

**STUDENT  
ORGANIZATION  
RECOGNITION  
HANDBOOK**

**STUDENT  
GOVERNMENT  
ASSOCIATION**

**St. Ambrose University**

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# DEFINITIONS OF CAMPUS ORGANIZATIONS

## STUDENT ORGANIZATION

A student organization is one in which the members are currently enrolled students at St. Ambrose University. Only student organizations, when recognized by the Student Government Association, are eligible to request or receive allocated student monies.

## STUDENT/FACULTY ORGANIZATION

A student/faculty organization is an organization in which both students and faculty of St. Ambrose University are members and in which at least one degree-seeking student is an executive officer. Student/faculty organizations recognized by the Student Government Association are not eligible to request or receive allocated student moneys, but retain all other rights and privileges of recognized student organizations.

## GENERAL POLICIES

1. Any student club, group, or organization applying for recognition must read and understand the information in this handbook as well as the *St. Ambrose University Student Handbook*. If there are any questions as to the content of this handbook, please contact the Director of Student Activities at (563) 333-6023 or stop by the Campus Recreation/Student Activities suite, located on 1<sup>st</sup> floor of the Rogalski Center.
2. The student organization must agree to accept any regulations and administrative procedures that may be necessary to protect the basic function of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.
3. Recognition of a student organization does not imply endorsement by the Student Government Association of positions taken by the student organization.
4. Responsibility for any actions which violate federal, state, or local laws or ordinances will be assumed by the individual student organization, not by the Student Government Association at St. Ambrose University.
5. As a matter of policy, the Student Government Association of St. Ambrose University refrains from attempting to control or sway the personal opinions or beliefs of students.
6. The student organization must conform to the finance policies and responsibilities established by the Student Government Association.
7. The student organization must also remember and take into consideration the mission and beliefs of St. Ambrose University (also found in the *St. Ambrose University Student Handbook*) as a private, Catholic, liberal arts institution.

# **RECOGNITION**

## **GENERAL INFORMATION**

To become a recognized student organization at St. Ambrose University, the organization must go through the Student Government Association recognition process. This process will provide for better communication between the organization and the student body. It will also show there is a genuine interest in the forming of this new student organization.

## **BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION**

The official recognition of a student organization by the Student Government Association grants to that organization the following privileges:

1. Identify with the university as a student organization of St. Ambrose University;
2. Documentation in the history of St. Ambrose University;
3. Schedule and use university buildings, facilities, and property;
4. Request funding from the Student Government Association;
5. Include listing in the university student organization directory, including potential member referral through the Office of Student Activities;
6. Reserve and use audiovisual and electronic equipment free of charge from Media Services (located in the Library) contingent upon rules and availability; and
7. Reserve and use recreational/sports equipment free of charge from Lee Lohman Area/Campus Recreation dependent upon rules and availability.

## **RECOGNITION PROCEDURE**

The process of recognition for a student organization is a simple one. There are just a few steps that need to be completed to gain recognition from the Student Government Association

**STEP 1:** The organization must show there is a definite interest for the proposed organization in the university community.

1. A petition of twenty (20) St. Ambrose University student signatures and identification numbers and one (1) faculty/staff signature (who will serve as an advisor) requesting the formation of the new organization.

2. Students must be currently enrolled at St. Ambrose University as a degree-seeking student to sign the petition.

STEP 2: A proposed constitution must be drafted. The Student Government Association does not allow university facilities and resources to be used for unauthorized purpose; therefore, each organization must include information in the constitution concerning the following:

1. A clear statement of aims and functions.
2. A list of all by-laws, policies and other regulations, including membership requirements.
3. A list of officers and duties, including their methods of selection and removal.
4. Information about sources of financial support.
5. In order to prevent illegal discrimination, the following paragraph must be included in all constitutions:

***“No person shall, on the grounds of race, color, national origin, religion, age, sex, marital status, disability, veteran status, sexual orientation, gender identity, or such other factors that cannot be considered lawful, be excluded from participation in, denied the benefits of or be subjected to discrimination under any program or activity within this organization.”***

STEP 3: The organization must obtain one (1) faculty/staff advisor. All persons who hold the rank of professor, associate professor, instructor, lecturer, staff member, or corresponding administrative rank shall be considered eligible to serve as advisors of student organizations. The advisor must be notified of and encouraged to attend all meetings and functions of the organization and to assume partial responsibility for the student organization.

STEP 4: If and when the group has met all of the above requirements, the petition and constitution should be submitted to the Director of Student Activities to be considered.

STEP 5: The Director of Student Activities will review the constitution with a representative of the group and will make a recommendation to Student Government Association.

STEP 6: Student Government Association will make the final decision of whether or not to recognize the student organization. A representative of the organization must be present at the Student Government Association meeting when their recognition is being considered. Any amendments made by Student Government Association to the constitution of an organization must be approved by all the student

organization members or by the representative(s) present. If the organization disapproves of the recommended amendments, the recognition legislation will be referred back to the Director of Student Activities.

**STEP 7:** The Director of Student Activities will then meet with the group to discuss the proposed amendments and attempt to make adjustments. After adjustments have been made, the Director of Student Activities will make another recommendation to have the group come before the Student Government Association again for university recognition.

**STEP 8:** If the group and Student Government Association cannot reach an agreement, the group will not be recognized.

## **MAINTAINING RECOGNITION**

### **CONSTITUTION REVISIONS**

When a recognized student organization wishes to revise its constitution and/or by-laws, it is required to submit any revisions to Student Government Association as the updated constitution/by-laws of the recognized student organization. All updated constitutions of recognized organizations are kept on file in the Office of Student Activities.

### **ORGANIZATION CHANGES**

Each semester, a letter will be sent to each recognized student organization requesting updated information. An attached Student Organization Information Update Sheet (see Appendix C) must be completed and includes the name, address, and telephone number of each executive officer and the faculty/staff advisor(s); number of members; amount of dues (if any); a request for a brief narrative to be published in the student handbook; verification of your organization's month of elections, and a list of annual events (see Appendix C).

The Student Organization Information Update Sheet is also submitted for officer/advisor changes due to resignation or removal.

The completed update form is to be returned to the Director of Student Activities through campus mail or at the Office of Student Activities, located on the 1<sup>st</sup> floor of the Rogalski Center.

If a student organization fails to provide the requested information by the due date, the Director of Student Activities shall make further inquiry as needed. If, at the end of two (2) weeks, Student Activities has not received any information from the student organization, Student Activities shall assume the organization has ceased functioning and will recommend to Student Government Association to rescind the recognition of the student organization.

## **DISCIPLINARY ACTION**

If a student organization engages in any of the following activities, they can have disciplinary action brought against them by the Student Government Association.

1. Violations of rules or policies of Student Government Association or St. Ambrose University.
2. Violation of conditions of recognition.

Student Government Association shall determine what, if any, penalties shall be assessed. Any penalty may be appealed to the Director of Student Activities. The appeal must be in writing, stating the grounds for the appeal, and be presented to the Director of Student Activities within ten (10) days of the action taken by Student Government Association.

## **REQUESTING FUNDS**

In order to request funds from Student Government Association, the following guidelines must be followed. You can find the online version here: <http://web.sau.edu/sga/forms.html>

### **Money Request Guidelines**

1. When money is requested over \$50 by the administration, campus organizations, clubs, honor societies, and all community organizations, they must submit a standard SGA money request form. Any representative from an outside club or organization must submit a money request no less than four (4) days prior to the SGA meeting. These requests must be accompanied by an itemized budget.
2. For all matters over \$50, a simple majority will constitute approval.
3. Only money requests \$50 or under need not be voted on, if met with presidential approval.
4. The criteria used for considering money requests shall include, but not be limited to: fundraising activities, organizational efforts, timeliness, amount of the St. Ambrose University student body affected, and the quality or educational value of the request. SGA will not be responsible for costs that include personal expenses, with the exception of expenses included in registration or fees for events.
  - a. When debating whether to approve a money request, a Senator should consider the following criteria:
    - A. Precedent: When SGA makes a decision, that decision must be used as a standard in subsequent similar cases. Similarly, SGA must consider

previous precedents when making any decision. SGA must remain fair and consistent and avoid arbitrariness.

*Important Precedents:*

- Has the group fundraised or made a good-faith attempt at fundraising for items contained in its request?
- Is/was the group or its proposed activity open to the entire Ambrose student body?
- Are items in the proposal vague or insufficiently described?

B. Fiscal Responsibility: SGA must also act with good judgment and sound thinking with regard to the students' Clubs and Organization budget. As the representatives of the student body, the Senate is trusted to handle the budget. That said, in order to avoid bias, SGA generally considers money requests as though it is dealing with the same budget at the end of the year as it does at the beginning of the year.

5. Clubs and organizations shall meet with the Finance Committee to discuss the above criteria prior to formal request at the SGA meeting.
6. Clubs shall have ten school days after an event to turn in receipts for reimbursement. Allowances will only be made for extraordinary circumstances as deemed by the Treasurer and the Chairperson of the Clubs and Orgs/Finance Committee.