

Student Organizations

Privileges of Officially Recognized Organizations

Recognized student organizations have the right to:

- schedule use of College facilities for meetings and activities.
- request publicity in College publications.
- apply for Student Government Association funding. (This does not imply funding will be granted.)
- establish a checking account in the Business Office.



What's Available To You



Leadership
Position

Publications Found In the
Student Affairs Office



Presidents
Treasurers
Secretaries

PR Chairs
Philanthropy

Leadership Primer
Agency Fund Report Guide
“How to Reserve a Place for your
Event” Brochure
Advertising Guide
Fund Raising Forms

How Do We Get Official College Recognition?

1. The applicant organization must submit the following items to the Associate Dean of Student Affairs:
 - a. two copies of a national constitution (if applicable);
 - b. twenty copies of a local constitution and/or by-laws;
 - c. a list of officers (these may be temporary officers, pending a future election), however two different students must be designated as President and Treasurer;
 - d. a letter of acceptance as advisor from a faculty member, administrator or outside individual. An outside individual must be approved by the Student Life and Athletic Council (SLAC);
 - e. signatures of at least five students who have attended organizational meeting(s).
2. After a presentation to SLAC of the above materials, a designated spokesperson for the applicant organization must appear before SLAC to answer questions concerning the applicant organization.
3. Should the applicant organization not meet the criteria for recognition by SLAC, SLAC will submit in writing to the representative an outline of the problem(s) which caused SLAC to reach its decision, and establish a date for reconsideration.
4. SLAC shall announce its intention to recognize the applicant organization by:
 - a. publicizing brief statement of the applicant organization's purpose in one issue of The Holcad or the Westminster Weekly.
 - b. making available in the Student Affairs Office copies of the applicant organization's supporting documents.
5. Procedure for protesting:
 - a. After the notice appears in The Holcad or Westminster Weekly, any member of the Westminster College community shall have one week to file a written protest with SLAC regarding the granting of recognition to a student organization.
 - b. The protest shall indicate the grounds on which it is claimed that the applicant organization should not be granted recognition.
 - c. If a protest is received, SLAC shall determine whether the protest warrants consideration.
6. If no protest is filed after one week, SLAC shall make recommendations to the Dean of Student Affairs.
7. The President of the College shall have final authority concerning the recognition of the applicant organization.
8. The applicant organization will be notified by the Associate Dean of their recognition.

How To Stay Recognized By The College

All student organizations must maintain the following minimum requirements in order to preserve their official college recognition.

- File an organizational information card with the Office of Student Affairs each Spring Semester or immediately upon election of new officers. Failure to do so jeopardizes recognition of the organization.
- All student organizations should have an advisor. The advisor must be a member of the faculty, administration or support staff.
- Be reviewed by the Student Life and Athletic Council (SLAC) every four years. The review consists of an Assessment Report and a personal interview conducted by SLAC with an appointed representative.
- Maintain copies of a current (national, if applicable, and local) constitution and by-laws (if by-laws are applicable) in the Office of Student Affairs.
- Abide by the policies of Westminster College
- Maintain at least five (5) current members. *Honors Societies may maintain recognition with less than five members.* If an organization fails to maintain at least five current members for a period of one calendar year, it will be considered to be inactive. If an organization becomes inactive, it must reapply for recognition to SLAC using the procedures for recognition.
- Be financially responsible - no outstanding debts. If a student organization receives Student Government Association (SGA) funding, that organization must maintain an account with the College's Business Office. Outside checking/savings accounts are not permitted.
- Uphold the purposes and goals under which the organization was granted recognition and the purposes and goals of the College.
- Submit to the Associate Dean of Student Affairs any revised constitution or by-laws of an organization.

Advisors Are A MUST

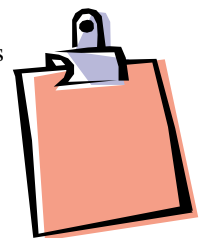
To be eligible for and to retain officially recognized student organization status, student organizations must have a least one advisor (faculty, administrator, support staff) every year. Advisors are essential for several reasons, not the least of which are to provide capable guidance and leadership; to protect organizations from legal challenges; to better ensure the reduction of risk; and to serve as a liaison between the College, the community and the organization.

Therefore:

- The Associate Dean of Student Affairs will be responsible for reviewing in September of each year organizations advisor status. *Each student organization will be responsible for reporting to the Student Affairs Office the loss of an advisor(s) within one (1) week of the advisor's departure from the organization;*
- If upon review an officially recognized student organization does not have an advisor(s) of record, the Associate Dean will communicate with the organization's leadership of their need to appoint an advisor, and to communicate that appointment to the Associate Dean within three (3) weeks. The Associate Dean may extend the grace period if in her/his opinion the organization has made an attempt to secure an advisor, but for reasons beyond their control an advisor could not be appointed;
- If an organization fails to secure an advisor, their review will be placed before the Student Life and Athletic Council (SLAC). The leadership of the organization under review will be entitled to present the organization's case to SLAC at that time;
- Upon review, SLAC may deny or revoke official recognition of the organization. SLAC may also extend recognition status/privileges as deemed necessary and appropriate. SLAC will determine the length of the recognition extension and subsequent review of the organization. The Associate Dean, within 72 hours of either determination, will notify the organization's leadership of SLAC's decision;
- The organization may appeal to the Dean of Student Affairs SLAC's decision. Appeals will be made in writing to the Dean of Student Affairs within seven (7) days of the communication of SLAC's determination. Appeals must clearly state the reason(s) for the appeal.

Recognition Review Meetings

- Once every four years each student organization is reviewed by the Student Life and Athletic council (SLAC) to determine if the organization is functioning according to its constitution and/or by-laws and upholding the philosophy, purposes and goals of the organization and College. SLAC will review an organization completed Assessment Report. A representative of the organization will be responsible for meeting with SLAC to discuss the report.
 - If an organization misses the first review meeting, the Associate Dean will remind them in writing that they missed the review meeting and to appear for the following hearing meeting.
 - If the organization misses the second review meeting they will receive from the Associate Dean a warning letter reminding them to appear for a third and final opportunity to meet with SLAC.
 - A third missed hearing will result in the termination of the organization's official recognition.
 - This may include closing of the organization's Business Office account, removal of students from fraternity houses, denial of campus meeting facilities, etc.
- The organization will be notified in writing of that decision by the Associate Dean .



Some Helpful Information

- ◆ The applicant organization may use the facilities of Westminster College for organizational meetings prior to recognition providing: (a) the applicant organization's purposes are compatible with those of Westminster; (b) the meetings are approved by the Office of Student Affairs; (c) the desired facility is available and scheduled through the appropriate office.
- ◆ The Associate Dean of Student Affairs shall serve as administrative advisor during the period of organization (not to exceed one semester). The Associate Dean shall aid the applicant organization in developing a constitution, understanding College procedures pertaining to student organizations, and obtaining an advisor.
- ◆ The applicant organization must consist of a minimum of five currently enrolled Westminster College students.
- ◆ Membership must be open to all students of the Westminster College community without respect to gender, sexual orientation, race, religion, handicap, or national origin. This applies to all organizations with the exception of those organizations specifically exempted in Title IX of the Educational Amendment Act of 1972. Organizations may establish additional membership and academic eligibility requirements.
- ◆ An applicant organization shall not unnecessarily duplicate an area of interest or endanger student support of any other recognized student organization.
- ◆ If affiliation with a national organization is desired or required, the local applicant organization must receive permission for affiliation from that organization prior to receiving official recognition by Westminster College.
- ◆ The purpose of the applicant organization must be consistent with the philosophy, purposes and goals of Westminster College.
- ◆ An advisor must be selected by the student organization prior to the time the Student Life and Athletic Council (SLAC) considers the application for recognition.
- ◆ SLAC may consider other factors it deems relevant.



Losing Recognition

1. The Student Life and Athletic Council (SLAC) may withdraw the recognition of an organization if the organization fails to meet requirements for maintaining recognition.
2. Procedures for filing a complaint against an organization.
 - a. Complaints must be presented in writing to the Associate Dean of Student Affairs. The complaint must outline the nature of the objections.
 - b. SLAC shall call a hearing with the officers or representatives of the organization.
 - c. The person(s) who filed the original complaint must be present at the hearing. The organization against which the complaint has been filed shall have a representative attend the hearing. The organizational representative will have the opportunity to provide any information he wishes to be considered.
 - d. SLAC shall reach a decision on the case by majority vote of those present and hearing the case. A quorum (the number of members required to be present for business to be legally transacted) of five students and four faculty or administrators must be present.
 - e. The decision of SLAC shall be subject to appeal by an organization to the Dean of Student Affairs.
3. The authority of SLAC concerning official recognition of student organizations does not supersede the authority of Westminster College pertaining to violations of the Code of Conduct as outlined in the Handbook for Students.

This document was revised and approved October 24, 1988 by the Student Life Committee. Updated on October 8, 1990 to reflect new campus weekly publication - Westminster Weekly. Updated Fall of 1993 with the addition of the Athletic Council to reflect new name - Student Life and Athletic Council. Revised Fall 2000