APPLICATION FOR STARTING A NEW ORGANIZATION

2015-2016

ORGANIZATION NAME:

Office Use only- SGA approved organization on

Date_________________
NEW STUDENT ORGANIZATION RECOGNITION CHECKLIST

☐ Meet with SRSGA VP of Financial Affairs, or stop by the Center for Student Involvement and Leadership to obtain Information Packet that includes student organization policies and template for constitution and by-laws. This information can also be found online at: http://www.sru.edu/life-at-sru/student-activities/clubs-and-organizations

☐ Establish a roster of members (5 student members minimum).

☐ Establish a relationship with and designate a faculty/staff advisor.

☐ Write Constitution and By-Laws in accordance with information and templates provided by SRSGA and the Center for Student Involvement and Leadership.

☐ Identify or elect student officers of the organization.

☐ Submit the completed ‘Application for Starting a New Organization’ packet to the Center for Student Involvement and Leadership.

☐ Attend meeting with SRSGA VP of Financial Affairs if requested to pursue budget and account options.

☐ Complete any requested revisions of material given by SRSGA or the Center for Student Involvement and Leadership.

☐ After organization is recognized, create an _______________ page (TBD)

☐ Celebrate your accomplishments!

Once a complete packet is received by the Center for Student Involvement and Leadership, an email will be sent to the president with further instructions on how to proceed with organization recognition.

If at any time you have questions, please contact Charlie Judge at Charlie.judge@sru.edu or 724-738-2697.
## GENERAL INFORMATION

**NAME OF ORGANIZATION** ____________________________________________

**BRIEF DESCRIPTION OF ORG.** _______________________________________

**WHO IS MEMBERSHIP OPEN TO?** ______________________________________

**MEMBERSHIP DUES (if any)** ________________________________________

## CONTACT INFORMATION FOR ORGANIZATION

### PRESIDENT’S INFORMATION:

**NAME** ___________________________ **EMAIL** _________________________

**LOCAL ADDRESS** ___________________________________________________

**PHONE NUMBER** ___________________________________________________

### FACULTY/STAFF ADVISOR INFORMATION:

**NAME** ___________________________ **EMAIL** _________________________

**DEPARTMENT / OFFICE** _____________________________________________

**ON CAMPUS MAILING ADDRESS** _____________________________________

**CAMPUS PHONE NUMBER** __________________________________________

### MAILBOX:

Every recognized organization can have a mailbox in the Center for Student Involvement and Leadership (234 Smith Student Center). A plethora of information is distributed in these mailboxes that potentially may not be received if your organization does not have a mailbox in 234 Smith Student Center.

**DOES YOUR ORGANIZATION WISH TO HAVE A MAILBOX LOCATED IN 234 SMITH STUDENT CENTER?**

YES ___  NO ___

**IF NO PLEASE LIST AN ON CAMPUS ADDRESS WHERE MAIL CAN BE SENT** ________________________________
ORGANIZATION ROSTER -

ORGANIZATION ____________________________________________________________

Executive Board:

PRESIDENT NAME ________________________________ PHONE __________________________

EMAIL _____________________________________________________________________________

VICE PRESIDENT NAME ________________________________ PHONE ______________________

EMAIL _____________________________________________________________________________

SECRETARY NAME ________________________________ PHONE __________________________

EMAIL _____________________________________________________________________________

TREASURER NAME ________________________________ PHONE __________________________

EMAIL _____________________________________________________________________________

ACTIVE ROSTER (MINIMUM OF 5 ACTIVE MEMBERS)

(Can attach as a separate document with active roster as long as below information is provided)

NAME _________________________________________ PHONE ____________________________

EMAIL ____________________________________________________________________________

NAME _________________________________________ PHONE ____________________________

EMAIL ____________________________________________________________________________

NAME _________________________________________ PHONE ____________________________

EMAIL ____________________________________________________________________________

NAME _________________________________________ PHONE ____________________________

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NAME _________________________________________ PHONE ____________________________

EMAIL ____________________________________________________________________________

NAME _________________________________________ PHONE ____________________________

EMAIL ____________________________________________________________________________
Please circle the ONE category that best describes your organization (for the website and directory)

<table>
<thead>
<tr>
<th>Academic</th>
<th>Governing</th>
<th>Recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural</td>
<td>Media</td>
<td>Service</td>
</tr>
<tr>
<td>Club Sport</td>
<td>Performance</td>
<td>Social Greek Organization</td>
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<tr>
<td>Faith</td>
<td>Professional</td>
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</tbody>
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STUDENT ORGANIZATION RECOGNITION REQUEST

We, the officers of ________________________________ (Name of Organization) ask the Student Government Association (SRSGA) to review and accept our application for student organization recognition. We have ensured proper completion of all application forms and of our constitution (and by-laws if applicable), and do hereby agree to the following terms:

1. We attest that we shall not deny any potential member on the basis of race, color, gender, sexual preference, religion, physical or mental disability, or national origin as appropriate to comply with all relevant laws.
2. We attest that the intent of our organization is not damaging physically, psychologically, or emotionally to any person in our organization, on our campus or in the community.
3. We attest that our organization’s purpose is not damaging to the town or commonwealth property.
4. We understand and attest that the purpose and laws of our organization cannot be in conflict with any university policy and/or regulation.
5. We attest that our organization will serve the general purpose of Slippery Rock University: to provide opportunities for development in the intellectual, aesthetic, spiritual, social, and physical aspects of life.
6. We attest that our organization will serve the special interest of its individual members as indicated in the statement of purpose in our constitution.
7. We attest that we do not have the same objectives as any academic unit, and that participation and/or membership in our group cannot provide academic credit to any individual.
8. We affirm that we are not a varsity sport.
9. We understand that we shall not be considered for funding by the Cooperative Activities Board until we have met and maintained all of the necessary requirements of the SRSGA.
10. We agree to be held to the policies and procedures for recognized organizations established by the Center for Student Involvement and Leadership and the SRSGA.

So attested to on this _____ day of ______ in the year _____ by the affixing of the signatures below:

President Name (printed)___________________________________________
President Signature:______________________________________________ Date:______________

Faculty/Staff Advisor Name (printed) __________________________________________
Faculty/Staff Advisor Signature: __________________________________________ Date:______________
STUDENT ORGANIZATION REGISTRATION/RECOGNITION POLICY

To become recognized as a student organization at Slippery Rock University you must prepare the following information:

- Organization Constitution (submitted annually)
- Organization Roster (5 student member minimum to start)
- Organization Recognition Request Letter
- Hazing Compliance Form
- Identification of a SRU Faculty/Staff advisor
- Non-University employee volunteer contract (if applicable)

Please submit application packet (including all of the above) to the SRSGA VP of Financial Affairs for review and ultimate approval by the Student Government Association.

BENEFITS OF BEING AN SRU RECOGNIZED STUDENT ORGANIZATION

As a recognized student organization you may:

- Reserve rooms for meetings or activities in university facilities.
- Utilize the university’s name in accordance with University Public Relations policies.
- Maintain an organization mailbox in the Center for Student Involvement & Leadership.
- May be eligible to apply for funding from SRSGA, Inc. within 4 months of recognition.
- Receive information about upcoming events/activities and community service projects.
- Maintain an organization voice mailbox.
- Participate in Center for Student Involvement & Leadership (CSIL) sponsored competitions, scholarships and award incentive programs.
- Have organization information posted on the universities website, directory and other publications.
- Utilize the Co-Operative Activities Office for organization banking purposes.

MAINTAINING ORGANIZATION RECOGNITION

Once your organization is recognized you must adhere to all Student Organization policies and procedures.

- All student organizations must maintain a Faculty/Staff Advisor.
- Your organization must submit a current membership roster (including current advisor information) and a Hazing Compliance Form by September 15th of each year. Also, the organization President and Advisor must attend the Student Organization Manual Review workshop (Format to be determined by Coordinator of Student Organizations.)
  - If at anytime your organization has a change in officers/advisor prior to regular yearly elections the organization is required to inform the Center for Student Involvement & Leadership of this change.
- Organization files will be reviewed annually. You may be notified to provide the Center for Student Involvement & Leadership with the current information if it is necessary.
- Those organizations that wish to apply for SRSGA, Inc. funding shall attend a budget workshop scheduled by the VP of Financial Affairs.
GUIDELINES FOR CONTENT OF CONSTITUTION AND BY-LAWS

CONSTITUTIONS SHOULD AT LEAST CONTAIN:

1. The name and purpose of the organization.
2. The qualifications to be a member (Student Organizations are open to SRU students, faculty and staff; however, active voting members and officers must be students).
3. Officers and their duties.
4. Meetings of the organization (when they are held).
5. Elections: Who is qualified and when will the elections be held?
6. How to amend the constitution.

BY-LAWS SHOULD AT LEAST CONTAIN:

1. All organization rules that are of such importance that they cannot be changed in any way without previous notice except those placed in the constitution and rules of order.
2. Rights, duties, resignation and expulsion procedures.
3. Names and duties of committees that will be part of the organization.
5. Quorum: A percentage of members necessary to conduct business.
6. Provisions for honorary members or honorary officers if the organization so desires.
7. A method to amend the by-laws. Note that amending the by-laws should be considerably less difficult than amending the constitution. For by-laws, a two-thirds majority vote is adequate.

**Remember that these are the basic guidelines. Try to adhere to them to the best of your ability. You may also receive guidance from the “Sample Constitution”, which can be found on the Clubs and Organizations page on the Slippery Rock University Website. If you have any questions feel free to contact the Slippery Rock Student Government Association or the Center for Student Involvement and Leadership (CSIL).

UNIVERSITY RECOGNIZED ADVISORS

- All student organizations must have a Faculty/Staff Advisor.
- Faculty/Staff Advisors must be registered with the Center for Student Involvement & Leadership.
- Faculty/Staff Advisors must be knowledgeable of all policies and procedures listed in the Organization Manual.
- Faculty/Staff Advisors must be full-time employees of Slippery Rock University.
- Non-University employee volunteer advisors must sign a volunteer contract issued by the university. The contract along with the background check needs to be completed and turned into the Human Resource Office. These documents can be obtained on the Clubs and Organizations page on the Slippery Rock University Website.
CO-OP SELF-SUPPORT ACCOUNTS

- Recognized student organizations are eligible to house a self-support account through Co-operative Activities. You can get further information regarding self-support accounts by visiting the Co-operative Activities office located in the Student Life Administration suite (first floor of the Robert M. Smith Student Center).

- Organizations who receive SRSGA funds must abide by Co-operative Activities policies on spending allocations. This information is available in the Co-operative Activities office and on the SGA website.

- Organizations that have questions regarding the budgeting process or organization allocations may contact the V.P. of Finance for SGA. The SGA office is located in the Student Development Suite (second floor of the Robert M. Smith Student Center).

FAILURE TO COMPLY WITH ORGANIZATION RECOGNITION POLICY

- All Recognized Student Organizations are expected to comply with University policy, local, state and federal law.

- If your organization does not comply with the above stated procedures by October 1st of each year the following consequences will result:
  
  - Organization will be unable to utilize university facilities for meetings and activities.
  - Organization will be unable to utilize the university’s name in promotion and publicity.
  - Organization will be unable to maintain an organization mailbox in the Center for Student Involvement & Leadership.
  - SRSGA, Inc. funds will be frozen immediately.
  - SRSGA, Inc. funding for the following year may be jeopardized.
  - Unable to receive information about upcoming events/activities and community service projects.

I have read the above Student Organization Registration/Recognition policy and agree to comply with all noted policies and procedures.

Organization: _______________________________________________________________

President Signature: _______________________________ Date: __________

Faculty/Staff Advisor Signature: ___________________________ Date: __________
HAZING POLICY

Slippery Rock University prohibits hazing by campus groups, individuals, and/or athletic teams. The university is committed to taking a proactive role in investigating and enforcing the university’s hazing policy. Hazing involving SRU students or student groups is strictly prohibited. This policy is part of the SRU ‘Student Code of Conduct’ that is applicable to all students, student organizations, and athletic teams.

Hazing is defined as “any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or SRU’s Student Code of Conduct for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.”

Hazing includes but is not limited to the following:

1. Any activity that might reasonably bring embarrassment or emotional harm to the individual(s);
2. Any activity that might reasonably bring physical harm to the individual(s);
3. Any activity that requires an unreasonable or inordinate amount of the individual’s time or in any manner impairs the individual’s academic efforts;
4. Any activity that involves forced consumption of any liquid or solid matter;
5. Any activity that would degrade or otherwise compromise the dignity of the individual, or;
6. Any requirement which compels an individual to participate in any activity which is illegal or contrary to an individuals genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the university

Specific examples of such activities include, but are not limited to:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. Forcing or requiring the eating of food or anything an individual refuses to eat;
3. Calisthenics (push-ups, sit-ups, jogging, runs, knee-bends, etc.);
4. Paddle swats
5. Line-ups (yelling at people in any formation or harassing them);
6. Forcing or requiring the theft of property; (example: street/traffic signs)
7. Road trips (dropping someone off to find their way back);
8. Scavenger hunts;
9. Sleep deprivation;
10. Conducting activities which do not allow adequate time for study;
11. Nudity at any time;
12. Running personal errands of members (driving to class, cleaning their individual rooms, etc.);
13. Requiring the violation of University, Federal, State or Local Law;
14. Requiring new members to perform duties not assigned to other members
15. Socially isolating new members
16. Requiring new members to refer to other members with titles (Ex: Mr., Miss), while they are identified with demeaning terms (rookie, fresh meat, dogs)
17. Branding and/or burning
18. Exposure to the elements

Therefore, all acts of hazing, both on and off campus by any student, organization, or athletic team, are strictly forbidden.
"HAZING:" Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Once an infraction occurs one or a combination of the following may occur.

1. The case will be referred to Student Standards for violation of the Code of Conduct and disciplinary action
2. The case will be referred directly to the President of the University for immediate suspension of the individual or dismissal of the student
3. The case will be referred directly to the Student Organization Review Board for review and possible probation/suspension of the student organization.

LIABILITY (STUDENT ORGANIZATIONS)

Recognized student organizations have an obligation to protect the welfare of their members, prospective members, guests and the university. In relation every precaution should be taken to protect against university, individual and organization liability.

Any violation of this law or university policy could subject an organization and/or its representatives to university disciplinary action, including but not limited to loss of recognition, to dismissal or suspension from the university or other university disciplinary action.

Recognized student organizations also have an obligation to protect the welfare of their current members from wrong doing with regard to alumni/active members of the organization or representatives acting on its behalf. Organizations may be held responsible and accountable to the university for incidents, which may occur involving alumni/active members of the organization.

ASSOCIATION AND INITIATION

A student organization, fraternity or sorority has an obligation in the development of its associates and current members. This responsibility extends to: 1.) the institution where it is represented, 2.) Parents and others who make possible the education of these associates and current members, 3.) The community where the organization is accountable for good citizenship and, 4.) The student organization, fraternity or sorority system of which it is a part.

A student organization, fraternity or sorority without morally or ethically sound precepts and practices are not a constructive influence upon university students. An unproductive, ridiculous or hazardous initiation custom has no place in the university.

Slippery Rock University expects that all member of all recognized student organizations will observe and fully comply with the position statement on hazing.
Fraternities and sororities must also comply with Pre-initiating Activities of the Fraternity Executives Association and the Code of Responsibilities of the National Interfraternity Conference and the National Panhellenic Conference. In addition, all students are expected to adhere to regulations set forth by their respective national fraternity, IFC and Panhellenic Council.

It is the responsibility of the officers of student organizations to be informed of all organization requirements and the hazing policy, and to see that they are brought to the attention of the rest of the membership.

The executive board of each organization, by their signatures on the attached form will be stating their responsibility that the above materials have been fully presented to the membership.

STUDENT ORGANIZATION HAZING COMPLIANCE FORM

We certify that all activities sponsored or required of our organization's current members or associate members comply with the Slippery Rock University Hazing Policy and with the Commonwealth of Pennsylvania Hazing Law.

We have informed the associates and current members of our organization of the contents of the SRU Hazing Policy: This policy will be read to our associates and members on a semester basis.

We understand that failure to uphold the SRU Hazing Policy will result in referral to the University Judicial Officer for an organizational violation of the policy (the organization will face charges) and/or referral to the University Judicial Officer for an individual violation of the policy (the individual/s who hazed will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving approval to haze. Failure to report any such activity of which you become aware may cause personal referral to the University Judicial Officer.

We understand that the failure of our organization to uphold this policy, in whole or part may cause our personal referral to the University Judicial Officer if we had any knowledge of the hazing violation and did not take the necessary steps to stop the hazing from occurring (meaning that participating in a hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving your approval to haze).

Our signatures below certify that we have read, the hazing policy and the compliance form to all members in our organization. Every member understands and agrees to abide by the SRU Hazing Policy.

Organization Name____________________________________________________________________

President Name (printed) ______________________________________________________________

President Signature: ____________________________________________ Date:______________

Faculty/Staff Advisor Name (printed) ______________________________________________________

Faculty/Staff Advisor Signature: ________________________________________ Date:______________