RECOGNIZED STUDENT ORGANIZATION POLICY

<Revised 4.15>

We, the members of the Student Senate, in order to establish an involved student body, to encourage the development of leaders and participants for the campus, to support a wide variety of interests among students, and enhance the understanding of the recognition process do hereby ordain and establish this recognition of student organizations policy.

ARTICLE I
Recognized Student Organizations

Section 1. The official recognition of a student organization by Associated Student Government of Emporia State University grants specific privileges to Recognized Student Organizations (RSO).

1.1 Use of the university name in conjunction with the RSO name.

1.2 Use of university property and facilities.

1.3 Scheduling of university buildings.

1.4 Request use of funding from the Associated Student Government

Section 2. The RSO must agree to accept such regulations and administrative procedures as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.

Section 3. As a matter of policy, the Associated Student Government of Emporia State University refrains from attempting to control or sway the personal opinions or beliefs of students.

3.1 Recognition of a student organization does not imply endorsement of positions taken by the RSO.

3.2 Responsibility for any actions which violates federal, state, or local laws or ordinances must be assumed by the individual organization, not by the Associated Student Government or Emporia State University.

Section 4. The RSO must conform to the financial policies and responsibilities established by Associated Student Government.
ARTICLE II
Rules & Procedures Concerning Student Organization Recognition Process

Section 1. Procedures for Prospective Student Organizations for Recognition

1.1 A representative or advisor of Associated Student Government will have a “meeting” with representative(s) or advisor that wish to establish a new club, group, or organization on campus, herein referred to as Prospective Student Organization (PSO).

1.1.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.

1.1.2 The meeting shall consist of the following discussion: (1) purpose and plans of the PSO; and (2) Recognized Student Organization requirements.

1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.

1.3 Following this deadline, the normal legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Responsibilities of Prospective Student Organization, Center for Student Involvement, Associated Student Government Advisor, Senate Operations Chair, Senate Operations Committee, and Student Senate

2.1 Prospective Student Organization Responsibilities

2.1.1 The PSO is required to identify an organization President, Vice President, Treasurer, and Advisor.

2.1.1.1 All officers must be current enrolled Emporia State students.

2.1.1.2 The Advisor must be an Emporia State faculty or staff member.

2.1.2 Proper documentation of definite interest in the PSO must be, in the form of a petition (Appendix A), submitted to the Center for Student Involvement.

2.1.2.1 A completed petition has the signatures of twenty (20) Emporia State students and one (1) faculty signature requesting the formation of the PSO.

2.1.2.1.1 Ten (10) of the signatures (section 1.2.1) must be those of students enrolled in a minimum of seven (7) credit hours for the current semester.

2.1.3 Draft a proposed constitution (Appendix B) for the PSO to be submitted to the Center for Student Involvement.
2.1.3.1 Associated Student Government of Emporia State University does not allow university facilities or resources to be used for clandestine purposes; therefore, each organization must include information in the constitution concerning the following.

2.1.3.1.1 A clear statement of aims and functions.
2.1.3.1.2 A list of all by-laws, policies and other regulation, including membership requirements.
2.1.3.1.3 A list of officers and duties, including their methods of selection and removal.
2.1.3.1.4 Information about sources of financial support.

2.1.3.2 In order to prevent illegal discrimination, the following paragraph, or its equivalent, must be included in all constitutions.

2.1.3.2.1 No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, handicap, Vietnam Era Veteran status, or such other factors which cannot be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.

2.1.3.2.1.1 Social fraternities or sororities, shall be exempt from the "sex" provision above (section 1.3.2.1); pursuant to Title IX recommendations.

2.1.4 Submit Registration Form in #HornetLife for the PSO.

2.1.4.1 The proposed constitution (section 2.1.3) shall be uploaded to #HornetLife.

2.1.5 Attend all meetings described herein and any other meeting deemed necessary by the Senate Operations Chair, Senate Operations Committee, and Student Senate.

2.1.5.1 Must attend the meeting when recognition bill is voted on by the Senate Operations Committee and Student Senate.

2.2 Center for Student Involvement Responsibilities

2.2.1 Review petition to ensure signatures obtained are from enrolled students and meet the requirements outlined above (section 2.1.2).

2.2.1.1 Scan petition to send electronically to the Associated Student Government Advisor.

2.2.2 Contacts PSO after official recognition to schedule Involvement Consultation.
2.3 Associated Student Government Advisor Responsibilities
2.3.1 Access Registration Form submission in #HornetLife
   2.3.1.1 Download PDF version of Registration Form and proposed
           constitution.
2.3.2 Review proposed constitution to ensure all requirements are met
       (section 2.1.3).
2.3.3 Email above documents (section 2.3.1) to the Senate Operations
       Chair, the Center for Student Involvement Office and Senior
       Director, Dean of Students, Vice President of Associated Student
       Government, and the Conference/Scheduling Office after review
       and approval with their recommendation of recognition.
2.3.4 Approves registration in #HornetLife after the Student Senate
       officially recognizes the PSO.

2.4 Senate Operations Chair Responsibilities
2.4.1 Discuss PSO requirements for recognition with the Senate
       Operations Committee during the first Senate Operations
       Committee meeting in the fall.
2.4.2 Coordinate and preside over the meeting outlined in Section 1.1.
2.4.3 Inform the PSO of their required meeting attendance with the
       Senate Operations Committee and the Student Senate.
2.4.4 Delegate a member of the Senate Operations Committee to sponsor
       the recognition bill.
2.4.5 Notify the PSO, Dean of Students, Center for Student Involvement
       Office and Senior Director, Conference/Scheduling Office, and
       #HornetLife Involvement Counselor of the PSO’s status becoming
       officially a Recognized Student Organization (RSO).

2.5 Senate Operations Committee Responsibilities
2.5.1 May pass, with majority vote of all present committee members,
       PSO recognition request.
2.5.2 Sponsor the recognition bill when presented to the Student Senate.

2.6 Student Senate Responsibilities
2.6.1 May pass, with majority vote of those present and voting, provided
       that the PSO is represented at the regularly scheduled senate
       meeting when the recognition bill will be on General Order for
       further consideration and possible amendments.
2.6.2 After considering amendments to the recognition bill, if any, the
       Senate shall take action in accordance with regular Student Senate
       procedures.
ARTICLE III
Rules & Procedures Concerning Student Organization Re-Recognition Process

Section 1. Procedures for Prospective Student Organizations for Re-Recognition

1.1 A representative or advisor of Associated Student Government will have a “meeting” with representative(s) or advisor that wish to re-establish a club, group, or organization on campus that was rescinded within the previous twelve (12) months and eligible for Re-Recognition, herein referred to as Prospective Student Organization (PSO).

1.1.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.

1.1.2 The meeting shall consist of the following discussion: (1) purpose and plans of the PSO; (2) reason for rescission; and (3) Recognized Student Organization requirements.

1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.

1.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Re-Recognition responsibilities of Prospective Student Organization, Center for Student Involvement, Senate Operations Chair, Senate Operations Committee, and Student Senate.

2.1 Prospective Student Organization Responsibilities

2.1.1 The PSO is required to meet with an Involvement Consultant with the Center for Student Involvement.

2.1.1.1 This meeting requires an electronic copy of up-to-date constitution and updated officer/advisor names and email addresses.

2.1.2 Obtain advisor signature on Advisor Agreement Form indicating he/she agrees to serve as the advisor. Submit form to Center for Student Involvement.

2.1.3 Attend all meetings described herein and any other meeting deemed necessary by the Senate Operations Chair, Senate Operations Committee, and Student Senate.

2.1.3.1 Must attend the meeting when the recognition bill is voted on by the Senate Operations Committee and Student Senate.

2.2 Center for Student Involvement Responsibilities

2.2.1 Meet with PSO for Involvement Consultation.
2.2.1.1 Upload PSO updated constitution, and update officer/advisor information on #HornetLife.
2.2.1.1 Sign form indicating completion of the Involvement Consultation.

2.2.2 Review Advisor Agreement Form (section 2.1.2) and Involvement Consultation completion form (section 2.2.1.1).
2.2.2.1 Scan above forms (section 2.2.2) to send electronically to Senate Operations Chair, Dean of Students, Center for Student Involvement Senior Director, and Associated Student Government Advisor.

2.2.3 Changes organization’s status from “Locked” to “Active” in #HornetLife after official recognition.

2.3 Senate Operations Chair Responsibilities
2.3.1 Keep each PSO informed of their required meeting attendance with the Senate Operations Committee and the Student Senate.
2.3.3 Delegate a member of the Senate Operations Committee to sponsor or take it upon themselves to write the recognition bill.
2.3.4 Notify the PSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office, and #HornetLife Involvement Counselor of the PSO’s new status of RSO.

2.4 Senate Operations Committee Responsibilities
2.4.1 May pass, with majority vote of all present committee members, PSO recognition request.
2.4.2 Sponsor the recognition bill when presented to the Student Senate.

2.5 Student Senate Responsibilities
2.5.1 May pass, with majority vote of those present and voting, provided that the PSO is represented at the regularly scheduled senate meeting when the recognition bill will be on General Order for further consideration and possible amendments.
2.5.2 After considering amendments to the recognition bill, if any, the Senate shall take action in accordance with regular Student Senate procedures.

ARTICLE IV
Rules & Procedures Concerning RSO Revisions

Section 1. Procedures for Recognized Student Organization Constitution Revisions, in Respect to its Name or Purpose
1.1 A representative or advisor of Associated Student Government will have a “meeting” with representative(s) or advisor that want to revise their constitution in respect to the RSO name or purpose.

1.1.1 A “meeting” shall be conducted in any of the following manners: 
(1) in-person; (2) email; or (3) over the phone.

1.1.2 The meeting shall consist of a discussion of the changes being made to constitution of the RSO.

1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.

1.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Constitution Revision Responsibilities of Prospective Student Organization, Associate Student Government Advisor, Center for Student Involvement, Senate Operations Chair, Senate Operations Committee, and Student Senate

2.1 RSO Responsibilities
2.1.1 The RSO must submit their revised constitution to the Center for Student Involvement.

2.2 Center for Student Involvement Responsibilities
2.2.1 Scan revised constitution to send electronically to the Associated Student Government Advisor.

2.3 Associated Student Government Advisor Responsibilities
2.3.1 Review revised constitution and scan to send electronically to the Senate Operations Chair, Center for Student Involvement Senior Director, Office of Conference/Scheduling, and Dean of Students.

2.4 Senate Operations Chair Responsibilities
2.4.1 Keep RSO informed of their required meeting attendance with the Senate Operations Committee and the Student Senate.

2.4.2 Delegate a member of the Senate Operations Committee to sponsor or take it upon themselves to write the revision bill.

2.4.3 Notify the RSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office of RSO’s constitutional changes.
2.5 Senate Operations Committee Responsibilities
   2.5.1 May pass, with majority vote of all present committee members, RSO constitution revision request.
   2.4.2 Sponsor the revision bill when presented to the Student Senate.

2.6 Student Senate Responsibilities
   2.6.1 May pass, with majority vote of those present and voting, provided that the RSO is represented at the regularly scheduled senate meeting when the recognition bill will be on General Order for further consideration and possible amendments.
   2.5.2 After considering amendments to the revision bill, if any, the Senate shall take action in accordance with regular Student Senate procedures.

Section 3. Procedures and Responsibilities for Recognized Student Organization Non-Constitutional Revisions

3.1 Documentation of changes in respect to RSO non-constitutional revisions must be completed by filling out the appropriate forms.
   3.1.1 RSO must submit an Advisor Agreement Form must be signed by new advisor (Appendix C) to be review by the Center for Student Involvement Office.

3.2 Center for Student Involvement Office must scan documents submitted by RSO electronically after approval and send electronically to Senate Operations Chair, Associated Student Government Advisor, Center for Student Involvement Senior Director, and Dean of Students.

3.2 Let the third (3rd) Friday in April be the deadline to submit documents to the Center for Student Involvement Office for review.

ARTICLE V
Rules & Procedures Concerning Maintaining Recognized Status

Section 1. Procedures Concerning Maintaining Recognized Status

1.1 Each academic year each RSO is required to fulfill thirty (30) hours of community and/or campus service while representing Emporia State University and their organization.
   1.1.1 RSOs passing Student Senate vote in the spring semester before spring break are only required to fulfill fifteen (15) service hours.
1.1.2 RSOs passing Student Senate vote in the spring semester after spring break are not required to fulfill any service hour requirement.

1.1.3 The service hours completed to meet this requirement shall only count for one (1) RSO and shall not be counted as service hours for any other RSO.

1.1.4 Service hours must be submitted by RSO members on #HornetLife and approved by those with administrative designation in order be considered successfully submitted.

1.1.5 The Associated Student Government President, Vice President, and Advisor in conjunction with the Center for Student Involvement shall determine the deadline for submission of community service hours.

1.1.6 The Associated Student Government Vice President, or designee, will be in charge of determining what can be claimed as legitimate community service.

1.2 Each academic year each RSO is required to re-register on #HornetLife in order to keep information on each RSO accurate and updated.

1.2.1 Re-registration requires each RSO to submit on #HornetLife the following information:
   1.2.1.1 Officer names and contact information
   1.2.1.2 Number of members in RSO
   1.2.1.3 Advisor name(s) and contact information

1.2.1 Let the first Monday in April be the first day of the re-registration period.

1.2.2 Let the community service deadline (Article V., Section 1.1.5) be the last day of the re-registration period.

1.3 At the start of the Spring Semester, the Center for Student Involvement and Associated Student Government conducts audit of service hours submitted to-date in #HornetLife.

1.3.1 Senate Operations Chair must email RSOs and include the requirements and deadlines to maintain recognized status.

1.4 Let the Monday following the last day of the re-registration period (section 1.2.2) be the day the Center for Student Involvement and Associated Student Government conducts an audit to determine the RSOs that have failed to meet the above RSO Requirements by the designated deadlines.

1.4.1 The RSOs generated in the audit then fall under procedure of Disciplinary Action (Article VI, Section 4).
ARTICLE VI
Rules & Procedures Concerning RSO Disciplinary Action

Section 1. Grounds for Disciplinary Action against a RSO
1.1 Violation of rules or policies of Associated Student Government or Emporia State University.
1.2 Violation in failure to meet RSO Requirements (Article V, section 1.4.1).

Section 2. Procedures Concerning RSO Disciplinary Action
2.1 The violation is brought before the Senate Operations Committee and determines what, if any, penalties shall be assessed.
   2.1.1 Recommendation for rescission of an RSO must be presented before the Student Senate.
2.2 Any penalty may be appealed by the RSO to the Student Senate.
   2.2.1 The appeal must be in writing, stating the grounds for the appeal, and be presented to the President of the Senate within ten (10) days of Senate Operations rescission recommendation described above (section 2.1.1).
2.3 Rescission of RSOs immediately results in the loss of all rights and privileges described in Article 1, Section 1.

Section 3. Violation in Failure to Meet RSO Requirements: Responsibilities of Center for Student Involvement, Senate Operations Chair, Senate Operations Committee, Student Senate, Associate Student Government Advisor
3.1 Center for Student Involvement Responsibilities
   3.1.1 Conduct audits of service hour and registration status on #HornetLife. Emails Senate Operations Chair and Associated Student Government Advisor results of audit.

3.2 Senate Operations Chair Responsibilities
   3.2.1 Contacts RSOs on audit (section 3.1.1) stating their violation: (1) failure to complete service hour requirement; (2) failure to re-register on #HornetLife.
   3.2.2 Explain rescission process and consequences to RSO.
   3.2.3 Delegate a member of the Senate Operations Committee to sponsor or take it upon themselves to write the rescission bill.
   3.2.3.1 Let the final Student Senate meeting of the spring semester
be the appearance of the rescission bill on General Order to be voted on.

2.4.3 Notify the RSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office of RSO’s rescinded status.

3.3 Senate Operations Committee Responsibilities
3.3.1 May pass, with majority vote of all present committee members, the rescission bill.
3.3.2 Sponsor the rescission bill when presented to the Student Senate.

3.4 Student Senate Responsibilities
3.4.1 May pass, with majority vote of those present and voting, the rescission bill.
3.4.2 After considering amendments to the rescission bill, if any, the Senate shall take action in accordance with regular Student Senate procedures.

3.5 Associated Student Government Advisor Responsibilities
3.5.1 Changes the organization status in #HornetLife after Student Senate passes rescission bill to “Locked”.
APPENDIX A
PETITION TO SEEK RECOGNITION

We, the undersigned Emporia State University students, in order that the student organization to be known as ____________________________________________ may seek recognition from the Associated Student Government do lend our names and signatures to this petition.

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As a faculty member of Emporia State University, I agree to advise the above named student organization.

______________________________
Printed Name, Department, and Phone Ext.  Signature  Date
APPENDIX B

EMPORIA STATE UNIVERSITY
Center for STUDENT INVOLVEMENT

STUDENT ORGANIZATION RE-RECOGNITION
INVOLVEMENT CONSULTATION FORM

By signing below, both parties acknowledge that the student organization representative indicated on this form met with the Involvement Consultant indicated below to complete the required consultation for re-recognition. Both parties affirm that the student organization representative updated the organization’s officers on its #HornetLife page and uploaded a current copy of the organization’s constitution into its #HornetLife page.

_________________________________________________
Organization Name

_________________________________________________
Organization Representative  Title/Position  Signature  Date

_________________________________________________
Involvement Consultant  Signature  Date

_________________________________________________

13
**STUDENT ORGANIZATION RE-RECOGNITION ADVISOR AGREEMENT FORM**

The organization listed below has lost its recognition status from the Associated Student Government for failure to either 1) re-register the organization within the designated timeframe, 2) submit the required 30 hours of campus/community service by the designated deadline, or 3) both re-register and submit service hours. This organization is seeking re-recognition.

*By signing below, I agree to serve as the official campus advisor for this student organization.*

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<th>Advisor Name</th>
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