



## **Policy & Review Committee**

### ***Policy and Procedure Manual***

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## **Part 1. Relevant Bylaws**

## **Part 2. Operations, Policies and Procedures**

### **Article I. Responsibilities**

Section 1. Committee. The responsibilities of the Policy and Review committee shall be as follows:

- A. To assist new student groups through the various procedures outlined below.
- B. To work with Wilson Commons Student Activities in all matters pertaining to student groups.
- C. To serve as the SA government's internal regulatory body.
- D. To maintain and update the Bylaws and all Policy and Procedure Manuals.

Section 2. Committee Chairperson

- A. A committee chairperson shall be in charge of the committee.
- B. A committee chairperson shall preside over meetings.
- C. A committee chairperson shall set the committee's agenda
- D. A committee chairperson shall vote only to break a tie.
- E. A committee chairperson shall report directly to Steering.
- F. A committee chairperson shall report at Senate meetings.
- G. A committee chairperson may designate an alternate to report to Steering or Senate.
- H. A committee chairperson may organize the committee in the most functional manner.
  1. This power shall include but is not limited to appointing committee aides, encouraging other members of the SA to work on the committee and creating policies to better the function of the committee.
- I. A committee chairperson shall be responsible for updating Part 3 of their committee's PPM during or at the end of their term as chairperson.

Section 3. Committee Members

- A. Committee members shall perform the duties designated to them by the Committee Chairperson.
- B. Committee members shall attend all committee meeting or shall notify the chair ahead of time if unable to attend.
- C. Committee members shall thoughtfully deliberate on all committee matters.
- D. Committee members shall participate and aide in the work of the committee.

### **Article II. Meetings**

Section 1. Rules of Order

- A. The Committee shall meet as necessary or as determined by the Chairperson.
- B. The Chairperson shall run meetings as determined acceptable.
- C. The Chairperson shall have final authority to rule on all matters of interpretation of the Bylaws and PPM during meeting of the Committee, unless overruled by a two-thirds vote of quorum of the Committee.

Section 2. Attendance. Rules for attendance shall be as follows:

- A. All members of the Committee shall attend every meeting unless excused by the Chairperson.
- B. Any SA member may attend Committee meetings unless specified by the Chairperson.
- C. The Chairperson may direct an observer to leave the meeting if that observer is distracting or disturbing the business of the Committee.
- D. Any member of the committee with two unexcused or a total of four absences during a term from scheduled committee meetings shall be automatically put on the next meetings agenda for consideration of removal.

Section 3. Voting

- A. A quorum shall consist of fifty – percent plus one of the members of the Committee with at least two senators in attendance.

- B. All decisions on primary motions shall be arrived at by simple majority using a roll-call vote unless otherwise specified by the Chairperson.
- C. Only Senators, Aides and Justices shall have voting rights.

Section 4. Appeals

- A. Any Students' Association member may challenge the decision of the Committee by submitting an official appeal to the Speaker of the Senate. At the next meeting of the Steering Committee, the Speaker shall put the appeal on the agenda for the next Senate meeting.
- B. The Senate may request whatever additional materials it needed to reach its decision.
- C. An override of the Committee's decision requires a two-thirds majority vote of the Senate.

### **Article III. Selection Process**

Section 1. Chairperson

- A. The President or President-elect shall determine the appropriate procedure for nominating a candidate to be a committee chairperson.

Section 2. Committee Members

- A. Senators shall be selected to serve on a committee according to the following process:
  - 1. At the first Senate meeting of the year, Senators shall rank their preference for the Standing Committees.
  - 2. The Speaker and Deputy Speaker, in consultation with the committee chairpersons, shall determine which senators shall serve on each committee.
- B. Aides shall be selected to serve on a committee according one of the two following processes:
  - 1. The President in consultation with the chairperson shall appoint an aide to serve on a committee.
  - 2. A chairperson may appoint an aide to serve on the committee.
- C. Committee members shall remain on their designated committee until they resign or are removed from office.
  - 1. Process of removals and resignation shall be found in the Bylaws.

### **Article IV. Budgets**

- Section 1. The Committees budget shall be managed by the Committee Chairperson in consultation with the Speaker of the Senate.

### **Article V. Processes, Policies and Criteria**

Section 1. Recognition of Student Groups

- A. The process for recognizing new student groups shall be as follows, and the steps shall be followed exactly as laid out:
  - 1. The student leader of a new group shall talk to an advisor in Wilson Commons Student Activities, and shall receive the "Quick Tips Book," the "Registration Form" and the "Check List."
  - 2. The group shall contact the Chairperson of the Policy and Review Committee, who shall provide guidance for the rest of the process. A member of the committee shall be assigned to work directly with the group for the remainder of the process.
  - 3. The new group shall write a draft constitution.
    - a. The group may use the Constitution Template found on the shared drive.
    - b. The group may request help from the Policy and Review Committee.
  - 4. The group shall attend a meeting of the Policy and Review Committee, at which time they shall present the draft constitution and a list of interested members.
    - a. The Committee shall determine the group's classification as one of the following:
      - i. Academic Council - An academic council shall be any SA-recognized group that works with, is advised by, or is run in conjunction with an academic department related to a specific major, certificate or concentration program.
      - ii. Academic Honor Society - An academic honor society shall be any group associated with a national or international society.
      - iii. Academic Music Ensemble - An academic music ensemble shall be any group that is overseen by the Music Department.

- iv. Awareness - An awareness group shall be any SA-recognized group whose primary focus is the promotion of cultural or social issues.
  - v. Class Council - A class council shall be one of four councils that represent the freshman, sophomore, junior or senior classes.
  - vi. Club - A club shall be any group that does not fit any other classification.
  - vii. Club Sports - A club sport shall be any SA-recognized group that is overseen by the Club Sport Council.
  - viii. Community Service - A community service group shall be any SA-recognized group that is overseen by the Community Service Network and whose primary focus is services which are identified through formal or informal consultation with local nonprofits, governmental and community-based organizations. Such services may be designed to improve the quality of life for community residents or to solve particular problems related to their needs, including such fields as health care, child care, literacy, education (including tutorial services), welfare, social services, housing, and neighborhood and community involvement. Additionally, any group whose primary focus is fundraising/philanthropy shall be classified as a community service group.
  - ix. Entertainment Programming – An Entertainment Programming group shall be any SA-recognized group responsible for providing and promoting campus-wide programs and college traditions and events.
  - x. Fraternity/Sorority - A fraternity or sorority shall be any group that is overseen by the Office of Greek Affairs. A fraternity or sorority shall be subject to the Expectations for Excellence as deemed appropriate by the Dean of Students Office.
  - xi. Intercollegiate Competition - An intercollegiate competition group shall be any SA-recognized group that travels to other universities to compete and who hosts competitions at the University of Rochester.
  - xii. Networks – Representatives from similar organizations coming together to work cooperatively.
  - xiii. Performing and Fine Arts - A performing or fine arts group shall be any SA-recognized group whose mission is to promote the arts and artwork through performances and shows.
  - xiv. Political - A political group shall be any group that advocates or endorses a candidate, public official or party.
  - xv. Pre-Professional - A pre-professional group shall be any SA-recognized group that fosters and disseminates profession-specific knowledge and supports the professional and personal growth of its members.
  - xvi. Publication/Media - A publication or media group shall be any SA-recognized group that regularly produces a newspaper, journal, magazine, television show or radio show.
  - xvii. Religious - A religious group shall be any SA-recognized group that subscribes to and promotes any religious doctrine. All religious groups shall be an overseen by the Chapel staff.
  - xviii. Residence Hall – Based – Special interest housing and residence hall councils shall be any group that is overseen by the Office of Residential Life.
  - xix. Special Interest Housing - Special interest housing shall be any group that is overseen by the Office of Residential Life.
  - xx. Student Government - The SA government shall be comprised of the President, the Senate, and the All-Campus Judicial Council and subsidiary committees.
  - b. The Committee shall determine the group's funding status as one of the following:
    - i. SA-funded
    - ii. Not SA-funded
  - c. With approval from the committee, and after receiving the signature of the chairperson, the student group shall begin a preliminary registration period of no more than two months.
5. During the preliminary registration period, the group shall accomplish the following items:
- a. Update their new Campus Club Connection site and input officers and members.
    - i. A group shall have at least ten members, including those servings as officers.

- b. Find a UR faculty or staff member to serve as the group's advisor.
  - c. Elect a student board following the process laid out in their new constitution.
  - d. Hold a general interest meeting.
    - i. New groups may receive \$30 for developing the group to be accessed through a Wilson Commons Student Activities advisor and the SAAC office.
  - e. Finalize the group's constitution.
  6. Within the two month preliminary period, and with a finished constitution in hand, the new group shall appear before the Committee for final approval.
    - a. Upon final approval, the Chairperson shall present the Constitution before Steering and put the group on the Senate's agenda for final recognition.
  7. The group shall appear before the Senate for final recognition.
    - a. Upon final recognition, the Speaker shall sign the Constitution and the Chairperson shall file the Constitution in the Wilson Commons Student Activities and the SA government offices.
  8. Additional Notes on Timing:
    - a. A basic timeline for the Recognition Process may resemble as follows:
      - i. Week One – Meet with a Wilson Commons Student Activities Advisor.
      - ii. Week Two – Contact Chairperson.
      - iii. Week Four – First meeting with the Committee with first draft of Constitution. Receive permission to begin Preliminary Registration Period.
      - iv. Weeks Five through Twelve – Preliminary Registration Period.
      - v. Week Thirteen – Final Meeting with the Committee.
      - vi. Week Fourteen – Final Recognition at the Senate meeting.
    - b. This process shall start before eight academic weeks are left in the spring semester.
    - c. Weeks of vacation shall not count in any records of timing.
    - d. New SA-funded groups shall finish this process eight weeks before budgets are due.
  - B. The granting of recognition to undergraduate student organizations by the Senate is based on a consideration of membership and intent of the organization in accordance to the SA Constitution, Bylaws and any other factors the Senate deems appropriate.
    1. Any group applying for recognition by the Senate must state their purpose and structure in the form of a Constitution.
    2. Student groups shall only be recognized if the purposes of the organization:
      - a. Do not threaten the health, safety, or property of the members of the University community.
      - b. Do not interfere with, or impair the function of the University as an educational institution.
      - c. Do not adversely affect the functioning of other recognized student organizations.
      - d. Do not violate Article V, Section 2 of the SA Constitution.
  - C. Rights of SA-recognized groups:
    1. Recognized groups shall have the use of Wilson Commons' building facilities at no expense and Event Support at reduced rates.
    2. Recognized groups shall have access to an advisor in Wilson Commons Student Activities.
    3. Recognized groups shall be able to participate in the Spring and Fall Activities Fairs.
    4. Recognized groups shall be registered on the Campus Club Connection.
    5. Recognized groups shall be able to bank in the SAAC office.
    6. Recognized groups shall be able to apply for Supplemental Funding, except for political and religious groups as defined below.
- Section 2. Funding Student Groups
- A. The process for funding new student groups shall be as follows:
    1. New student groups shall follow the process of recognition as outlined above.
      - a. The group's funding status shall be "SA-funded."
  - B. The process for funding SA-recognized groups shall be as follows:
    1. SA-recognized groups who desire a budget shall amend their constitution by changing their funding status to "SA-funded."
    2. The group shall follow the amendment process as laid out in the group's constitution.
  - C. An undergraduate student group seeking funding must first be designated as SA-recognized group by the Senate and have a constitution on file.

- D. Additional Rights of SA-funded groups:
    - 1. Funded groups shall receive funds from the Student Activities Fee.
    - 2. Funded groups shall submit a proposed budget for year-end Final Budgeting.
    - 3. Funded groups shall work with a SAAC Accountant.
    - 4. Funded groups shall allocate funding in accordance with SAAC and University policies.
  - E. SA-funded groups are eligible to submit a budget proposal for Final Budgeting eight academic weeks after receiving final recognition from the Students' Association Senate.
  - F. Funding shall not be granted to:
    - 1. Student groups whose purposes and programs violate the constitutional discrimination policy found in Article V, Section 2.
    - 2. Student groups whose purposes and programs are religious in nature.
    - 3. Student groups whose purposes and programs are political in nature.
      - a. A SA funded group may not explicitly advocate for or against a political party, candidate, or public official.
        - i. Exception: A SA funded group may still receive funding if they criticize or support a public official's, political candidate's or political party's policies and actions.
    - 4. Student groups which set a precedent that may lead to the funding of a limitless number of similar groups.
  - G. Student groups that fall under the Club Sports Council shall not receive funding through the normal procedures. Rather, they will be funded through the Club Sports Council.
- Section 3. Revoking SA-recognized or SA-funded status
- A. Groups which fail to uphold the standards of the SA Constitution, Bylaws, and/or that organization's Constitution, shall be considered for de-recognition by the Senate.
  - B. Groups shall be de-recognized by a simple majority vote of the Senate.
    - 1. De-recognized groups are automatically de-funded.
  - C. Groups shall be considered for de-funding upon recommendation of the SAAC, Policy and Review Committee, or Steering Committee.
  - D. Groups shall be de-funded by a simple majority vote of the Senate.
- Section 4. Changing a student group's constitution.
- A. The process for changing a group's constitution shall be found in each group's constitution. This process shall require approval by the Policy and Review Committee and Senate.
  - B. This process shall also be used to change classification and funding status.
- Section 5. Probation
- A. Definition – A trial period in which a student group is given time to try to redeem failing performance or bad conduct.
  - B. The types of infractions worthy of putting a group on probation are as follows:
    - 1. Budgetary issues by recommendation of SAAC shall include, but are not limited to,
      - a. Underspending budgets
      - b. Overspending budgets
      - c. Not meeting income requirements
      - d. Misappropriations of funds
    - 2. Violations of policy shall include but are not limited to policies established by
      - a. The group's constitution
      - b. The Students' Association Constitution
      - c. University policies
    - 3. Inactivity
      - a. Failure to respond to Wilson Commons Student Activities or the Students' Association Government.
      - b. Not conducting group activity and meetings.
  - C. The process for putting student groups on probation shall be as follows:
    - 1. The Chairperson of the Policy and Review shall accept referrals from
      - a. SAAC
      - b. A Wilson Commons Student Activities Advisor
      - c. University Departments/Offices

- d. Individual students
  2. The Chairperson shall appoint two members of the Committee (“Investigators”) to investigate the issue/complaint by first contacting the individual(s)/department(s) issuing the complaint.
  3. Investigators report to the Committee which votes to continue or disband the investigation.
    - a. No vote shall be taken determining whether or not the group is guilty.
  4. If the Committee decides to continue the investigations, the Investigators shall contact the group in question to receive their side of the story.
  5. The Policy Committee shall make the final decision regarding the issue. The group shall have the option to appear before the Committee during the deciding meeting.
  6. Group can appeal the Committee's decision to the Senate (and the senate's decision to ACJC).
- D. If found guilty of a certain infraction, the group shall be put on probation for up to one academic year. The terms of probation shall be determined by the Policy and Review Committee in conjunction with the group’s advisor. The consequences of probation may include, but are not limited to:
1. Recommendation to SAAC to freeze a group’s funds.
  2. Recommendation to freeze access to the Campus Club Connections
  3. Request regular progress reports.
  4. De-recognition
  5. Loss of all room reservations.
  6. Prohibition from Activities Fair, Final Budgeting, and Activities Surveys.
- Section 6. Renewal
- A. The process for renewing student groups shall be as follows:
1. By September 30 (or other date set by Wilson Commons Student Activities), a student group must fill out a Renewal Form through Wilson Commons Student Activities and update the group’s Campus Club Connection site.
  2. Students that attempt to renew after the deadline shall follow the procedure laid-out above, but must also appear before the Policy and Review Committee for their approval, and receive the signature of the Chairperson on their form.

### **Part 3. Useful Information**

Advice:

1. Committee meeting should be at least 1 ½ hours long to ensure that you can make it through group stuff and policy stuff.
2. Reserve a room that is easy to find and private enough for groups to feel comfortable presenting.
3. Keep good records of policies (Bylaws and PPMs) as they are developed.
4. Meet regularly with the advisors in Wilson Commons Student Activities.
5. Coordinate with SA Treasurer way before final budgeting begins.

Group Timetable:

September: Renewals; Finish groups that were postponed over the summer.

October-December: New Groups through process (Groups not done by end of first semester will not be eligible for Final Budgeting, given the 8 week rule)

January-March: Finish up new groups. Start looking at probations and group performance before final budgeting. Early march is the last chance to approve changes to funding status.

March: Final Budgeting

April: Wrap up year and left over groups. Enforce a deadline for when groups can start the recognition process. Prepare list of groups to be held over the summer. Create a Year End report.

April/May: Start transition to next committee chairperson. Give at least two weeks for a successful transition. Hold joint meetings with WCSA staff if necessary.