
GENERAL STUDENT ORGANIZATION POLICIES

All student organizations at SDSM&T function within the framework of a flexible, democratic policy, which students can support and accept at all times. This policy permits great freedom and opportunity for initiative, but it imposes on officers, members, and advisors of student organizations, definite responsibility, and direct accountability.

Tech students are prepared to accept such freedom and responsibility, and are expected to continue to demonstrate mature judgment in planning and directing their activities and social events.

“A great pleasure in life is doing what people say you cannot do.”
-Walter Gagehot

I. THE PRESIDENT’S CHARGE

SDSM&T’s President has been charged by the Board of Regents with the responsibility and authority to register and oversee the operation of all campus organizations. He has delegated this responsibility, subject to his approval, to the Office of the Vice President for Student Affairs and Dean of Students, which administers organizational regulations through the Student Activities and Leadership Center and the Student Association Senate.

II. RIGHTS AND PRIVILEGES OF A REGISTERED STUDENT ORGANIZATION

Upon official registration with the University, an organization becomes eligible to participate in University approved student activities and is given the following rights and privileges:

- A. Reserve University facilities, equipment, vans, etc.
 - B. Hold fundraisers.
 - C. Sponsor campus-wide activities.
 - D. Invite speakers to campus.
 - E. Sponsor on-campus social activities.
 - F. Apply for activity fee monies.
 - G. Distribute handbills or leaflets on campus.
 - H. Publicize sponsored activities on campus.
 - I. Recruit SDSM&T students as members.
 - J. Use the University’s name and logo.
 - K. Establish web site on SDSM&T network.
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III. REQUIREMENTS FOR REGISTRATION

A group of students wishing to organize into an organization may do so if the following criteria are met:

- A. The group does not duplicate an existing organization.
- B. The application for chartering a new student organization is completed and submitted to the Student Activities and Leadership Center, including a formal constitution outlining the purpose and framework of the organization.
- C. The officers must be full time students in good academic and disciplinary standing and must maintain this standing during his/her tenure in office. (The Student Activities And Leadership Center reserves the right to verify academic and disciplinary standing.) If an officer is not in good standing they must forfeit his/her office. No student may run for office in a student organization while on academic or disciplinary probation. A student placed on academic or disciplinary probation after he/she is elected to office must relinquish that office.
- D. Student Organizations are required to have an Advisor who is a full-time, permanent employee of the University. Advisors who are not university employees are allowed to serve in conjunction with the University Advisor, provided the non-employee has an official relationship with the local, regional or national organization of the student chapter.
- E. The constitution must be approved by the Student Association Constitution Committee and the Student Association Senate.

NOTE: Any group of students is welcome and encouraged to consult with the Student Activities and Leadership Center concerning plans for a new organization, and for advice while drafting the constitution, or while making plans for activities.

IV. ORGANIZATIONAL MEETINGS

Meetings held prior to the official chartering of a student group would be termed organizational meetings for the purpose of forming the proposed organization. Business during these meetings should be limited to drafting a constitution, and forming the structure of the organization. The students forming the proposed organization may schedule three (3) of these meetings. These must be scheduled through the University Scheduling and Conferences Office. The Student Activities and Leadership Center can meet with the group for aid and counseling in the forming of the new organization. No new organization may organize under the sponsorship of an existing organization. Additional organizational meetings may be scheduled at the discretion of the Student Activities and Leadership Center.

V. STEPS TOWARD REGISTRATION AS A STUDENT ORGANIZATION

- A. Submit to the Student Activities and Leadership Center one (1) copy of the application for chartering a new student organization and the constitution and by-laws of the organization. In the event the group seeks to affiliate with a state, regional and-or national organization, one (1) copy of that constitution must also be appended. If the group is a departmental organization, one (1) copy of authorization from the department head must be included.
- B. The Student Activities and Leadership Center will present the constitution to the Student Association Constitution Committee Chair who will schedule a meeting of the committee. The president and the advisor of the proposed group will be asked to attend the meeting to answer any questions that may arise. In the event that the president cannot attend, someone who is familiar with the organization's structure and history should be present.
- C. The Committee has four options: 1) approve the application; 2) refer it back to the group for revision (see below); 3) give provisional registration (see below); or 4) deny the request. The decision will be made at the meeting.

c.i Referral

Constitutions that are referred back to the organization are typically those that have major flaws or indiscrepancies in them (e.g. single sex organizations, organizations whose name implies limited membership, etc.). When an organization has a constitution referred back to it, that group has fourteen (14) days to re-submit a revised version. If this is not done the group will be denied charter and will subsequently have to re-submit for registration. Groups who do not revise their constitutions as per the recommendations of the committee will be denied charter.

c.ii Provisional Registration

Provisional Registration will be granted to groups whose constitutions and by-laws require only *minor* modifications (e.g. typos, date corrections, etc.). Groups who are granted provisional registration will have fourteen (14) days to revise and return the constitution to the Student Activities and Leadership Center. Failure to do so will result in the provisional approval being repealed and the group will be denied charter and will subsequently have to re-submit for registration.

c.iii Privileges and Limitations of Provisionally-Registered Student Organizations:

During the 14-day provisional period, student groups are permitted to conduct organizational business. However, they may *not*:

- ❖ Request money from SA or SOAP
- ❖ Co-sponsor programs with other student organizations
- ❖ Sponsor open programs or special events
- ❖ Sponsor fundraisers

- D. If approved, the new organization may proceed in accordance with its stated purpose and exercise the 'Rights and Privileges' of registered student groups at SDSM&T.
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E. Registration shall be denied if the evidence presented shows the proposed organization will present substantial likelihood of conflict with the educational process of the University. This may include, but is not limited to:

1. The regular and orderly operation of the University
2. The requirements of appropriate discipline within the University community
3. The academic pursuits of teaching, learning and other campus activities
4. The laws or public policies of the State of South Dakota and the United States
5. The regulations and policies of the University and the Board of Regents
6. The constitution and by-laws of the Student Association Senate
7. Limited membership implied in the organization's name and mission statement
8. The group's advocacy of views directed to inciting or producing lawless action and likely to produce or incite such action
9. The group's failure to show a willingness to comply with reasonable college regulations
10. The organization engaging in any unlawful or disruptive activity or conduct.

All student organizations must comply with all appropriate Federal and State regulations and Board of Regents policies regarding non-discrimination and the illegal possession, use or distribution of any alcoholic beverage or controlled substance.

Appeal of the recommendation for registration can be made by following the procedures in Part VIII of this document.

VI. CATEGORIES OF STUDENT ORGANIZATIONS

When approved, an organization will be listed in one of the following categories:

Academic Organizations

An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic major. A letter from the academic department recognizing the group and its efforts is required.

Athletic Organizations

An organization whose purpose is to encourage participation and engage its members in competitive intramural sports. This also includes clubs that are recreation-based organizations.

Greek Organizations

A social, fraternal organization may be composed of all male or female members. These groups must be affiliated or seeking affiliation with a national fraternal organization.

Honor Societies

An organization whose membership is based on academic achievement and whose purpose is to recognize such.

Multicultural Organizations

An organization whose purpose is to provide social and cultural awareness relative to a specific ethnicity or heritage.

Religious Organizations

An organization whose purpose is religious instruction and fellowship.

Service Organizations

An organization whose purpose is to participate in community service and volunteer work.

Special Interest Organizations

An organization whose purpose is to provide an opportunity for individuals to discuss and share information regarding a specific topic, interest or hobby that is nonacademic related.

Student Government

An organization whose purpose is to serve as a governing body.

Student Media

An organization whose purpose is produce a publication or broadcast.

VII. OBLIGATIONS OF A REGISTERED STUDENT ORGANIZATION

Each registered student organization pledges itself to the following obligations.

- A. Follow the stated purpose of the organization. An officially chartered student organization will not use its official status for any purpose other than its own organization. Sponsoring activities for an unregistered group, reserving facilities and carrying on business for an unregistered group are not allowed.
 - B. Use of activity monies must conform to the purposes and practices approved by SDSM&T. Organizations are expected to meet their financial obligations on time and use the funds prudently.
 - C. Sponsor only such projects as will benefit both the group and the University.
 - D. Registered student organizations will be required to submit a half-semester Activity Report (AR) to the Student Association.
 - E. Practices of registered student organizations shall not be contrary to stated policies of the University. All students and student organizations are responsible for their conduct and are responsible for familiarizing themselves with the standards and regulations of the University, as spelled out in the Student Code of Conduct.
 - F. Any changes in an organization's constitution after initial approval must be submitted to and approved by the Student Association Constitution Committee. A current constitution must be on file in the Student Activities and Leadership Center.
 - G. Each registered student organization must have at least one faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organizations. Advisors must be full-time faculty or administrative staff members at SDSM&T.
 - H. Each organization is responsible for maintaining adequate communication with Student Activities and Leadership Center.
 - 1. Registered student organizations are required to complete a current Contact Information Sheet and Officer Affirmations each semester. Advisors must complete an Advisor Affirmation each academic year. The Student Activities and Leadership Center will send appropriate forms to the president of each organization.
 - 2. An organization will be classified as "inactive" upon failure to submit a current Contact Information Sheet for two semesters. Inactive organizations cannot exercise any of the privileges granted to registered groups. Active status will be reinstated only upon completing the Current Contact Information Sheet.
 - 3. Inactive organizations will be deleted from the files after one year and must then follow all application procedures to be reinstated.
 - I. The Student Activities and Leadership Center sponsors certain meetings that are deemed very important to clubs and organizations. Organizations will be held accountable for all information presented in these meetings.
 - J. Students must be aware of any risks involved when participating in such activities and organizations, and must assume the responsibility and liability for their own conduct and well-being. Student participation in the various out-of-classroom activities and organizations offered on campus and off-campus during the academic year is voluntary.
 - K. Make clear that they speak only for their organizations, not for the entire institution, nor for all students, nor all faculty members, nor all staff members.
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VIII. RECALL

The approval of a student organization at SDSM&T is made on the basis that the organization conforms with the 'Obligations' as stated in part VI of this document.

Failure on the part of the organization to conform to conditions of approval as mentioned above will subject the organization to recall by the Student Association Constitution Committee. Recall will result in an officer and faculty advisor of the organization appearing before the committee to answer any charges that have been brought against the organization.

The Student Association Constitution Committee reserves the right to administer such disciplinary action as it might deem necessary against the organization. This action could be a probationary period for the organization or completely revoking the charter.

IX. APPEALS

The steps for appealing when registration has been denied or recalled are as follows.

- A. Groups may appeal a denial or recall decision by submitting a written statement of reasons for appeal to the Student Activities and Leadership Center within thirty (30) days of the denial or recall.
 - B. Appeals will be reviewed by the Vice President for Student Affairs who will report his/her decision after considering the following questions:
 1. Will the organization interfere with the stated purpose and mission of the institution?
 2. Is the stated purpose of the organization in accordance with local, state and federal laws, and with statutes and policies of the University and the Board of Regents?
 3. Were appropriate procedures followed by those reviewing the initial application?
 4. Is there other pertinent information needed to make a proper decision?
 - C. The Vice President, following the criteria stated above, will notify the petitioning group of his/her decision within thirty (30) days. The decision of the Vice President will be considered final.
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