

# Student Organization College Recognition

## **I. PROCEDURES FOR OBTAINING COLLEGE RECOGNITION:**

To ensure the educational integrity of co-curricular activities on campus, the College has developed Student Organization College Recognition Procedures. To start a new student organization, please follow the procedures outlined below. Please note that Student Association funding is entirely separate from College recognition. College recognition allows an organization to conduct business on and off campus, using SUNY Geneseo's name, services, equipment, and facilities.

Recognition does not imply College endorsement of the positions and views of any organization. Rather, it implies that the institution accepts the organization's mission as educationally valid, and that the organization has complied with institutional recognition and continuing recognition procedures.

## **II. CRITERIA FOR APPLICATION:**

Students seeking to establish a new organization should verify that the proposed organization does not already exist and that it meets the necessary criteria by answering the following questions:

1. Does the proposed group support and advance the College Mission Statement? For College Mission Statement, go to <http://president.geneseo.edu>.
2. Does the proposed organization meet a need or fill a niche not currently met or filled by college recognized organizations?
3. Is the proposed group supported and organized by current registered SUNY Geneseo students who are paying the mandatory student activity fee?
4. Is College recognition necessary for this organization to continue to function in accordance with campus policy?
5. Is the proposed group and/or its leaders in good standing with the College and free from judicial and academic sanctions?

## **III. NEW ORGANIZATION RECOGNITION PROCESS:** How to start a *new* organization

- A. Schedule a meeting with the Coordinator of Student Organizations & Campus Activities to discuss recognition procedures and the organization's goals. At this meeting, the organization will receive an Application for Recognition and a link to Geneseo College policies. The Coordinator of Student Organizations & Campus Activities will also help the organization plan an interest meeting.
- B. Locate a College faculty or staff member willing to serve as an advisor to the organization.
- C. Identify SUNY Geneseo students to serve as President and Treasurer for your organization. These two positions are mandatory for the organization to be considered for recognition.
- D. One member of the proposed organization, preferably the president, must attend 2 GOLD workshops and write journal entries. The journal entries will be submitted with the Application.
- E. Write a constitution for the organization. (See Section V: Constitution and By-Laws)
- F. Proposed organizations whose activities require specialized facilities, i.e., club sports (fields, courts, etc.) musical (practice rooms), will need to contact Campus Scheduling and Events to verify availability of facilities. Written approval of permission to use facilities is required from the impacted office (i.e. Intercollegiate Sports & Recreation, School of the Arts, etc.).
- G. Hold the organization interest meeting to gather student support. The College Union & Activities Department will sponsor the meeting. Must produce a sign in sheet to include interested students' names, emails and class year. This document must be submitted with the application.

- H. Submit the completed application, with supporting documents, to the College Union & Activities Department. Completed applications are accepted from the first day of class through Friday before Spring Break and Fall Break (for Spring and Fall semesters respectively). For Master Schedule, go to <http://masterschedule.geneseo.edu>. *Note:* Submission of application does not guarantee recognition.
- I. The New Organization Review Committee (NORC) will review the proposed organization after Spring Break and Fall Break. The proposed organization may be asked to prepare a 5 minute presentation about the organization for NORC. At the end of the presentation, members of the NORC will have the opportunity to ask questions.
- J. NORC will make a recommendation to the Director of College Union & Activities Department. The Director will then make his recommendation to the Vice President for Student & Campus Life. The college recognition process takes approximately one semester to complete.
- K. After a final decision is made, the president and advisor of the proposed organization will be notified by E-mail. President will then meet with Coordinator of Student Organizations & Campus Activities to discuss how to conduct business on campus as a recognized student organization.
- L. Once recognized, the student organizations must complete the Continuing Recognition process in each Fall semester of every academic year. A Change of Officer form must be submitted throughout the year, if necessary. Form can be found online at: <http://union.geneseo.edu>.
- M. Proposed Greek social fraternities and sororities must be sponsored by a national group and must also obtain approval by the Inter-Greek Council or Multicultural Greek Council (whichever governance group applies) as well as obtaining College recognition. The approval must be in letter form from the Coordinator of Greek Affairs & Off Campus Living.
- N. Professional Fraternities may apply for college recognition under the following conditions:
- Membership must be open to all SUNY Geneseo Students
  - The organization must be sponsored by a national group and must also obtain a letter of endorsement, as well as an advisor, from their prospective school, i.e. School of Business.
  - All national requirements, including rush, pledging, bids, etc. must be clearly outlined in the organizations constitution and all national documentation must be made available to the college.
  - If the proposed organization is granted recognition and severs their relationship with either their national group or their prospective school they will automatically lose college recognition.
- O. Officers of proposed organizations must agree to:
- Be in good academic and judicial standing with the College;
  - Uphold all College and State University regulations and State and Federal law;
  - Keep organization funds in an official depository;
  - Maintain accurate financial records which can be available for inspection by organization members; and
  - Provide equal opportunity in the selection of members, assignment of privileges, and provision of all benefits and services to members. There will be no discrimination on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. The only exception to this policy of open membership is that social sororities and fraternities may limit their membership by gender.
- P. Responsibilities of College Recognized Organizations  
Recognized student organizations are obligated to:
- Abide by the organizations' constitutions and by-laws;
  - Abide by all College standards and procedures governing individual student and group conduct as published in the Student Handbook and other official College publications; and
  - Inform the Dean of Students of any student organization activities that are in violation of the organization's constitution and by-laws or College policy.