if their activity is not viewed as being up to the standards of the Office of Student Activities, the club will be deemed inactive.

CLUB REACTIVATION

In order to reactivate a club, a new club application must be submitted to the Student Organization Recognition Committee.

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

Any revisions or amendments to a constitution of a recognized student organization must be approved by the Student Organization Recognition Committee prior to implementation. Organizations must submit any revisions or amendments, with the rationale for making the changes, to the committee. Organizations will be asked to submit updated constitutions each spring semester.

FUNDING OF RECOGNIZED STUDENT ORGANIZATIONS

All recognized student organizations are eligible to receive funding from the Activities Funding Board. Organizations must operate for three academic months before they are eligible for funding. Organizations may fundraise during the three month probationary period. All funding policies and procedures can be found in the Activities Funding Board Treasurer's Manual.

APPLICATION FOR RECOGNITION AS A STUDENT ORGANIZATION

INSTRUCTIONS: Please complete each section of the application. If necessary, you may attach additional information. Please contact the Director of Student Activities if you need assistance completing the form.

CONTACT INFORMATION:

Name of proposed organization: _____

Student Contact: _____ Phone _____

Address _____

Advisor _____ Title _____

Department _____ Phone _____

ORGANIZATION INFORMATION:

Is this organization known by another name other than that stated above? ☐ Yes ☐ No
If yes, what is the other name?

Please state the mission of the organization (Mission Statement):

Please describe why the Salve Regina University community will benefit from this organization?
What makes it difference from existing clubs and organizations?

Is your organization associated with any other group (locally, regionally, or nationally?)

☐ Yes ☐ No

If yes, Please list the name (s) of the group (s)

MEMBERSHIP:

Please list special requirements for membership (i.e. GPA, year of graduation, major)

Will the organization impose annual dues as a condition of membership? ☐ Yes ☐ No

If yes, how much do you anticipate the dues to be per semester?

NOTE: You will need to submit a list of 15 signatures and school addresses of Salve Regina University students who support the information of this organization on campus.

RECRUITMENT:

How will the organization recruit members?

ACTIVITIES:

Please indicate the nature and frequency of activities that the group will plan and/or participate in during the academic year (meetings, events, etc.).

SUPPLEMENTAL INFORMATION:

Please attach any additional information you would like the Student Organization Recognition Committee to consider.

Please remember to include the following information in your request:

- A letter of intent with the officers and advisors names and signatures
- A completed application
- The names and school addresses of 15 full-time Salve Regina University students who support the establishment of the organization on campus.
- A current Constitution (Please refer to the Sample Constitution for guidance)
- A one paragraph description of the organization for potential use in university publications.

NOTE: Please return your completed application, including a copy of your proposed constitution and the petition sheet, to the Office of Student Activities in 012 Wakehurst Student Center.

PETITION FOR RECOGNITION AS A RECOGNIZED STUDENT ORGANIZATION

Secure the signatures of 15 students who support the establishment of your organization at Salve Regina University. Please ask students to include their campus addresses and phone numbers. Return the completed form to the Office of Student Activities in 012 Wakehurst Student Center.

Name of Proposed Organization _____

Name	Phone	Campus Address/Local Address
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____
11) _____	_____	_____
12) _____	_____	_____
13) _____	_____	_____
14) _____	_____	_____
15) _____	_____	_____

Sample Constitution

Article I. NAME

State the official name of the organization.

Article II. PURPOSE

- State the purpose of goals of the organization. It may be by definition, academic, cultural, service-oriented, political, religious, etc. The group should not duplicate the ideas of an existing student organization. If there are similarities, state the unique aspects which characterize the organization.
- State any local, regional, or national affiliations with any other groups. State how the organization's purpose is consistent with the university mission.

Article III. MEMBERSHIP

- Define who is eligible for membership. Membership may only be open to Salve Regina University students. State that the membership must be open to all Salve Regina University students.
- State that the organization will not discriminate on the basis of race, creed, religion, color, age, gender, sexual orientation, disability, veteran status, marital status or national origin.
- State guidelines for membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time.
- State that the organization will ensure that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.
- State any requirements for membership such as paying dues, academic progress, etc.

Article IV. OFFICERS, DUTIES and RESPONSIBILITIES

- Describe the governance structure (is there an executive board?)
- State the duties of the officers (call meetings, determine agendas, approve expenditures, etc.)
- State any requirements for officers (academic progress, extended membership, etc.)
- State the organization must have full-time Salve Regina University students in good academic standing as officers.

Article V. MEETINGS

- State approximately how often meetings will be held.
- State who has the authority to call meetings.
- State what quorum is required at meetings (if appropriate).

- State how meetings will be run (Parliamentary Procedure, etc.)

Article VI. ELECTIONS and OFFICER REPLACEMENT/REMOVAL

- State how officers will be elected, appointed, removed or replaced. It is strongly suggested that elections be conducted by democratic procedures.
- State the time line for elections. *Elections for all student organization officers must take place prior to the conclusion of the spring semester.*
- State what justifies removal from office.
- State the formal process for removal.

Article VII. JUDICIAL ACTION (optional)

- State the process for disciplining members of the organization.

Article VIII. FINANCES

- State how the organization will be funded (dues, Activities Funding Board, outside sources, etc.)

Article IX. ADVISOR

- State the process for selecting/removing the advisor. Advisors must be full-time Salve Regina University faculty or professional staff members.
- State whether the advisor is a voting or non-voting member.

Article X. AMENDMENTS/REVISIONS

- State the procedures for amending/revising the constitution (posted notices of amendments for two weeks prior to vote, placing on amendment on the floor for two weeks, etc.)
- State who may propose and amendment.

Article XI. STUDENT LIFE COMMITTEE ENABLING CLAUSE

The clause must appear at the end of the constitution: The (name of the organization) agrees to abide by the policies of Salve Regina University as well as all federal, state and local laws. This Constitution and any revisions or amendments must be approved by the Student Life Committee prior to implementation.