

# New Student Organization Recognition Application Packet

## **New Student Organization Recognition Process at a Glance**

*More in-depth information about College Recognition, Mission, etc.  
may be found on the following page.*

- 1.) Students obtain the application packet from the office of Student Engagement.
- 2.) Students complete the application packet, including drafting a constitution, providing a list of prospective members, securing an advisor, and providing the answers to the following questions:
  - What is the mission of this organization?*
  - What differentiates this organization from others currently on campus?*
  - How will this organization contribute to the academic, social, multi-cultural and spiritual life of the institution?*
  - What is the process for recruitment and education of new members?*
  - What is the organization's policy on alcohol?*
- 3.) The packet is returned to the Student Life Suite.
- 4.) The Office Manager forwards the packet to the appropriate individuals. (Student Government Members, Dean of Students, and Department Chair if applicable.)
- 5.) The Student Government Committee for Student Life reviews the forms and forwards a recommendation on recognition or non-recognition to the Director of Student Engagement.
- 6.) If the organization is an academic, professional, or department specific honorary organization, they will first have their information reviewed by Student Government and the academic department with which it is affiliated. The department and Student Government will forward recommendations on recognition to the Director of Student Engagement.
- 7.) The Director of Student Engagement meets with the petitioning student organization officers to review the constitution and organization expectations and discuss resources that will be needed for the organization.
- 8.) The Director of Student Engagement reviews all of the submitted information and either grants or denies recognition
- 9.) Appeals are directed to the Dean of Students.

# Student Organization Recognition Process

## Hood Mission Statement

Hood College prepares students to excel in meeting the personal, professional, and global challenges of the future. Hood is committed to the integration of the liberal arts and technology sciences, to the exploration of values and community, and to the preparation of students for lives of responsibility and leadership.

## College Recognition

Student Organizations that have a mission consistent with the mission of the College, meet student organization requirements, and adhere to College regulations, may be recognized by the College. Members must consist entirely of matriculated Hood students and alumnae/alumni, except where it may also be appropriate for Hood faculty and staff to be members. Organizations may not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, sexual preference/orientation, disability or any other classification protected by applicable local, state, or federal laws.

College recognition affords the organization many benefits:

- The use of the name of Hood College in the title of the organization
- The use of campus facilities, equipment and technology
- Inclusion in the Student Organization Directory and the Hood Student Organizations website
- The opportunity to apply for Student Government Association funding, provided the organization meets the Student Government Association funding criteria

## New Student Organization Recognition Process

To apply for recognition, organizations must complete the necessary paperwork, develop a constitution, have an advisor and have at least 5 other students as charter members of the organization.

Student Organizations will first submit their paperwork to the Student Engagement Office and the Director of Student Engagement will forward the packet to the Hood College Student Government Association, Dean of Students and Department Chairs, if necessary. The Student Government Committee for Student Life will make a recommendation on recognition to the Director of Student Engagement. After meeting with the petitioning student organization and reviewing the submitted information, the Director of Student Engagement will either grant or deny recognition. The Director's decision may be appealed to the Dean of Students.

Paperwork for New Student Organization Recognition can be found outside the Student Life Suite. Students need to complete the application packet, which includes drafting a constitution, providing a list of prospective members, securing an advisor and providing the answers to the following questions:

***What is the mission of this organization?***

***What differentiates this organization from others currently on campus?***

***How will this organization contribute to the academic, social, multi-cultural and spiritual life of the institution?***

***What is the process for recruitment and education of new members?***

***What is the organization's policy on alcohol?***

Academic, professional, or honorary organizations will first have their information reviewed by Student Government Association and the academic department with which it is affiliated. The department and Student Government Association will forward recommendations on recognition to the Director of Student Engagement. The Director of Student Engagement will review the submitted information, and either grant or deny recognition. The Director's decision may be appealed to the Dean of Students.

# Hood College Student Organization Constitution Template

## Constitution of the Hood College

**Name of Organization**

**Current School Year**

*Last Revised: month/year*

### **Article I: Mission**

Write a statement detailing the mission of the organization and how the organization will meet the needs of Hood Students.

### **Article II: Membership**

This section should include:

- 1.) Needs of membership, which will vary among different organizations
- 2.) Whether the organization is open to everyone or if there are objective prerequisites/requirements for membership
- 3.) Process for membership (i.e. simply signing a list, interview, application)
- 4.) Details of the membership of the selection committee, if applicable
- 4.) Attendance policy
- 5.) Details of the procedures for revoking membership and/or disciplining members

### **Article III: Meetings**

This section should include:

- 1.) When and how often the organization will have its regular scheduled meetings
- 2.) Requirements for a quorum
- 3.) The circumstances when a special meeting can be called and the procedures for doing so. In this section, there must also be a provision that general members can call a special meeting. The standard process is that a specified number or percentage of the executive board or general members must request in writing to the President or Vice President their desire to call a meeting. The President or Vice President is mandated to call that meeting within 72 hours of notification.

### **Article IV: Officers and Duties**

This section should include:

- 1.) Role and responsibilities of each individual office, including any requirements for holding the position.
- 2.) A minimum of President, Vice President, Secretary and Treasurer for officers
- 3.) How the advisor will be selected, what their term shall be and how advisors may be removed.

### **Article V: Election Procedures**

This section should include:

- 1.) Process for elections (i.e. secret ballot, nominations)
- 2.) Who facilitates the elections process?
- 3.) Timeframe for elections
- 4.) Requirements, if any, for each position (i.e. being in the organization for a certain amount of years)

### **Article VI: Recall of officers**

This section should list the process for removal of officers. The following is a sample that you can modify to fit your organization.

- 1.) Grounds for recall:
  - a. Neglecting duties outlined in the organization constitution.
  - b. Acting prejudicially toward a member(s) based on race, gender, sexual orientation, creed, age, religion, color, political affiliation or ideology, or national or ethnic origin.
  - c. Behaving in a manner which is unbecoming of an organization leader.
- 2.) Recall procedure is as follows:
  - a. A written statement asking for recall is to be submitted to the Vice President or President. The statement can be submitted by a general member of the student organization or an Executive Branch officer.
  - b. The statement must list specific reason(s) for the recall.
  - c. The Vice President (or a designee of the Executive Branch should the Vice President be up for recall) must inform the officer/senator of the request for recall and schedule a mediation with the individual within three (3) academic days. The Vice President or her/his designee draws up a contract or statement of conduct which the officer/senator facing recall must adhere to.
  - d. A recall meeting can be scheduled if:

- i. The officer facing recall does not uphold the contract within two (2) academic weeks of its origination. The Vice President or her/his designee will schedule a recall vote at the next regularly scheduled organization meeting.
    - ii. The individual who submitted the recall statement wishes to recall the officer after four (4) academic weeks due to an ineffective contract. The individual must notify the Vice President or her/his designee to bring the recall vote to the senate floor at the next regularly scheduled organization meeting.
- 3.) The recall meeting
  - a. The Vice President or her/his designee will notify the organization of the recall meeting.
  - b. During the meeting, the Vice President or her/his designee will read the recall statement and the grounds for recall and will conduct the vote.
  - c. The officer facing recall can provide a written or oral statement to the organization before the vote is conducted.
  - d. Four-fifths of the entire membership shall be necessary to vote on a recall and the officer shall be recalled if there is a two-thirds vote in support of such action.
- 4.) Following the recall meeting, the Vice President or her/his designee will inform the individual of the outcome of the recall.

#### **Article VII: Committees and Operating Procedures**

This section should include:

- 1.) Comprehensive list of all standing committees for the organization
- 2.) Membership requirements of the committees
- 3.) Duties and responsibilities of the committees

#### **Article VI: Standards**

This section should include the following points, exactly as they are written:

- 1.) The organization and its officers will adhere to all Hood College Guidelines and Local, State and National Statues.
- 2.) Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion, age, or any other protected classification under applicable federal, state, or local law, in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act Amendments Act, and their implementing regulations.
- 3.) The rules contained in the current edition of Robert's Rules of Order shall govern this organization for all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this organization may adopt.

#### **Article VII: Amendments**

State the matter in which the constitution can be changed.

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# Hood College Student Organization Recognition

Please Print

Petitioning Date: \_\_\_\_\_

Proposed Organization Name: \_\_\_\_\_

Student Sponsor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Advisor Sponsor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Organization Type:

Academic/Departmental    Advocacy    Community Service    Diversity    Media

Governing/Programming    Performance    Special Interest    Spiritual/Faith Based

## Please provide the following:

- 1.) A digital copy of your proposed constitution
- 2.) A list of prospective members
- 3.) Answers to the following questions:
  - What is the mission of this organization?
  - What differentiates this organization from others currently on campus?
  - How will this organization contribute to the academic, social, multi-cultural and spiritual life of the institution?
  - What is the process for recruitment and education of new members?
  - What is the organization's policy on alcohol?

*Return completed paperwork to the Student Engagement Office.*

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## College Use

Date Received: \_\_\_\_\_ SGA Recommendation: \_\_\_\_\_ Department Recommendation: \_\_\_\_\_

Director of Student Engagement Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

Recognition Status:            Recognized            Not Recognized

Notes: \_\_\_\_\_