STUDENTS’ ASSOCIATION GOVERNMENT
ORGANIZATIONS POLICY AND REVIEW POLICY
AND PROCEDURE MANUAL
PART ONE: OPERATIONS, POLICIES, AND PROCEDURES

ARTICLE I: RESPONSIBILITIES

SECTION ONE: 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 TWO: Committee Chair
A. A Committee Chair shall be in charge of the committee.
B. A Committee Chair shall preside over meetings.
C. A Committee Chair shall set the committee’s agenda
D. A Committee Chair shall vote only to break a tie.
E. A Committee Chair shall report directly to Steering.
F. A Committee Chair shall report at Senate meetings.
G. A Committee Chair may designate an alternate to report to Steering or Senate.
H. A Committee Chair may organize the committee in the most functional manner.
a. 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 chair shall be responsible for updating Part 3 of their committee’s PPM during or at the end of their term as chair.

SECTION THREE: Deputy Chair
A. A Deputy Chair shall assist the committee chair in running the committee and perform any duty assigned to them by the Committee Chair.
B. A Deputy Chair shall take official minutes at all committee meetings.
C. A Deputy Chair shall offer advice to the Committee Chair on the weekly committee agenda
D. A Deputy Chair shall not vote on Committee matters.
E. A Deputy Chair shall report to the Senate Steering and/or the Senate with the Committee Chair, and may do so independently in the absence of the Committee Chair.
F. A Deputy Chair may, with the approval of the Committee Chair, run committee meetings in the absence of the committee chair.
G. A Deputy Chair may, upon the resignation or removal of the Committee of the Committee Chair, ascend to the Chair of the Committee with the approval of the Senate.
a. A Deputy Chair ascending to the Chair must consult with the President of the Students’ Association before appointing a new Deputy Chair, and must receive the approval of the Senate.

SECTION FOUR: Committee Members
A. Committee members shall perform the duties designated to them by the Committee Chair.
B. Committee members shall attend all committee meetings 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 ONE: Rules of Order
A. The Committee shall meet as necessary or as determined by the Chair.
B. The Chair shall run meetings as determined acceptable.
C. The Chair 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 TWO: Attendance
A. All members of the Committee shall attend every meeting unless excused by the Chair.
B. Any SA member may attend Committee meetings with the express permission of the Chair.
C. The Chair may direct an observer to leave the meeting if that observer is distracting or disturbing the business of the Committee.
D. The Standing Committee on Appropriations (SAAC) may send a representative to attend Committee meetings who shall be invited into closed discussion sessions to listen and contribute, though this representative must abide by Committee rules, and is not permitted to vote.
E. 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 THREE: 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 secret ballot unless otherwise specified by the Chair.
C. Only members of the Committee approved by the Senate shall have voting rights.

SECTION FOUR: 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 are needed to reach its decision.
C. An override of the Committee’s decision requires a two-thirds majority vote of the Senate.
D. In decisions dealing with an appeal from the Policy & Review Committee, the Senate will use the same metric the Committee used in reaching their decisions as outlined in the SA Standards for Rochester Organizations for appeals on Preliminary Status decisions, and Article IV, Section 1, Subsection A-h on Final Recognition for Final Recognition groups.
ARTICLE III: BUDGETS

SECTION ONE
The Committee's budget shall be managed by the Committee Chair in consultation with the Speaker of the Senate.
ARTICLE IV: PROCESSES, POLICIES, AND CRITERIA

SECTION ONE: Recognition of Student Groups
A. The process for recognizing new student groups shall be as follows, and the steps shall be followed as laid out:
   a. The student leader of a potential new group shall schedule an appointment with an advisor in Wilson Commons Student Activities (201 Wilson Commons) to receive the “Checklist for New Student Organizations,” and the “Student Organization Handbook”, as well as “The Policy & Review Process” guide.
      i. It is against the policy of the Committee to meet with a student group that has not met with an advisor in Wilson Commons.
   b. The new group shall complete the New Organization Proposal.
   c. The Chair of the Policy & Review Committee will contact the new group after receiving the New Organization Proposal. The Chair will provide guidance for the rest of the process.
   d. The group shall attend a meeting of the Policy & Review Committee, at which time they shall present the New Organization Proposal.
   e. With approval from the Committee, the Chair will approve the New Organization Proposal. The student group will complete their registration and shall begin a preliminary recognition period of more than two months, unless scheduling requires it to be later.
   f. During the Preliminary Status period, the group must also complete all steps listed below.
      i. The new group shall write a draft constitution
         1. The new group shall be advised to use the Constitution Template found on the Students’ Association website
         2. The group may request help from the Policy & Review Committee, specifically the Chair of the Committee.
      ii. Update their new Campus Club Connection site and input officers and members
         1. A group must have at least twelve members, including those serving as officers.
      iii. Meet at least once with their Wilson Commons advisor and other advisors (if they have them), though more often is recommended, to ensure they’re connected to the resources available on campus
      iv. Elect a student executive board following the process laid out in their new constitution
      v. Hold a General Interest Meeting
         1. New groups may receive $30 for developing the group to be accessed through their Wilson Commons advisor and SAAC
   g. Within the two-month preliminary status period, and with a finished constitution in hand, the potential new group shall appear before the Committee for final approval.
      i. A student group may apply for extended preliminary status if the student group makes known to the Committee their desire to apply within four business days of their final recognition meeting, assuming they were made aware of such a meeting six business days in advance.
      ii. Student groups applying for extended preliminary status must appeal for said status during a meeting with the Policy & Review Committee, preferably during their previously allotted Final Recognition meeting time. The Committee must vote to approve this extension, and shall decide the length of their extension.
iii. Extended preliminary status should only be granted if an organization was unable to properly carry out their mission due to outside, unforeseen, and temporary circumstances.

h. The Committee shall determine at this time if the organization is to be granted Final Recognition. In their deliberations, the Committee shall look for:
   i. Satisfactorily addressing the concerns the Committee expressed that were conveyed to the organization via email and in Committee deliberations.
   ii. Proof of progress toward the satisfaction of the organization’s approved mission statement
   iii. General tracking and presentation of the groups developments, both accomplishments and faults from within the last two months, with the ultimate result being positive in the perspective of the Committee
   iv. A perception from the Committee members that the group will succeed based on the passion, character, dependability, and dedication of the presenters.
   v. The absence of any new or persisting issues that the Committee believes would otherwise hamper the future of the organization or the culture of clubs at the University of Rochester.

i. Upon final approval by the Committee, the Chair shall present the Constitution before Steering and put the group on the Senate’s agenda for Final Recognition.

j. The group shall appear before the Senate for Final Recognition.
   i. Upon final recognition, the Speaker shall sign the Constitution and the Chair or his Deputy shall file the Constitution in the Wilson Commons Student Activities and the SA government offices.

B. The granting of recognition to undergraduate student organizations by the Senate is based on a consideration of fulfillment of the SA Standards for Student Organizations, which is made up of the Ten SA Principles of Student Organizations, and the Criteria for New Group Recognition, intent of the organization in accordance to the SA Constitution, bylaws and any other factors the Senate deems appropriate.
   a. Any group applying for recognition by the Senate must state their purpose and structure in the form of a Constitution.
   b. Student groups shall only be recognized if the purposes of the organization
      i. Do not threaten the health, safety, or property of the members of the University community.
      ii. Do not interfere with, or impair the function of the University as an educational institution
      iii. Do not adversely affect the functioning of other recognized student organizations.
      iv. Do not violate Article V, Section 2 of the SA Constitution
   c. The SA Standards for Student Organizations are as follows:
      i. The Ten Principles of an SA Organization are the Students’ Association’s basic standards for all applying and approved undergraduate University of Rochester student organizations.
         1. A Clear and Focused Mission - All student organizations must have a clear and focused mission statement that enhances the Rochester campus community. Without a clear and focused mission, a student organization lacks direction and purpose.
            a. All organizations are expected to operate within their stated missions.
            b. The mission statement should clearly embody the aims of the student organization.
         2. Openness - All organizations must be welcoming to the diversity of the undergraduate students of the University of Rochester. Student organizations must not discriminate against any person
because of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation. (SA Constitution). All organizations must make an effort to be accessible to the student body through programming, publications, activities, and collaboration.

a. Student organizations may be exclusive in nature given that their membership is derived from a process that allows any eligible student, as defined by their mission statement, to apply for membership.

b. The Students’ Association refuses to recognize groups which have a ‘self-selecting’ leadership process, wherein a group’s current executive leadership unilaterally determines both the group’s membership and the next executive board.

3. **Embodiment of the Communal Principles** - The Communal Principles (Fairness, Freedom, Honesty, Inclusion, Respect, Responsibility) are recognized by the campus community as “fundamental interrelated principles” that are “necessary conditions to learning”. Student organizations are therefore held to the same standards.

a. Student organizations are expected to reflect these principles in their application, purpose, and actions, and ensure these principles are evident in their programming, publications, activities, and collaboration.

4. **Membership** - A strong active membership proves that there is a substantial number of students whose extracurricular experience is improved by the addition of such an organization, therefore justifying the resources provided for it. Inadequate membership is often indicative of an organization’s lack of uniqueness or a lack of student interest. Therefore, all student organizations are required to maintain and demonstrate a membership sufficient to accomplish their missions.

a. The Students’ Association defines a sufficient active membership as twelve (12) active full time undergraduate students.

b. To ensure accurate reporting, members of an organization must confirm their involvement in the organization via the Campus Club Connection website.

5. **Uniqueness** - It is the policy of the Students’ Association to stand behind our existing organizations and to help existing organizations succeed rather than replace them with new organizations. Therefore, all student organizations must be unique and distinct from all other student organizations. This is necessary to ensure that similar organizations will not detract resources or membership from each other.

a. Student organizations that spark the creation of infinitely more organizations must not be formed; this causes an inefficient usage of student resources.

6. **Sustainability** - Student organizations are expected to be long-lasting fixtures of student life at the University. A lower turnover of student organizations allows these organizations to build off of past successes and develop sustainable practices that expand their ability to serve the University.
a. A group’s sustainability is determined by their leadership, their ability to access resources the group needs, the structure of the organization, the scope of their mission statement, or the time in which the issue they address will be fulfilled.

7. Community Contributions - All student organizations are components of the larger University of Rochester Community, and are therefore required to give back to the Students’ Association. Student group contribution may come in the form of anything that enhances student life.
   a. Some common examples of ways organizations contribute to student life are programs, physical contributions, community service, publications, initiatives, services, and providing entertainment.

8. Leadership Development - All student organizations must actively invest in the future leadership of the organization in order to maintain their recognized status. This includes recruitment, leadership opportunities, and training for younger members. Such activities are essential in enhancing an organization’s chance of succeeding and persisting. When an organization gains SA recognition, they are expected to remain a successful organization for years to come. However, success is not possible without future leadership development.
   a. Organizations will actively seek out leadership opportunities through their advisors and through the Rochester Center for Community Leadership.

9. Resource Responsibility - Rochester student groups, per their recognition, are granted access to resources unique to SA groups. In return, we expect student groups to use these resources responsibly. This includes fiscal responsibility, being responsible in social capital, equipment responsibility, being accountable to the university, and making proper use of office, mailbox and cabinet space, amongst others. The mission and actions of student groups should also exemplify responsible use of University and WCSA resources.
   a. This includes inventory reports, SAAC funding, equipment, room reservations, and other forms of resources provided to student organization.

10. A Spirit of Meliora - As members of the University of Rochester, we dedicate ourselves to the spirit of Meliora, that we forever strive to be “Ever Better”. We expect our student organizations to do the same, constantly asking themselves “How can we do what we do better?”
   a. This can be achieved through constant reevaluation of processes and their adherence to their approved mission statements, keeping constitutions updated, completing assessment forms, and making sure all documentation is up-to-date.
   b. This also means planning for the future through development of transition documents, goal setting, and ensuring that the mission they were accepted under is available for future generations of students to enjoy.

ii. Criteria for New Group Recognition - Beyond the feasibility of an organization itself, the Students’ Association must ensure that the
caretakers of an organization are capable and prepared to handle the responsibility of running a University of Rochester club. The Criteria are further standards that the Students’ Association and the Policy & Review Committee use to determine if a student group can exist in its current form and with the current leadership.

1. **Leadership** - Students looking to lead a University of Rochester organization must be dedicated, passionate, organized, and capable, and their organizations must provide means to develop this type of leadership in the future. Henceforth, students submitting new organizations are scrutinized based on the efforts they put in to building their new organization, the amount of research they did on how they can best fulfill their mission, and how they present themselves and their organization to the Policy & Review Committee.

2. **A Plan to Realize the Organization's Mission** - Beyond a clear and focused mission statement, the Students’ Association wants to ensure that student groups understand the scope of work necessary to complete their given mission statement. Henceforth, the Students’ Association requires the presentation of a basic outline of a feasible plan to fulfill a group's mission statement in a plausible time frame, using accurate knowledge of resources and a plan that fully addresses the problem at hand. The Students’ Association requires evidence of how group leadership has worked, or plans to work, to fulfill the group's mission statement, and how this plan positively impacts the members of the organization.

3. **Organization and Presentation** - The Policy & Review Committee must base their decision only on prior knowledge and their opinions of the presentation at hand. Therefore, how organized a group is and the quality of their presentation is taken into account when deciding recognition. Groups that seem underprepared or unaware of what their responsibilities might entail, or fail to convey their points well may not meet the leadership standards for an SA organization. Groups that fail to convey how they function or cannot describe elements of the organization may find their application for recognition delayed until they gain and present a better understanding of their organization to the Policy & Review Committee.

4. **Scope of Mission Statement** - The mission of a student organization ought to be broad enough not to allow for the creation of an infinite number of similar groups, but specific enough that it does not take on too much or does not overlap with existing student organizations. In deciding the appropriate scope of an organization's mission statement, the Committee should aim to approve student organizations whose mission statements is within the scope of similar organizations on campus.

5. **Repetition with Existing Student Services** - The Committee should take into consideration when reviewing proposals for group recognition if the service already exists on campus, and if so does the new organization do a better job at this service than the existing one does. The Committee should also consider the effects of replacing these campus services.

6. **Communication** - A strong student organization displays an ability to communicate regularly and effectively with Wilson
Commons and the Students’ Association. A groups failure to have done so when concerning recognition should be taken into account. Furthermore, the Committee should consider the reputation of an applying organization amongst other campus departments they may have worked with in the past.

7. **National Organization** - The Policy & Review Committee is tasked with protecting the University from colonization from outside organizations. It is thus the role of the Committee to, in situations where an outside organization aims to join the club community, the Committee determines the organizations reasons for applying and the nature of the relationship between the nationals and the student leaders.

8. **Reasons for Wanting Recognition** - With limited resources available for student groups, it is the right of the Committee to clarify reasons the organization is applying for SA Recognition and to consider how essential gaining such recognition is to their ability to fulfill their mission on campus. If the Committee feels an organization does not require SA recognition to fulfill their mission, they may deny recognition.

9. **Liabilities/Insurance** - The Students’ Association supports exploration and enjoys student organizations that dare to go outside of conventional topics, to unconventional locations, and increase the diversity of experiences here at the University. This being said, the Students’ Association is responsible for its student organizations, and therefore must take into account any outlying liability issues that come up as a result of recognition.

10. **Conflicts with Similar Past Failed Organizations** - The institutional knowledge of Wilson Commons goes back further than any single student. It is often the case that student organizations will propose things that SA and WCSA has seen before in the past. It is the responsibility of the Committee to consider these past events in deciding future recognition, and to address areas of concern that were issues in the past.

11. **Preferred Existence as Subsidiaries** - There are occasionally student organizations proposing recognition whose mission statement is valuable to campus, but where the scope of their mission is either partially encompassed by another student organization, or else it is too limited to warrant the creation of an independent organization. The Committee must recognize these situations and may recommend to these groups to apply as subsidiaries under larger organizations instead of forming independent student organizations.

12. **Impact on Campus Life and Culture and Academics** - Student Organizations exist to improve the life of students on campus and provide options. The Policy & Review Committee is tasked with ensuring that the impact of these organizations is positive, and serves to better campus life and the culture of academics. If an organization’s inclusion amongst the campus community could potentially affect the culture of campus life or academics in a negative way, the Committee may deny that group recognition.

13. **Faith in the Future of the Organization** - It is against the purview of the Students’ Association to approve a new student organization that we believe will eventually fail. If for any reason not listed above, the Committee does not feel the organization
should exist on this campus, or has any doubts as to the future of the organization, they may deny said organization’s application.

iii. **Criteria for New Community Service Group Recognition** - This addendum is in addition to the criteria that the Students’ Association and the Policy & Review Committee have set forth and will be evaluated when determining if a community service organization can exist in its current form and with the current leadership.

1. **Impact on Campus Life (Community Engagement)** - Community service contributes to the campus community by connecting members of our campus to the Rochester community and beyond. This benefits students in terms of academics and career skills and additionally livens student life at U of R. Therefore, community service groups can contribute to campus life either on campus through programming events or off campus through direct community engagement.

2. **Reciprocity** - Community service organizations must show an understanding of reciprocity and the fact that their service is not a one way street- a clear understanding and acknowledgement of what we gain from community engagement must be expressed through

3. **Empowerment** - Community service groups must be sensitive to the power dynamics that come into play when people undertake community service and therefore, must take special care to do their service in a way that empowers the community and the individuals being served.

4. **Assessment** - In undertaking service to the community, the definition of Meliora becomes broader than just making ourselves ever better- it also applies to making the community ever better. In assessing a CSN group, it is important to assess the impact of the organization on the community instead of simply tracking time and logistics. Examples of this may include asking teachers for feedback, meeting with those being served to discuss projects, etc.

5. **Collective Impact** - The Community Service Network exists as a way to strengthen the impact of the community service initiatives on campus through collaborative work. By becoming a community service organization under CSN, a group is making a commitment to work towards this collective effort to better the community in addition to simply fulfilling their own mission. This includes attending CSN meetings, participating in campus-wide service events like MLK Day of Service, and supporting fellow CSN initiatives through collaboration or participation in events.

iv. **Criteria for New Club Sport Recognition** - This addendum is in addition to the criteria that the Students’ Association and the Policy & Review Committee have set forth and will be evaluated when determining if a club sport can exist in its current form and with the current leadership.

1. **Necessary and Sufficient Resources** - Each sport requires its own specialized equipment and may have unique space needs. While we will do our best to offer what we can, Club Sports may not always be able to provide these necessary resources. It is up to the club to ensure that proper equipment can be obtained and that there is a proper location to regularly conduct activities. In some cases, this may require utilizing off-campus facilities.
2. **Risk Management** - Many athletic activities have some inherent risks involved in participating in them. Clubs must demonstrate that they have taken necessary precautions to ensure a safe environment for all participating. This includes, but is not limited to: having skilled members and/or instructors present at all functions to guide members with less experience and to ensure that all are practicing the sport safely; creating a safe environment by using proper equipment and enforcing the use of required safety equipment; promoting adequate periods of warming up/rest/water breaks; and, when possible, having club members trained in first aid/CPR present at club functions in case of injury.

v. **The Exceptions Clause** - It must be understood that, while a potential organization must satisfy the Ten Principles and the Criteria listed above to be considered for SA Recognition, they are not granted recognition solely based on the fulfillment of the above requirements. The final determination as to the extent an organization fulfills these Principles and Criteria and ought to be a student group rests with the Policy & Review Committee.

C. Groups that receive Preliminary Status shall be classified as one of the following:

a. **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.

b. **Academic Honor Society** - An academic honor society shall be any SA-recognized group associated with a national or international society that recognizes students primarily for academic achievement.

c. **Awareness** - An awareness group shall be any SA-recognized group whose primary focus is the promotion of social issues.

d. **Club** - A club shall be any group that does not fit any other classification.

e. **Club Sports** - A club sport shall be any SA-recognized group that is overseen by the Club Sports Council

   i. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Club Sports and will form under the jurisdiction of the Club Sports Council. The SA recognizes the Club Sports Council as a Network.

f. **Community Service** - A community service organization shall be any organization whose primary mission is service to the campus and the Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations. Such services may improve residents’ quality of life, fulfill specific community needs, or deliver financial resources to partner organizations.

   i. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service Network and will form under the jurisdiction of the Community Service Network. The SA recognizes the Community Service Network as a Network.

g. **Cultural** - A group who represents a culture, and thus can demonstrate their cultural diversity through a distinct pattern of values, beliefs, and behaviors shared by an identifiable group of people with a common history and verbal and nonverbal systems.

   i. A group who not only represents a culture, but is intent on fostering and developing a cultural community that impacts a significant number of students on campus.

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1 Significant is defined as the standard number of students that any regular student organization would need to be considered eligible for recognition.
h. **Entertainment Programming** - An entertainment programming organization shall be any SA-recognized organization responsible for providing and promoting campus-wide programs and traditional college events.

i. **Fraternity/Sorority** - A fraternity or sorority shall be any group that is overseen by Fraternity and Sorority Affairs. A fraternity or sorority shall be subject to the Expectations for Excellence as deemed appropriate by the Office of the Dean of Students.

j. **Intercollegiate Competition** - An intercollegiate competition organization shall be any SA-recognized organization that travels to other universities to compete or who hosts competitions at the University of Rochester.

k. **Network** - A network shall be any SA-recognized organization that involves other SA-recognized organizations that come together to work cooperatively.

l. **Performing and Fine Arts** - A performing and fine arts group shall be any SA-recognized group whose mission is to promote the arts and artwork through performances, shows, and exhibitions.

m. **Political** - A political organization shall be any SA-recognized organization that advocates for or endorses or advocates against or denounces a certain candidate, official, or political party. All political organizations shall be advised by the Rochester Center for Community Leadership.

n. **Pre-Professional** - A pre-professional organization shall be any SA-recognized organization that fosters and disseminates profession-specific knowledge and supports the professional and personal growth of its members.

o. **Publication/Media** - A publication/media organization shall be any SA-recognized organization that regularly produces a newspaper, journal, magazine, television show or radio show.

p. **Religious** - A religious organization shall be any SA-recognized organization that subscribes to and promotes a religious doctrine. All religious organizations shall be overseen by the Chapel staff.

D. The Committee shall determine a group’s funded status as one of the following:

   a. SA Funded
   b. Not SA Funded

   i. All SA recognized groups shall be eligible for funded status unless they are religious or political in nature, or are exclusive or have requested to not be funded. An SA recognized organization must submit a budget to SAAC in order to become an SA funded organization.

E. Rights of SA recognized groups:

   a. Recognized groups shall have the use of Wilson Commons' building facilities at no expense and Event Support at reduced rates.
   b. Recognized groups shall have access to an advisor in Wilson Commons Student Activities.
   c. Recognized groups shall be able to participate in the Fall and Spring Activities Fairs.
   d. Recognized groups shall be registered on the Campus Club Connection.
   e. Recognized groups shall be able to bank in the SAAC office.
   f. Recognized groups shall be able to apply for Supplemental funding, except for political and religious organizations as defined below.

**SECTION TWO: Funding Student Groups**

A. The process for funding new student groups shall be as follows:

   a. New student groups shall follow the process of recognition as outlined above.
      i. The group’s funding status shall read “eligible for SA funding” in their constitution.
ii. Upon approval for SA recognition, a group must submit a budget to SAAC at the end of the academic year in order to become an SA-funded organization.

B. The process for funding SA-recognized groups shall be as follows:
   a. SA-recognized groups who desire a budget shall amend their constitution by changing their funding status to “eligible for SA funding.”
   b. The group shall follow the amendment process as laid out in the group’s constitution.
   c. Upon approval of amendment, the group shall submit a budget to SAAC in order to become an SA-funded organization.

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:
   a. Funded groups shall receive funds from the Student Activities Fee.
   b. Funded groups shall submit a proposed budget for year-end Final Budgeting.
   c. Funded groups shall work with a SAAC Accountant.
   d. 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:
   a. Student groups whose purposes and programs violate the constitutional discrimination policy found in Article V, Section 2.
   b. Student groups whose purposes and programs are religious in nature.
      i. Flat funding is available for religious organizations through SAAC
   c. Student groups whose purposes and programs are political in nature.
      i. A SA funded group may not explicitly advocate for or against a political party, candidate, or public official.
         1. 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.
      ii. Student groups that set a precedent that may lead to the future funding of a limitless number of similar groups.
      iii. Flat funding is available for political organizations that satisfy the above criteria through SAAC

G. Student groups that fall under the Club Sports Council Network or the Community Service Network shall not receive funding through the normal procedures. Rather, the umbrella organization will receive a lump sum and funding shall be distributed to each of the individual organizations.

SECTION THREE: Subsidiary Organizations
A. A subsidiary organization is a group that resides as a part of a larger parent organization, and has a mission similar to that of its parent organization

B. Creating new Subsidiary Organizations
   a. Organizations wishing to add new subsidiary organizations are required to meet with their advisor and then submit a New Committee Proposal form
   b. Subsidiary Organizations are subject to the same 10 Principles for SA Organizations, and Criteria for New Group Recognition
   c. Both the parent organization and the new subsidiary organization must meet with the Committee, having both filled out the online form and bringing with them a new copy of the Constitution for the Parent organization
SECTION FOUR: Revoking SA-recognized or SA-funded status
C. 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.
D. Groups shall be derecognized by a simple majority vote of the Senate
   a. Derecognized groups are automatically defunded
A. Groups shall be considered for de-funding upon recommendation of the SAAC, Policy and Review Committee, or Steering Committee.
B. Groups shall be de-funded by a simple majority vote of the Senate.

SECTION FIVE: 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 SIX: Under Review
A. Definition - A trial period in which a student group is given time to try to redeem failing performance or poor conduct.
B. The types of infractions worthy of putting a group on probation are as follows:
   a. Budgetary issues by recommendation of SAAC shall include, but are not limited to:
      i. Under or over spending budgets
      ii. Not meeting income requirements
      iii. Misappropriation of funds
   b. Violations of policy, which include but are not limited to policies established by:
      i. The group's constitution
      ii. The Policy & Review Committee
      iii. The Students' Association Constitution
      iv. University policies
   c. Inactivity
      i. Failure to respond to Wilson Commons Student Activities or the Students’ Association Government
      ii. Not conducting group activity and meetings, or failing to fulfill the approved mission statement of the organization
C. The process for putting student groups under review shall be as follows:
   a. The Chair of the Policy & Review Committee shall deem it necessary
   b. The Chair of the Policy & Review Committee shall accept referrals from:
      i. SAAC
      ii. A Wilson Commons Student Activities Advisor
      iii. University Departments/Offices
      iv. Individual Students
      v. The Mid Year Report
   c. The Chair may decide on two courses of actions
      i. The Chair may subpoena an organization and require it to attend a meeting of the Committee.
         1. If the organization fails to respond within a reasonable time period, the Chair may bring forth a motion for their de-recognition to the Committee and to the Senate.
         2. The Chair must produce proof to the Committee and to the Senate that an attempt at fair communication was made and the group did not respond in time.
         3. The chair may appoint two members of the Committee as "Investigators" to investigate the issue/complaint by first contacting the body issuing the complaint.
a. If the organization fails to provide evidence of their existence, the Chair may bring forth a motion for their de-recognition to the Committee and to the Senate.
b. The Chair must produce proof to the Committee and to the Senate that an attempt at fair communication was made and the group did not respond in time.
c. Following their investigation, the Investigators must return to the Committee and present their case. The Committee at this time may vote to put an organization under review.
   i. The Policy & Review Committee shall make the final decision regarding the issue. The group shall always have the option to appear before the Committee during the deciding meeting.
   ii. Groups may appeal the decision to the Senate (and then ACJC) if they so choose.
D. If found guilty of a certain infraction or of multiple, the group shall be put on probation for up to one academic year. The Policy & Review Committee shall determine the terms of probation in conjunction with the group’s advisor. The consequences of probation may include, but are not limited to:
   a. Recommendation to SAAC to freeze a group’s funds
   b. Recommendation to freeze access to the Campus Club Connection
   c. Request regular progress reports
   d. De-recognition
   e. Loss of all room reservations
   f. Probation from Activities Fair, Final Budgeting, and Activities Surveys
   g. Others at the discretion of the Committee

SECTION SEVEN: Renewal
A. The process for renewing student groups shall be as follows:
   a. By a date set by Wilson Commons Student Activities and the Chair of the Policy & Review Committee, a student group must fill out a Renewal Form through Wilson Commons Student Activities or the CCC and update the groups’ Campus Club Connection site.
   b. Students that attempt to renew after the deadline shall follow the procedure laid out above, but must also appear before the Policy & Review Committee or its’ designate for their approval, and receive the signature of the Chair on their form.

SECTION EIGHT: Policy Advocates
A. Each Policy & Review Committee member will serve two roles: as a voting member of the Committee and as an advocate for a particular designation of student groups.
   a. Each member will serve equally, regardless of their status in other sections of the Students’ Association or on campus.
   b. The member’s designation as an advocate shall not inform their decisions on the Committee.
   c. The designation of each Advocate shall not exceed what is practical
      i. Committee members may work in teams to make large designations of groups more practical.
B. It is the responsibility of each advocate to meet with their club designations twice an academic year, once in the Fall and a second time in the Spring. It is also their responsibility to provide their emails to the leadership of these organizations and to answer questions the best they can.
   a. Advocates must only answer questions they know, and anything they don’t must be asked to the Committee Chair. The Students’ Association is not liable for any information given by anyone other than the Committee Chair.
PART TWO: USEFUL INFORMATION

SECTION ONE: Advice
A. Figure out when the last meeting of the year needs to be and work back from that
B. Committee meetings will normally be at least 2 hours long
C. Use the first meeting of the semester to figure out how long to plan for constitution updates, prelims, finals, etc.
D. Make sure that the Deputy Speaker reserves a room that is (1) easy to find and (2) private enough for groups to feel comfortable presenting
E. Keep good meeting minutes, especially for preliminary status meetings so that committee members can review these minutes before the final recognition meeting
F. Before a final recognition meeting, send the committee (1) the constitution for the group as well as the (2) the prelim meeting minutes for the group and (3) the advisor feedback form
G. Send the agenda for the meeting out on the Monday before the meeting
H. Lay down the laws in the first semester; ensure all committee members understand their roles and what your expectations are of them
I. Set up weekly meetings to meet with Laura and Stacey
J. Invite Club Sports President and Community Service Network President to meetings that pertain to their groups - keep them in the loop
K. CC everyone in everything - this keeps people responsible and holds them accountable

SECTION TWO: Timelines
A. Meeting Planning and emails
   a. Email groups a month before their meeting informing them of the date of their meeting
   b. Send out a reminder email a week before the meeting asking for any materials you may need from the group (constitution)
   c. When groups cannot meet at the requested time first ask if the next week will work and then tell them they'll just have to send another e-board member to represent the club
   d. Work with the speaker to establish a time for when groups should come to senate
   e. When the groups arrive at senate, have either the Chair or Deputy Chair welcome the group. Groups are normally unaware of senate procedure, so it is good to have someone welcome them at the beginning.
B. Important Dates
   a. September: Train the committee thoroughly on how to be a committee member and how to be an advocate • Teach them about student government and all of its facets • Groups should be registering and the committee needs to meet with groups that were held over the summer
   b. January: Hold Mid Year Report Information Sessions and distribute the report
   c. February: Grade the Mid Year Report • Hold a grading session where committee members can work on grading their reports in the same room with one another in case they have questions
   d. March: Finish up seeing new groups (before spring break) • Start looking at groups that failed the mid year report • Early March is the last chance to approve changes to funding status
   e. April: Wrap up seeing groups • Prepare a list of groups to be held over the summer • Create a year end report
   f. May: Transition the new chair (hold a meeting with WCSA advisors)