

Appendix B: Student Organization Recognition Guidelines

Overview

The purpose of this document is to provide official guidelines for organizations sponsored and operated by students at RIT. All recognized student organizations are expected to follow these policies and the procedures as administered by Student Government. Student Government may choose to suspend privileges for student groups that are found to violate these guidelines.

Definition of Student Government Recognition

Recognition is an official status given to various student groups who wish to function at RIT with the support of Student Government. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within the complements of RIT's Mission, Vision, and Values. The President of RIT, or their designee such as the Vice President of Student Affairs, may grant or withdraw Recognition from any campus organization. Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT's Student Rights and Responsibilities, Student Government regulations, and does not violate federal, state, or local laws. Official Recognition can be refused or revoked at any time if the group:

- Contradicts the objectives and mission of Student Government and/or RIT
- Confutes the goals or spirit of these Guidelines
- Engages in activities that interfere with normal activities of the University or the rights of others within the University
- Partakes in activities that present danger to property, personnel and/or functions of the University
- Refuses to comply with federal laws, state laws, local laws, Student Government and/or RIT's university rules and regulations

Privileges Associated with Recognition

Recognition includes but is not limited to the following privileges:

- Use of the RIT and/or Student Government name as part of its organization's name
- Affiliation with RIT Programs and activities
- Opening of a University financial account to be run in accordance with the Center for Campus Life
- Requesting of Institutional funds through the Student Government Finance Committee
- Use of University space, equipment, services and other resources as deemed appropriate by the Center for Campus Life and/or Student Government

- Ability to host events through access to the Event Registration system
- Will have precedence over non-recognized student organizations and groups for room reservation
- Listing in University publications and website
- Sponsorship and promotion of activities on campus or off
- Ability to distribute literature, flyers or organizational print materials on campus
- Financial services
- Organizational consultation/leadership development
- Access to leadership training materials and resources
- Student Government Van reservation
- Photocopying account
- Mail/courier reception
- RIT web space
- RIT email account
- Ability to fundraise in accordance with University guidelines
- Eligibility for campus awards or honors
- Ability to participate in Center for Campus Life Club Days to recruit members

Limits of Recognition

Recognition of a student organization by RIT does not:

- Allow the organization to act as an agent of RIT
- Authorize the organization to enter into contracts or otherwise act on behalf of RIT
- Authorize the organization to use:
 - The University's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the University
 - The University's logo or any copyrighted symbol of RIT.
 - Such uses of the name or symbols owned by the University are allowed only when authorized by the Center for Campus Life.
- Imply RIT sponsorship of, control over, or responsibility for the activities of the organization.
- Allow the recognized organization to recognize other organizations
- Allow proselytizing
 - Proselytizing is the converting of people's party, belief, cause, or religion.

Voting Membership

Voting membership of a Student Government recognized organization shall be limited to matriculated students paying Student Activity Fees.

Categories of Recognition

Below are the predominant types of organizations recognized on the RIT campus. Recognition decisions are delegated by the RIT President, or their designee, to the following people, departments, or organizations:

Representative Student Organization (RSO)

Recommended to the Vice President of Student Affairs or their designee by Student Government

Student Government Clubs

Recommended to the Vice President of Student Affairs or their designee by Student Government and categorized to one of the following categories:

- Academic / Departmental
 - The primary purpose of the organization is for an extension of the material learned in the classroom
- Art & Entertainment
 - Organizations with the primary purpose of creating or presenting the visual arts, student performances, or promoting talents.
- Cultural / International
 - Organizations that explore and celebrate ethnic, social, and service aspects of different cultures or international groups
- Honorary
 - An organization whose primary focus is scholastic and academic excellence
- Media & Publishing
 - Organizations that practice the creation and presentation of print, broadcast, or electronic media
- Political / Advocacy
 - Any organization that supports or opposes any specific ideology, political thought, or cause
- Professional / Career
 - An organization whose sole purpose and activities engage students for particular professions after graduation
- Religious
 - An organization that has a primary principle of the activity of worship, devotion, prayer, meditation, or study of religious concepts. These groups generally recognize with a globally recognized religious groups or affiliations.
- Service
 - Organizations that provide opportunities for students to do community service or give back to the global community.
- Special Interest

- Organizations that offer students opportunities to get involved in different activities not generally offered in any other category.
- Sports / Competitive Sports Clubs
 - A Competitive Sports Clubs an organization formed specifically to practice and compete in a sport.
- Sports / Recreation
 - The primary purpose of membership is to partake in or educate members about a sport or physical activity.

Fraternities & Sororities

Recognized by the Office of Fraternity and Sorority Life.

Special Interest Houses (SIH)

Recognized by the Vice President of Student Affairs or their designee, the Residence Halls Association, and the Center for Residence Life.

Funding of Recognized Organizations

Recognized Student organizations are eligible to receive funds collected from the Student Activities Fees. The Student Activities Fees are overseen by the Vice President for Student Affairs and distributed under the direction of the Director of the Center for Campus Life. Representative Student Organizations are allocated base budgets which remain relatively fixed from year to year and are reviewed by the Student Government RSO Liaison.

Clubs recognized by Student Government are placed into a Tier system. This makes the club eligible to submit requests for base budgets which may change annually and must be justified. This tier system has been created to help serve the clubs better; to use all of the money given to clubs and to limit the amount of money in left at the end of the year. The criterion that determines what tier the club has been placed into is based on the clubs history of expenses, and club tier and the associated maximum allotment of funding is defined within Center for Campus Life Policies. This will be determined by a combination decision of Student Government and the Center for Campus Life. All clubs may apply for a tier status change during the club budget review process by using the Budget Request Form. Not all clubs that apply for a budget/tier change will be approved. The needs of clubs that want a budget or tier change will be accessed and determined on the following:

- Activity of the club
- Goals and mission of the club
- Programs and services hosted for the RIT community by the club
- Student Government resources that are available
- How the club benefits the overall health of the RIT community

All clubs, except for clubs that are members of the Competitive Sports and Performance Federation, may request additional funds which are allocated by the Student Government Finance Committee. Clubs must run all financial transactions through a Center for Campus Life financial account. All other recognized groups (including Fraternities, Sororities, RSOs, and Special Interest Housing) are also eligible for co-sponsorship additional funds, which are overseen by the Student Government Finance Committee. Additional funds are allocated for special, one-time events, programs, or activities which promote the organization's goals. Clubs that are not eligible to request funding for activities and programs are organizations that:

- Actively campaign for legislative changes or initiatives external to RIT
- Promote involuntary membership or proselytizing of an ideology, value or doctrine
- Solicit donations or support for agencies or individuals not affiliated with RIT
- Have selective, restrictive, or non-encompassing membership criteria
- Are not open to the student body as a whole and have exclusive membership
- Program to a select and restrictive portion of the student population

Student Government Representative Student Organization Guidelines

Representative Student Organizations (RSO's):

Before coming before the Student Government Senate, a proposed Representative Student Organization must:

- Represent an underrepresented student population at Rochester Institute of Technology.
- Prior to petitioning the senate for recognition, said organization should already be functioning as a Student Government club under its own constitution with designated officers for the period of at least one year. This club must be sustainable and successful as deemed by the SG Director of Organization Recognition.
- Have a Constitution and Bylaws in place which has been reviewed by SG President, SG Cabinet, and reviewed by the Center for Campus Life. Constitution and bylaws of an applying organization should be in keeping with Student Governments guidelines and procedures, prior to petitioning.
- A budget must be in place and must be review by both SG Director of Finance, and the Director of the Center for Campus Life
 - Only RSOs approved during Fall Semester will be eligible to for finances for the following academic year.
- An administrative advisor must be in place. This advisor must be a full time faculty or staff member and not already be advising another Representative Student Organization.
- A petition signed by at least 20% of the specified group seeking recognition must be received by the senate upon acceptance of application for recognition, unless otherwise deemed by senate.

- The creation of a new RSO must not represent an already represented population. No group which can be shown to be already represented by an existing RSO or senator position is eligible for a RSO status.
 - In the event a senate seat exists for the petitioning RSO population the Senator must first be removed. Then the senate must vote to add an additional RSO seat, or change the structure of an existing RSO.
- The SG Senate shall advertise to the underrepresented student population for which the group is seeking recognition at least one week prior to the regularly scheduled meeting in which the group seeking recognition makes its presentation.

Upon approval the Representative Student Organization will have a 1 year trial period, after which the Senate will approve or deny full Representative Student Organization status. Under this 1 year trial period the organization will be ineligible for an operating budget, but will have access to additional funds through the AFAF process.

Student Government Club Guidelines

Student groups promoting and practicing academic, recreational, political, cultural, and/or religious endeavors shall normally receive the Recognition of Student Government providing they meet the minimum requirements these guidelines:

1. Criteria for a Student Government Recognized Club: Student Government requires that all groups applying for Student Government Club Recognition must meet the following criteria prior to receiving the official Recognition of Student Government and/or other benefits thereof:
 - a. SG Recognition may be granted to student sponsored organizations pursuing in activities that that will better or contribute to RIT's community. These activities must contribute significantly to the intellectual and social development of the student body, serve the education and access goals of the University, encourage student participation and leadership, and enhance the general campus atmosphere and environment.
 - b. The following groups are not to be considered eligible for Student Government Club Recognition:
 1. Unions (bargaining units)
 2. Greek letter social organizations
 - c. Students wishing to organize religious clubs are subject to these guidelines in addition to those procedures as specified in the Religious Club Guidelines (see Center for Campus Life Policies).

- d. Students wishing to organize a recreational sport club are subject to these guidelines in addition to those procedures as specified in the Club Sports Guidelines (see Center for Campus Life Policies).
 - e. Students wishing to organize a competitive sports/performance club are subject to these Guidelines in addition to those outlined in the Competitive Sports Club handbook on file in the Center for Campus Life.
 2. Recognition Procedures: SG reserves the right to delegate Recognition review to the Club Review Board (CRB). The CRB will be comprised of student members from previously recognized organizations, overseen by the SG Director of Clubs and Organizations, and advised by the Center for Campus Life Club Administrator as designated by the Director of the Center for Campus Life. The President of RIT reserves the right to review all Applications for Club Recognition and make the final decision.
 - a. Pre-Recognition (optional): Student groups who wish to form but do not yet have the Recognition Packet complete, may fill out an Intent To Form (ITF) document. This allows groups to reserve rooms in hopes of gathering membership or an advisor. ITF's expire after 3 months once the ITF has been approved by Club Review Board. Groups who have previously been denied Recognition are not eligible to apply for Pre-Recognition status within one calendar year, unless a club violates the Student Rights and Responsibilities.
 - b. Recognition Status: Student groups must complete the Application for Club Recognition. The application will include the club advisor's name and signature, officer names, membership list, outline of tentative events and promotional paragraph. Applications will be reviewed by the Club Review Board and recommendations to grant Recognition will be made to Student Government.
 - c. Recognition Renewal: All SG Clubs are required to reapply for Student Government Recognition annually during the Fall Semester of each academic year with the submission of an Application for Club Recognition. If a group fails to submit an Application for Club Recognition, their Recognition and subsequent benefits can be suspended. Recognition renewal must take place prior to budget review and allocation. Recognition Applications can be obtained in the Center for Campus Life Office and the Student Government Office or online at <http://clubs.rit.edu>.
3. Membership: For the purpose of these Guidelines: the term student is defined as all students attending RIT who have paid their Student Activities fees for the current semester. RIT students who have successfully appealed their Student Activities fees must be considered ineligible student. RIT faculty, staff and alumni will be considered non-student. Alumni members may participate in club events; however access to RIT services through club events may be limited.

- a. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation.
 - b. Membership must be accessible to all students with a sincere interest in the group,
 - c. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
 - d. Student Government and the Center for Campus Life reserve the right to request the current membership list of any recognized group. This list must include all members' names and RIT Computer Account names. Membership lists will be held in confidence except for election purposes, official Student Government or Campus Life business and University requests. No information, in whole or part, will be released to any party external to RIT without the express written permission of the student group involved. Student Government maintains the right to publish the group's contact information and promotional paragraph as recorded in the group's Application for Club Recognition.
 - e. Membership is further defined within the Center for Campus Life Clubs and Club Sports Policies
4. Officers
- a. All club officers must be RIT students in good academic standing (with both RIT and their academic department) and may not currently be on a conduct sanction of disciplinary probation or higher and who has paid Student Activities Fees for the current semester. The Center for Campus Life will have access to student judicial records in the Office of Student Conduct and Mediation Services for verification.
 - b. RIT Alumni may not hold officer positions or maintain voting privileges within the organizations.
 - c. It is recommended that a club has, at the very minimum, a President.
 - d. All Clubs must have a financial officer (Treasurer) at all times. This person must be a different person than the president of the club. All Officers of the Executive Board must be Financially Certified through the Center for Campus Life.
5. Advisors: Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending some meetings, signing Student Government financial request forms and providing general assistance to the group. Advisors are responsible for:
- a. Knowing the club
 - b. Being familiar with the Institution's and Student Government's policies and procedures
 - c. Establishing a good working relationship with club members
 - d. Supporting the club

- e. Attending meetings and activities as often as possible
 - f. Attending all large campus events sponsored by your club, particularly if alcohol is being served to ensure that University regulations are being followed.
 - g. Assisting students in meeting their club responsibilities
 - h. Being familiar with the Student Government and Center for Campus Life finance system
6. Responsibilities of Student Government Clubs: The following are the expectations of Student Government Clubs. If a club does not fulfill these requirements, then the club may go on probation or suspension:
 7. Center for Campus Life Club Meetings
 - a. All recognized clubs are required to attend Club Meetings as specified by the CCL. Notification of absences should be made to the Coordinator of Club Administration at least twenty four (24) hours prior to the meeting.
 - b. Club Presidents should attend or appoint a representative from the club to attend. These required meetings provide an opportunity for important training and information sharing.
 8. Membership List
 - a. All clubs are required to submit a Membership List to the Center for Campus Life by the beginning of Spring Semester.
 9. Group Meetings
 - a. Groups must meet a minimum of three (3) times per year to be considered active and eligible for Recognition.
 - b. In addition to the three meetings, one meeting must be an “open house” on the RIT Campus that is open and accessible to all students.
 - c. The time, date, and campus location of this meeting must be posted in visible and appropriate locations.
 - d. Groups are encouraged, but not required, to also use campus media to advertise meetings.
 - e. Notification of the group meeting should be sent to the Club Administrator two (2) weeks prior to the meeting date.
 10. Club Review Board
 - a. Each Semester, Eight (8) Clubs will be required to partake in Club Review Board (CRB)
 - b. Policies and Procedures of the Club Review Board shall be defined within Appendix C: Standing Rules of the Club Review Board

Appendix A: Religious Club Recognition Guidelines

Recognition of Clubs

- A. Students who wish to form religious clubs will complete an Application for Club Recognition Form, through the RIT Student Government. Prior to the application's approval by the Club Review Board, the application must be submitted to the Director of the Center for Religious Life for an administrative review and discussion regarding the expectations required for a religious club. As with all clubs, membership must be open to all students, and must be voluntary on the part of the participants.
- B. Recognition for religious clubs will allow the club the same privileges as other student clubs as long as they are not affiliated with any external entities or their staff that has not been approved by the Director of the Center for Religious Life. Advisors for all religious clubs must be full-time faculty or staff members at RIT, unless otherwise approved by the Director of the Center for Religious Life, and the Director of the Center for Campus Life.
- C. Privileges for recognized clubs include free use of space, access to university resources, permission to use RIT's name when advertising events, an ability to obtain funds from Student Government and other formalized funders at RIT, and seek a faculty/staff advisor, as listed in the Club Recognition Guidelines. Space requests will be coordinated through the Center for Religious Life, in conjunction with other offices that coordinate room reservations on campus. All religious clubs will be allowed space for one meeting per week on campus, and other special events that are registered and approved by the Center for Campus Life.
- D. Additionally, the student leaders of these organizations will be required to meet with the Director of the Center for Religious Life on a semesterly basis. The purposes of these meetings are: to discuss their respective programming and meeting calendars; assess their respective needs; facilitate communication to avoid schedule conflicts; and optimally enhance centralized programs. The clubs' activities and meetings will be arranged into a calendar for the center.
- E. Failure to attend these semesterly meetings or work cooperatively with the Center for Religious Life may result in revocation of the organization's' activities and reservations for the semester.

Recognition of Clubs Associated with External Entities

- A. Students may request to form clubs that are affiliated with external entities.
- B. These entities are associated with non-denominational college-based programs (i.e. Hillel, Intervarsity Christian Fellowship, Campus Crusade for Christ).
- C. These organizations and their relationship to the club MUST be clearly identified at the time of club application.
- D. Regional or national meetings with affiliated programs for external constituencies will be considered an external event and referred to Office of Government and Community Relations as a conference.

- E. Clubs may not affiliate with or represent denominational or nondenominational institutions (i.e. churches, synagogues, mosques, or organized communities) without the approval of the Director of the Center for Religious Life. The applications will be reviewed by the Director of the Center for Religious Life and the Assistant Director of Campus Life Programs to assess potential conflict that may occur with university policies and procedures.
- F. External organizations which fail to comply with these standards will not be approved, or may have their recognition rescinded.
- G. Student clubs may not be affiliated with denominational institutions (i.e. churches, synagogues, mosques, traditions, or communities).

Event Registration

- A. Clubs are not required to register business meetings. Events must be registered according to the Event Registration Procedures outlined within Center for Campus Life Policies and Procedures