

Maintaining Organizational Recognition (Effective Fall 2007)

In order to maintain the status as a recognized Towson University organization each group must complete all of the annual requirements and undergo a triennial review of its constitution. This process does not replace the SGA budgeted/recognition process. It works in conjunction for SGA groups and is the sole process for Towson University Office of Student Activities Recognition. Failure to meet these obligations will result in an organization being deemed inactive. Inactive status means that the privileges afforded to all recognized groups are no longer applicable. Lost privileges include, but are not limited to; the ability to reserve rooms and tables, for the purpose of meetings and recruitment activities; as well as failure to appear on Towson publications and web space.

Types of Organizations:

SGA Affiliated: Must be open to all fee-paying students, but may allow others members. Membership must include at least eight fee-paying students and a majority of members registered at TU. Any undergraduate, full-time TU student may hold office. An advisor is required. These organizations have had their constitution passed by the SGA. Amendments to the organization constitution must be approved by the SGA Senate, and organizations must be democratically structured. Private federally insured bank accounts may be maintained in the organization's name, but state employees may not be signatories. The accounts may not infer the involvement of either the university or SGA. TU event procedures must be followed. Groups that are SGA affiliated are automatically OSA recognized.

Benefits:

- Assigned SGA senator as a liaison to SGA
- Mailbox (located in SGA Office)
- Advertising space in *The Towerlight*, kiosks, and the campus electronic sign board
- Limited office space on application basis
- Room reservations
- Bulk mailings*
- Copy services*
- Table reservations in the University Union
- Use of university name
- Tax-exempt status
- Supplemental SGA budgets

*Charges may apply

SGA Budgeted: Must be open to all fee paying students, but may allow other members. A membership of at least 15 fee-paying students is required, and only fee-paying students may hold office. Students assuming a leadership role in an organization must have and maintain a minimum 2.00 cumulative grade point average through their term of office (more information listed under Academic Criteria for Student Leaders.) Please note that some organizations require higher grade point averages for leaders.

An advisor is required. Amendments to the organizational constitution must be approved by the SGA Senate, and the organization must be democratically structured. All organizational funds must be deposited to the Financial Operations Office, and all budgeted funds must be used to benefit the TU community.

The SGA community service requirement and the SGA funding policy must be followed. Budgets are voted on at the end of each term for money to be spent for the upcoming term. Budgeted organizations must follow department financial policies and events procedures. If all of the annual requirements are not fulfilled by the time of budget hearings, the budget will not go to vote.

Student organizations that meet the membership requirements and become affiliated before the bi-annual Treasurer's workshop are eligible to apply for a budget that term. Groups that are SGA budgeted are automatically OSA recognized.

**No organization with exclusive membership can be directly budgeted by the SGA.*

Benefits:

- Funding for the Organization from SGA
- Assigned SGA senator as a liaison to SGA
- Mailbox (located in SGA Office)
- Advertising space in *The Towerlight*, kiosks, and the campus electronic sign board
- Limited office space on application basis
- Room reservations
- Bulk mailings*
- Copy services*
- Table reservations in the University Union
- Use of university name
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- Supplemental SGA budgets

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OSA recognized: (groups that are SGA affiliated or budgeted are automatically OSA recognized) Organizations that do not receive SGA funding, and are ineligible to be SGA affiliated either due to having less than 8 fee-paying members, or having an exclusive membership. Recognized organizations are not affiliated with the SGA and therefore are not entitled to the benefits of SGA affiliation, but are responsible for adhering to TU policies.

Note that as of Fall 2007, OSA recognized groups must now turn in a constitution to be reviewed by the Constitutional Review Committee. The Coordinator of Student Organizations will work with you to complete this process and existing groups will have one academic year to complete the process.

WHY YOU WANT TO BE RECOGNIZED

- You will have the opportunity to apply for grants through the Office of Student Activities (OSA funds are limited, maximum for educational purposes \$100 per semester per group)
- Access to organizational email and Web accounts through OTS
- Your students will have access to their Student Life Transcript noting their participation in your organization
- The assistance of the Office of Student Activities Staff particularly, the Coordinator of Student Organizations
- Use of a campus mailing address and/or mailbox (subject to availability)
- Training is provided several times a semester to aid your organization
- Priority Access to participating in Office of Student Activities Events (such as TU Afterhours, Involvement Fairs etc.)
Table reservations in the University Union
- Limited number of room reservations.
- Free publicity through various channels:
 - Towerlight at no cost if you post on the OSA page (subject to due dates)
 - Publications used for recruiting purposes
 - Access to putting information on the OSA webpage (see Website policy below)

All eligible OSA recognized organizations are strongly encouraged to become SGA affiliated.

ANNUAL REQUIREMENTS

Each year the following requests must be satisfied so that an organization remains “active”. Failure to meet these obligations will change the organization designation to “inactive”, resulting in the loss of privileges normally afforded to recognized student organizations, including not having access to financial accounts if applicable.

- Submit an updated Student Organization Registration Contact Form no later than 2 weeks into each semester. Time and location of planned meetings should be included. (Note: Presidents email address and/or general organization email account information will be accessible to outside the TU community)
- Attend a mandatory Student Group Summit each semester. At least one executive member must attend it is strongly recommended that the entire executive board attends.
- Turn in an advisor commitment form each year. It is highly recommended that each advisor attends advisor training.
- Submit a Student Organization Membership Roster no later than November 1st for the Fall semester and April 1st for the Spring semester to be used for the Student Life transcript.
- At the end of each spring semester and no later than a specified date, non-social fraternal organizations must submit a Student Organization Annual Report to the Coordinator of Student Organizations. The Student Organization Annual Report serves as an historical record of organizational activities and as an instrument which the Office of Student Activities and SGA can evaluate and improve services and resources currently available to student organizations. The annual report will not be used as a basis to deny future recognition.

Those organizations that receive SGA funds must also adhere to the SGA policies that include but are not exclusively listed below:

- Attend the Treasurers workshop each semester
- Adhere to the Community Service Requirements including attending the mandatory service meeting each semester.
- Meet fundraising requirements

TRIENNIAL REVIEW

Every three years, all clubs/organizations undergo a constitutional review in order to remain officially recognized organizations.

Initially, each organizations triennial review period will be determined by the date of the constitutions last review. Thus, newly formed organizations will be on the 3rd year in the cycle and those whose Constitutions still reflect "Towson State University" or are several years old will be first to be reviewed. Once on the schedule, you remain on the triennial review schedule unless the organization becomes inactive, at which time you to become active you must renew the constitution to regain active status.

At the beginning of the year, student organizations that are scheduled for their triennial review shall be notified and requested to submit a revised constitution to the Constitutional Review Committee and/or the SGA Senate.

The Constitutional Review Committee is made up of the Coordinator of Student Organizations, the Assistant Vice President of Campus Life, the SGA Director of Student Groups and two undergraduate students. For those groups that are OSA recognized, once the Constitutional review committee reviews and approves the constitution you remain on active status. If you are SGA affiliated or budgeted, the constitution goes directly to the Senate for approval

If the constitution receives unfavorable recommendations, the Coordinator of Student Organizations or Attorney General (SGA recognized and budgeted) will review the recommended changes. It is the responsibility of the organization to make all necessary changes and then resubmit the constitution for approval. If a constitution is not approved, and steps are not taken to correct the document, the student organization can be sanctioned.

Expectations for Student Organizations and Clubs:

- Complete the annual registration process by submitting all required information, actively participating in training opportunities, and making timely registration information (officers, constitution, etc) as changes occur. This includes ECS contact information forms for SGA recognized and affiliated organizations.
- Follow and abide by all federal, state, and local laws and regulations, and all procedures of Towson University, including the Code of Conduct and the Student Organization Handbook.
- Remain in good standing with all aspects of Towson University (Events and Conference Services, campus departments, etc) and conduct themselves in a manner consistent with the mission of the University.
- Adhere to the rules and procedures set forth in the organization constitution, non-discrimination requirements for membership.
- Meet all fiscal obligations incurred by the organization and abide by the SGA Codes when applicable.

- Ensure proper planning and execution of organization events, and consult with staff for help with event policies and contract management.
- Provide proper education and communication throughout the officer transition.
- Establish consistent communication with the organization advisor, and keep informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.

It is the responsibility of all student organization officers to familiarize themselves with Towson University policies, procedures and conduct code, and to share this information with their membership. These policies, procedures and codes are set forth in writing to give individuals and student organizations general notice of the conduct expected of them.

WEBSITE:

The Office of Student Activities and Student Government Association website is granted for the non-commercial, non-discriminatory use of currently registered Towson University student organizations. Anything deemed inappropriate or not within the mission of the University may be denied to be posted. Entities of Towson University shall use professional judgment when deeming postings inappropriate. The University has final say in what can or can not be posted on the website. To change or add information to the website contact the Coordinator of Student Organizations. It is up to organizations to be proactive and make sure information is correct.

Clubs/Organizations Checklist

Every Towson University student organization must complete or have on file:

- Contact form including accurate information on all officers
- Constitution
- Signed Advisor Form
- Organization roster
- Financial Signature Card (SGA-budgeted groups only)
- Organization service report form, documenting community service hours (SGA –Budgeted groups only)