

# Student Group Policy

## 100.0 Procedures for Organizational Recognition

- 100.1 Pursuant to Article II, section 2.f. (Student Association Constitution), the President of the Student Association is hereby empowered to grant organizational recognition to an organization that complies with these procedures.
- 100.2 Any group that is organizing may be granted temporary recognition by the President for the purpose of holding up to three organizational meetings. The Senate Chair shall designate a Senator to assist such a temporarily recognized organization.
- 100.3 A Student Association representative, designated by the Student Association Senate Chair, must be present for at least one meeting of a temporarily recognized organization before granting permanent recognition.
- 100.4 Permanent recognition may be granted to any organization which:
- 100.4.1 Submits to the Chief Justice a Constitution which shall provide for identification all of the following and other additional information which is deemed necessary.
    - 100.4.1.1 The name of the organization.
    - 100.4.1.2 A statement indicating the purpose(s) of the organization.
    - 100.4.1.3 Requirements for eligibility for membership, and if desired, classes of, provided that a definition of who is eligible for each class of membership is included.
    - 100.4.1.4 The government of the organization, identifying the affairs and designating at least two aforementioned officers to be responsible to the Student Association.
    - 100.4.1.5 A provision for meetings, with no less than one meeting per semester.
    - 100.4.1.6 Definition of a quorum.
    - 100.4.1.7 Provision for dues, if required.
    - 100.4.1.8 Provision for impeachment of officers.
    - 100.4.1.9 Provision for amendment to the Constitution.
    - 100.4.1.10 Provision for ratification of the Constitution.
  - 100.4.2 Submits to the President a statement signed by one of the acting officers.

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- 100.4.2.1 Listing the acting officers.
  - 100.4.2.2 Certifying that the organization has voted to agree to observe the rules established by the Student Association for the coordination of organizations.
  - 100.4.2.3 Certifying that the organization has voted to observe those rules provided for in Student Guidelines, with regard to reservation and use of University facilities.
  - 100.4.2.4 Certifying that the organization is composed largely or totally of students.
- 100.4.3 Submits a roster which provides proof of an interest in the group by at least 10 regular Student Association members after three organizational meetings have taken place.
- 100.4.4 Has an open membership policy, defined as allowing any student activity fee-paying member of the University Community to become a member of the organization and enjoy all rights and privileges afforded to any and all other regular, non-officer members in accordance with 101.4a of this policy.
- 100.5 In the event that an organization does not meet procedures listed above, the President or the group may bring the matter to the Student Association Senate, which retains the right to grant organizational recognition in final appeal.
- 100.6 Any time the Student Association President recognizes a group, the President must announce it at the following Student Association Senate meeting and must also print it in the minutes.
- 100.7 The President of the Student Association shall, within the first month of each academic year, require each group to submit a list of officers, which shall be kept on file in the Student Association office. If a group does not submit its officers in accordance with this section, the President shall proceed according to 100.8, below.
- 100.7.1 Anyone holding an office in any club or organization must be a full time fee-paying undergraduate student in good standing (2.0 GPA) and remain so during their entire term. The completed forms will be submitted to the University for verification.
- 100.8 The President shall have published, commencing no later than four weeks after the beginning of the academic year, and at least once each week for the two following weeks, to the student body, a list of those recognized organizations whose officers are not recorded, pursuant to 100.7 above, in the Student Association office. Following this published list shall be a statement indicating the lack of recording officers, a request for any available officers to contact the Student Association Office, and a warning that the organization's recognition is subject to revocation if no officers responds.
- 100.9 The President may recommend that an organization's recognition be revoked if it:

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- 100.9.1 Fails to respond to the notifications of part 100.7 above, or
- 100.9.2 If the group violates any of the provisions of part 100.4 above, or
- 100.9.3 If the group violates any of the provisions outlined in 101.1.2 below, without a waiver from the Student Association Senate as outlined in 101.3 below, or
- 100.9.4 The President has other reasons to believe that the organization is no longer qualified to be recognized.
- 100.9.5 The Student Association Senate reserves the right to revoke recognition in the form of a bill.
- 100.9.6 The student group remains inactive for three consecutive semesters.
  - 100.9.6.1 "Inactive" shall be defined as failure to submit a group form and an E-board registration form to the Student Association office at the beginning of the academic year and/or failure to spend any of the previous year's budget.
- 100.9.7 A student group has not been in contact with their assigned Student Association Senate liaison for three consecutive semesters.

#### **101.0 Procedures for Maintenance of Permanent Club Recognition**

- 101.1 Permanent Club Recognition may be revoked if the club or organization:
  - 101.1.1 Fails to complete its responsibilities outlined in section 100.9 of Student Association Bylaws.
  - 101.1.2 Fails to meet the following requirements:
    - 101.1.2.1 Hold two events per year in line with the club or organization's mission statement.
    - 101.1.2.2 Attend ALL mandatory student group meeting called by the President or the Senate in accordance with the constitution and at least five (5) business days notice during the academic year or make prior arrangements to meet with the President or his/her designated student groups coordinator.
    - 101.1.2.3 Hold one (1) executive board meeting per month and at least one (1) general meeting per semester of the academic year.
    - 101.1.2.4 Hand in club update forms by the end of each semester.
    - 101.1.2.5 Send representatives to attend at least one (1) Student Association event each semester.

101.1.2.6 Each club must meet with their Student Association Senate liaison and the Student Association President, or their designee, one (1) time per semester of the academic year.

101.1.2.7 Clubs must have an updated and dated constitution on file in Campus Center 116.

101.1.2.8 Officer elections must be held by April 15 each academic year with an update form filed with SA by the end of the academic year.

101.1.2.9 Clubs must have an equipment inventory list submitted by the end of each semester to the Student Association Office. This list must be made available to members of the Student Association Senate at their request.

101.1.2.10 Clubs that have offices in the Campus Center must have a current list of key holders filed in Campus Center 116.

101.1.2.11 Maintain an active membership of at least ten (10) people at all times.

101.1.2.12 Report to the Student Association Senate during student group comment at least once a semester. These reports must be in compliance of 204.2.2.8. Said group must contact the Student Association Senate five (5) business days prior to the meeting to be placed on the agenda.

101.1.2.13 Use and update MyInvolvement.org in accordance with the guidelines established by Student Involvement & Leadership.

101.2 The President shall be empowered to use any and all measures he finds necessary and proper to ensure that the requirements listed in 101.1.2 above are fulfilled by any and all permanently recognized Student Groups.

101.3 The Student Association Senate may, in the form of a bill passed with a 2/3 vote, wave certain groups from specific requirements listed in 101.1.2 above.

## **102.0 Procedures for Short Term Organizational Recognition**

102.1 Pursuant to Article II, Section 4.j. (Student Association Constitution) the President of the Student Association is hereby empowered to grant short term organizational recognition to any organization that complies with these procedures.

102.2 The Student Association acknowledges the need for flexibility in allowing student groups to function on campus, while also providing some means of assuring the Student Association that all policies are being followed. There are many instances where a group of interested students may form an organized group for a specific, yet short term, objective. When this is the case, and it is clearly understood that the group will not be of a permanent nature, the group will be allowed to use the University facilities if the conditions outlined in 102.3 are met.

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- 102.3 Submits to the President and Chief Justice a Constitution which shall provide for identification of all of the following and any other additional information which is deemed necessary.
- 102.3.1 Formally requests short-term organizational recognition
  - 102.3.2 Clearly demonstrates that the group is of a short-term nature.
  - 102.3.3 Outlines the clubs purposes, objectives, types of activities, and means of promoting membership.
  - 102.3.4 Certifies that the organization has voted to agree to observe the rules established by the Student Association for the coordination of organizations.
  - 102.3.5 Certifies that the organization has voted to observe the rules provided for in the Student Guidelines with regard to reservation and use of University facilities.
  - 102.3.6 Certifies that the organization is largely or totally made up of students.
  - 102.3.7 Certifies that the group does not intend to apply for appropriation from the Student Association.
  - 102.3.8 Specifies an appropriate date by which the objectives of the group should be accomplished.
- 102.4 When short term recognition is granted, a date on which such recognition expires shall be specified. If the group intends to function in the capacity after this date, they will be required to reapply for short-term recognition or organizational recognition (with a Constitution). If the group does not follow either of these two procedures, its recognition shall expire on the date specified. In no case, including renewals of short-term recognition, shall short-term recognition be granted for more than twelve calendar months to any group.
- 102.5 In the event that an organization does not meet the procedures listed in 102.3 above, the President or the group may bring the matter to the Student Association Senate, which retains the right to grant short-term organizational recognition on final appeal.
- 102.6 The President may recommend that an organization's short-term recognition be revoked if:
- 102.6.1 It violates any of the provisions of part 102.3 above, or,
  - 102.6.2 The President has other reasons to believe that the organization is no longer qualified to be recognized. This revocation of recognition applies to removing a group's short-term recognition before it would expire under the President's designation pursuant to part 102.4 above. This power of revocation of short-term recognition is reserved to the Student Association Senate.

102.7 Any time the Student Association President recognizes a group, the President must announce it at the meeting and also print it in the minutes.

### **103.0 Greek Council**

#### 103.1 Meetings

103.1.1 The Greek Council shall meet at least once a month.

103.1.2 The Greek Council can be called into special meeting by the President of the Student Association.

#### 103.2 Membership

103.2.1 The Greek Council shall be composed of one member elected from each recognized sub-Greek Council including (see attached for all recognized Greek organizations):

IFC- Interfraternity Council  
 LGC- Latino Greek Council  
 MGC- Multicultural Greek Council  
 NPHC: National Pan-Hellenic Council  
 NPC: Panhellenic Association

103.2.2 Each Greek board shall self determine how to choose their representative.

103.2.3 If any representative is from a fraternity or sorority that loses their recognition, they shall be replaced by their sub-Greek Council.

#### 103.3 Officers

103.3.1 The Greek Council Director shall chair the Greek Council as stated in 303.10.

103.3.2 The Greek Council Director must be one of the elected members from the United Greek Council

103.3.3 The Greek Council will elect a Secretary.

103.3.3.1 The Secretary will be responsible to take an accurate record of all meetings proceedings.

103.3.3.2 The Secretary will take the place of the Director in his/her absence.

103.3.4 If any Officer is from a fraternity or sorority that loses their recognition, they shall be replaced by the Greek Council.

#### 103.4 Procedures

103.4.1 The Greek Council shall create its own standard operating procedures.

103.4.2 All policies must be enacted with a two-thirds (2/3) vote of all members present and voting.

103.4.3 Any voting pertaining to the allocation of funds must:

103.4.3.1 Be given to the Comptroller pending its passage.

103.4.3.2 Include a request petition from the Greek Organization in search of funds.

103.4.3.3 Include a written brief for the rationale behind the decision to fund said Greek Organization.

103.4.3.4 Prior to any allocation the Student Association must be named as an additional insured on the host(s) insurance plan, or for the duration of the event.

103.4.4 Allocations

103.4.4.1 All allocations are to be considered partnerships, whereas all student activity fee funds are used with the intent of said allocation.

103.4.4.2 Any allocation not used as the Greek Council intended can be reviewed by the Comptroller, and proper sanctions can be applied.

#### **104.0 Group Governance**

104.1 The Student Association authorizes entities listed as "student groups," "recognized students organizations," "clubs," and "student operated services" to govern themselves as pursuant to the Student Association Constitution and Bylaws, the organization's constitution and governance structure, and regulation made by the University at Albany and the State University of New York.

104.1.1 Structure

104.1.1.1 Groups are to form an executive board that must be structured to have at least four (4) officers.

104.1.1.1.1 Two (2) executive members of the group must hold signatory authority for financial purposes as pursuant to Sections 501.5 and 501.6 of the Finance bylaws. Members authorized for signatory authority may be the President and/or Treasurer for the group, but not limited to.

104.1.1.1.2 At least two (2) of the officers must be elected by the membership of the group.

104.1.1.2 Groups are not to have fewer than then (10) members at any time during the duration of the group's existence.

104.1.1.3 Groups are to have a set of governance, through a constitution and/or set of bylaws, that outlines the following:

104.1.1.3.1 The name of the group.

104.1.1.3.2 The list of officers.

104.1.1.3.3 The form of government.

104.1.1.3.4 Meeting types and schedules.

104.1.1.3.4.1 Must meet at least once (1) a semester for a general interest meeting.

104.1.1.3.4.2 Must meet at least once (1) a month for an executive board meeting.

104.1.1.3.5 Definition of quorum.

104.1.1.3.6 Procedure for removal, resignation, and/or impeachment for incidents of neglect of duties.

104.1.1.3.7 Procedure for amendments.

104.1.1.3.8 Procedure for ratification.

104.1.1.3.9 Procedure for elections in compliance with Section 104.2.

#### 104.1.2 Communication and Regulation

104.1.2.1 Groups are responsible to have the following established.

104.1.2.1.1 An electronic mail address, either hosted by albany.edu or a recommended third party provider as listed in 104.1.2.1.1.1, accessible to the group's executive board.

104.1.2.1.1.1 Recommended third party providers shall be Goggle, Yahoo, and MSN/Hotmail.

104.1.2.1.1.2 Passwords to accounts shall be submitted to the Student Association under the auspices of the Director of Operations if hosted by a recommended third party provider.

104.1.2.1.1.2.1 Passwords are kept by the Student Association for continuity purposes.

104.1.2.1.1.3 Account names must be representative of the group's name.

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104.1.2.1.2 Registration of an account with MyInvolvement.org through the Office of Student Involvement and Leadership.

104.1.2.1.3 Attaining a Student Involvement and Leadership liaison.

104.1.2.1.4 Meeting with the Student Association Senate Liaison at least once (1) a semester.

104.1.2.1.4.1 Maintenance of compliance of mandates set by the Student Association.

104.1.2.1.5 Attendance of cluster council meetings as directed by the Office of Student Group Affairs.

## 104.2 Group Arbitration Panel

104.2.1 The Group Arbitration Panel shall consist of five (5) members:

104.2.1.1 The Student Association Vice President.

104.2.1.2 The Director of Student Group Affairs.

104.2.1.2.1 In the event there is no Director of Student Group Affairs, the designated officer in charge of RSO relations.

104.2.1.3 The Chairperson of the Student Outreach, Accountability, and Rights Committee of the Student Association Senate or their designee.

104.2.1.3.1 The designee must be a member of the Student Association Senate who serves on the Student Outreach, Accountability, and Rights Committee.

104.2.1.4 A Member of the Student Outreach, Accountability, and Rights Committee of the Student Association Senate.

104.2.1.4.1 The member is to be elected by the committee membership.

104.2.1.5 A Member of the Student Association Senate appointed by the Chairperson of the Student Association Senate.

104.2.1.5.1 The member shall be named Chairperson of the GAP.

104.2.1.6 All members, with the exception of the Student Association Vice President, shall be confirmed by the Student Association Senate by a two-thirds (2/3) vote.

104.2.1.7 If a member of the panel is a member of the student group either petitioning or responding to the compliant, the compliant shall be recommended for petition to the Student Association Supreme Court.

#### 104.2.2 Responsibilities

104.2.2.1 Facilitation of conflict resolution or grievances within a student group and/or between two and/or more student groups.

104.2.2.1.1 A petitioner files a complaint through filing the Group Grievance Form to the Student Association office.

104.2.2.1.1.1 Copies of the Group Grievance Form shall be sent to:

104.2.2.1.1.1.1 The Student Association President.

104.2.2.1.1.1.2 The Student Association Senate Chair.

104.2.2.1.1.1.3 The Student Association Supreme Court Chief Justice.

104.2.2.1.1.1.4 The petitioner.

104.2.2.1.1.1.5 The respondent.

104.2.2.1.2 The Group Arbitration Panel must contact the petitioner within five (5) business days of receiving the Group Grievance Form, in which the respondent, whether the individual and/or executive board in question, is notified of the compliant.

104.2.2.1.3 The panel may call a hearing if the complaint is in regards to;

104.2.2.1.3.1 A violation of the group's constitution.

104.2.2.1.3.2 A conflict between two or more student groups.

104.2.2.1.4 Panel hearings consist of:

104.2.2.1.4.1 Oral arguments by the petitioner.

104.2.2.1.4.2 Oral arguments by the respondent.

104.2.2.1.4.3 Questions by members of the panel.

104.2.2.1.4.4 Procedure of hearings shall be at the discretion of the majority of panel membership.

104.2.2.1.5 Reaching an agreement through a decision of the panel for the parties involved.

104.2.2.1.5.1 The panel must make a decision regarding the complaint by at least a two-thirds vote.

104.2.2.1.6 Evaluating post-recommendation actions.

104.2.2.1.6.1 The panel is responsible for reviewing and evaluating the decision's impact on the petitioner and respondent.

104.2.2.2 Decisions made by the Group Arbitration Panel must be submitted to, in writing form, to:

104.2.2.2.1 The Student Association President.

104.2.2.2.2 The Student Association Supreme Court Chief Justice.

104.2.2.2.3 The Student Association Senate Chair.

104.2.2.2.4 The Petitioner of the Complaint.

104.2.2.2.5 The Respondent of the Complaint.

104.2.3 Individuals and groups must adhere to recommendations and remedies made by the Group Arbitration Panel.

104.2.4 Individuals and groups who find recommendations and remedies made by the Group Arbitration Panel unsatisfactory in their opinion may appeal to the Student Association Supreme Court as prescribed in 400.4.2.

104.2.5 All assessed decisions and forms in relation to the Group Arbitration Panel shall be kept by the Student Association.