Policy & Review Committee
Policy and Procedure Manual

Part 1. Relevant Bylaws

Article I. Modus operandi for each body
Section 1. Legislative
A. Committee Chairpersons
   1. A committee chair shall preside over a Senate committee and shall report directly to the Steering Committee and the Senate.
B. Standing Committees: Standing committees assemble the information and materials necessary for student government to function.
   1. Policy and Review Committee
      a. The Policy and Review Committee shall assist new student groups with the procedure by which they can become eligible for recognition by the Students’ Association Senate.
      b. The Policy and Review Committee shall gather relevant information on all groups recognized by the Students’ Association in order to bring forward recommendations to the Senate on appropriate courses of actions impacting such groups.
      c. The Policy and Review Committee shall serve as the internal regulatory body of the Students’ Association, and to ensure that activities directed under the branches of the government abide by the constitution and bylaws of the Students’ Association. Additionally, this committee shall create and/or review prospective changes to the Bylaws of the Students’ Association, as well as other Senate policies.

Article II. Composition
Section 1. Legislative
A. Committee Chairpersons
   1. A chairperson shall be a nonvoting member of the committee.
B. Standing Committees
   1. Standing Committees shall be presided over by a chair.
   2. Standing Committees may comprise senators, aides, coordinators, executives, justices or SA members.
      a. Only senators, coordinators, aides, and justices shall have voting power in the committee, unless noted below.
      i. Voting policies and procedures shall be determined by the committee chair or shall be found in the committee’s Policy and Procedure Manual.
      b. The President shall serve as an ex officio member of all Standing Committees.
      c. A Coordinator may govern a specific task force of a Senate Standing Committee under the purview of the Committee Chair. Specific positions may be found in the Policy and Procedure Manuals.
      i. Task forces may comprise Students’ Association Government members, SA members, and associate members.
   3. Each Standing Committee chair will determine the necessary size of their committee on a yearly basis.

Article III. Elections, Selections, Appointments
Section 1. Defining Membership
A. There are three ways for an individual to attain an official position in student government.
   1. Elections: An individual is voted into a position by an electorate.
      a. The methods of elections are described in the Policy and Procedure Manual for the Elections Committee.
   2. Selections: An individual is chosen for a particular position by the members of a government body.
a. The various selection processes are detailed in the Policy and Procedure Manual for respective bodies.

3. Appointments: An individual is chosen for a particular position by the President or a Committee Chairperson, and then is confirmed by a majority vote of the Senate.

B. Position types: A person may fill only one of those roles at any given time.
1. Executives
   a. A person may fill only one given executive position at a time.
2. Senators
3. Justices
   a. Exception: the Chief Justice and Associate Chief Justice are considered both Justices and Executives.
4. Aides
5. Chairpersons
   a. Exception: a Chairperson may also serve as a Senator or an Aide.

Section 2. Executive
A. Aides – APPOINTED or SELECTED, AIDE
   1. Aides may be nominated by the President or a Committee Chairperson for a certain position then passed to the Senate for approval.
   2. Aides may be selected by a committee for a certain position then passed to the Senate for approval.
      a. SAAC Student Accountants shall be selected according to the process outlined in the Appropriations Committee’s Policy and Procedure Manual.

Section 3. Legislative
A. Committee Chairs – APPOINTED, CHAIR
   1. All Committee Chairs shall be nominated by the President and Vice President then passed to Senate for approval.
      a. Exceptions:
         i. The SAAC Treasurer shall be selected according to the process outlined in the Appropriations Committee’s Policy and Procedure Manual.

B. Committee Aides – APPOINTED
   1. The President in consultation with the Chair(s) shall appoint a Committee Aide to serve on a committee with approval of the Senate.
   2. Committee Aides may be appointed by the Chair of the Committee in consultation with the President on the committee that they will serve with approval of the Senate.

Article IV. Vacancies, Removals, Resignations

Section 1. Definition
A. Vacancy is defined as any office not occupied at a time that it should be and may be caused by ineligibility, death, removal or resignation.

Section 2. Executive
A. Aides
   1. An aide may be removed by the President.
      a. Appeal of the removal shall be referred to the Senate which can overrule removal with a simple majority vote.
   2. An aide may be removed by a two-thirds vote of the Senate.
   3. An aide may resign upon written notification to the President.

Section 3. Legislative
A. Committee Chairs
   1. A committee chair that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position
   2. A committee chair may be removed by two-thirds vote of the Senate.
   3. A committee chair may be removed by a two-thirds vote of the committee.
      a. Appeal of the removal shall be referred to the Senate which can grant appeal with a two-thirds majority vote.
   4. A committee chair may resign upon written notification to the President and Speaker.
B. Committee Aides
1. A Committee Aide may be removed by a two-thirds vote of the Senate.
2. A Committee Aide may be removed by a two-thirds vote of the Committee.
   i. Appeal of the removal shall be referred to the Senate, which may grant appeal with a two-thirds majority vote.
3. A Committee Aide may resign upon written notification to the President and Committee Chair.

Article V. Rules of Bylaws and Policy and Procedure Manuals (PPMs)

Section 1. Introduction
A. Purpose
   1. The intent of the Bylaws is to ‘Get the right people to the right place at the right time’ in order that the Students’ Association may conduct its business.
   2. The intent of PPMs is to detail the procedures for executing the modus operandi of each body in the Students’ Association government once the bylaws have placed everyone where they need to be for government to run. Each body shall have its own PPM.

Section 2. Bylaws
A. Revision
   1. The Bylaws may be changed by a two-thirds vote of the Senate.

Section 3. PPMs
A. Structure
   1. Section 1 of each body’s PPM shall be an ordered list of the above bylaws that pertain to the body.
   2. Section 2 of each body’s PPM shall be the policies and procedures by which the body must operate and are binding. Violation of this section is equivalent to a violation of the bylaws, and may be brought to Senate then ACJC by an injured party.
   3. Section 3 of each body’s PPM shall be a place where the body can record useful knowledge to assist in the running of the position. This section is not legally binding; it is only a record of helpful wisdom.

B. Revision
   1. Section 1 is a reproduction of the existing bylaws, and as such may not be altered by each body.
   2. Section 2 may be changed by simple majority vote of the body. The Senate must be notified of changes and may choose to review those changes.
      a. The Senate can overrule changes to Section 2 by a two-thirds vote.
   3. Section 3 may be changed at any time by a simple majority vote of the body and needs no Senate approval.

Section 4. Maintenance
A. The Policy and Review Committee shall maintain the Bylaws and PPMs.
B. Maintenance shall include, but is not limited to, updated Bylaws and PPMs, keeping records of, calling for and overseeing revisions.

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 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.
   i. 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 3. 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 1. 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 2. Attendance. Rules for attendance shall be as follows:
A. All members of the Committee shall attend every meeting unless excused by the Chair.
B. Any SA member may attend Committee meetings unless specified by 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. 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 secret ballotunless
   otherwise specified by the Chair.
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 are 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. Chair
A. The President or President-elect shall determine the appropriate procedure for nominating a candidate to be
   a committee chair.

Section 2. Committee Members
A. Senators shall be selected to serve on a committee according to the following process:
   i. At the first Senate meeting of the year, Senators shall rank their preference for the Standing
      Committees.
   ii. The Speaker and Deputy Speaker, in consultation with the committee chairs, 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:
   i. The President in consultation with the chair shall appoint an aide to serve on a committee.
ii. A chair 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.
  i. Process of removals and resignation shall be found in the Bylaws.

Article IV. Budgets
Section 1. The Committee’s budget shall be managed by the Committee Chair 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 as laid out:
   1. The student leader of a 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.”
   2. The new group shall complete the New Organization Proposal.
   3. 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.
   4. The group shall attend a meeting of the Policy & Review Committee, at which time they shall present the New Organization Proposal.
     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 SA-recognized group associated with a national or international society that recognizes students primarily for academic achievement.
        iii. Awareness - An awareness group shall be any SA-recognized group whose primary focus is the promotion of cultural, social, or political issues.
        iv. Club - A club shall be any group that does not fit any other classification.
        v. Club Sports - A club sport shall be any SA-recognized group that is overseen by the Club Sport Council.
        vi. Community Service - A community service organization shall be any organization whose primary mission is service to the campus and 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.
           (1) Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service and will form under the jurisdiction of the Community Service Network. The SA recognizes the Community Service Network as a Network.
        vii. Entertainment Programming – An entertainment programming organization shall be any SA-recognized organization responsible for providing and promoting campus-wide programs and traditional college events.
        viii. 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.
        ix. Intercollegiate Competition - An intercollegiate competition organization shall be any SA-recognized organization that travels to other universities to compete or who host competition at the University of Rochester.
        x. Network – A network shall be any SA-recognized organization that involves other SA-recognized organizations coming together to work cooperatively.
xi. 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.

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

xiii. 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.

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

xv. 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.

xvi. Residence Hall – Based – Special interest housing and residence hall councils shall be any group that is overseen by the Office of Residential Life.

xvii. Student Government - The SA government shall comprise the Office of the President, the Senate, and the All-Campus Judicial Council and subsidiary committees.

b. The Committee shall determine the group’s funded status as one of the following:
   i. SA-funded
   ii. Not SA-funded

   (1) All SA-recognized groups shall be eligible for funded status unless they are religious or political in nature, or are exclusive (audition-only). An SA-recognized organization must submit a budget to SAAC in order to become an SA-funded organization.

c. 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 registration period of no more than two months. At this time, the group must also complete all steps listed below.
   i. The Chair shall assign a Senator or an Aide as a liaison to assist the leaders of the student group through the remainder of the process.

5. During the preliminary registration period, the group shall accomplish the following items:

a. The new group shall write a draft constitution.
   i. The group shall use the Constitution Template found on the shared drive and the Students’ Association Website.
   ii. The group may request help from the Policy and Review Committee and their assigned Committee member.

b. Update their new Campus Club Connection site and input officers and members.
   i. A group shall have at least twelve members, including those servings as officers.

b. Continue to meet with their WCSA advisor or find a UR faculty or staff member to serve as the group’s advisor.

c. Elect a student executive board following the process laid out in their new constitution.

c. 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.

d. 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 by the Committee, the Chair 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 Chair 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 – Complete the New Organization Proposal.
      iii. Week Three – Submit the New Organization Proposal. The Committee Chair will contact the group to schedule a Preliminary Status meeting.
      iv. Week Four – First meeting with the Committee. Receive permission to begin Preliminary Registration Period. Complete New Organization Registration.
      v. Weeks Five through Twelve – Preliminary Registration Period.
      vi. Week Thirteen – Final Meeting with the Committee.
      vii. 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 fulfillment of the Seven SA Principles of Student Organizations, 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.
   e. Fulfill the Seven Students’ Association Principles of Student Organizations.
      i. A Clear and Focused Mission – All student organizations must have a clear and focused mission statement in their constitutions. Mission Statements should enhance the educational goals for the College, including: freedom, autonomy, community and responsibility as well as improving the college community and undergraduate experience. Without a clear and focused mission, a student organization has no direction and no purpose on campus. Each organization must fill a specific niche and their specific intent needs to be clearly defined in the mission statement. All organizations are expected to operate within their stated missions.
      ii. Membership – All student organizations are required to maintain and demonstrate a membership sufficient to accomplish their missions and meet the Seven SA Principles of Student Organizations. To ensure accurate reporting, members of an organization must confirm their involvement in the organization. Without sufficient membership, too much strain is put on active members with less than desirable results. Also, inadequate membership is a sign that an organization is not unique enough, meaning potential members may be affiliated with a similar organization or there is simply not enough interest on campus.
      iii. Inclusion – All student organizations must be actively inclusive and welcoming of the diversity of the undergraduate students of the University of Rochester. According to Article V, Section 2 of the Students’ Association Constitution, “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.” All organizations must add to the quality of life on campus for every student and for this to be possible, inclusion is necessary. All organizations must also make the effort to be accessible to the student body through programming, publications, activities, and collaboration.
      iv. Uniqueness – All student organizations must be unique and distinct from all other student organizations. This is necessary to prevent too many similar organizations. Similar
organizations pull similar members, so the membership of each organization suffers. Also, student organizations that spark the creation of infinitely more organization must not be formed. If the number of student organizations is not kept under control, resources such as space, money, advisors, and advisor time begin to run out and every organization on campus suffers.

v. Programming, Publications, Activities, and Collaboration (PPAC) – All student organizations are required to demonstrate through initiatives, programs, events, publications, and meetings that they are active within the campus community. Without PPAC an organization is both inactive and not inclusive. Collaboration and co-sponsorship among organizations has been found to be successful at community building. Collaboration also sparks dialogue, connections, and saves resources on campus. In order to improve the quality of life on campus, it is important for all student organizations to be collaborative within the campus community.

vi. Future Leadership Development – All student organizations must invest in the future leadership of the organization in order to maintain their recognized status. This should include recruitment, leadership opportunities, and training for younger members. Such activities are essential to enhance an organizations chance of succeeding and persisting. When an organization gains SA recognition, they are expected to remain a successful organization on campus for years to come. However, if there is no future leadership development, success is not possible.

vii. Evaluation/Assessment – All student organizations are required to evaluate their programs, publications, activities, and collaborations. Organizations that evaluate and assess their mission, constitution, programs, publications, activities, and collaborations are able to evolve and remain sustainable. All organizations must evaluate themselves and what they have done in the past in order to continually improve. They also must assess themselves to make sure they have not strayed too far from their original mission.

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 Fall and Spring 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 read “eligible for SA funding” in their constitution.
   b. 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:
1. SA-recognized groups who desire a budget shall amend their constitution by changing their funding status to “eligible for SA funding.”
2. The group shall follow the amendment process as laid out in the group’s constitution.
3. 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:
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 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 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 Chair 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 Chair 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 and Review 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. Groups 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 Connection.
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 17 (or other date set by Wilson Commons Student Activities), a student group must fill out a Renewal Form through Wilson Commons Student Activities or the Hive 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 Chair on their form.

Part 3. Useful Information

Advice:

1. Committee meeting should be at least 2 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 and meet regularly with SA Treasurer way before final budgeting begins.
6. Assign Aides and Senators to work alongside new student groups to ensure that they are successful.
7. Provide Committee members with information on Groups coming at least a few days PRIOR to the meeting.

Group Timetable:

September: Registration; 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). Create an End-of-Semester Report.

January; Mid-Year report Information sessions and distribution

February; Grading of Mid-Year reports by Policy & Review Committee

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. Final budgeting. New student groups should be started before Spring Break.

April: Wrap up year and left over groups. Prepare list of groups to be held over the summer. Create a Year End report.

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