

Student Organizations Committee Guidelines

Student Government Association
Millersville University of Pennsylvania

Article I: Purpose & Authority

1. Purpose:

- a. The Student Organizations Committee of the Student Government Association (SGA) of Millersville University is responsible for recognizing, evaluating, and overseeing all registered student organizations. Its core purpose is to uphold transparency, accountability, and equity in the recognition and management of student organizations, ensuring all groups operate within university policy, SGA standards, and the collective interest of the student body.

2. Authority:

- a. The authority of this committee is derived directly from the Constitution and Bylaws of the Student Government Association at Millersville University.

Article II: Rules of Order

1. Rules of Order:

- a. The committee will follow the latest version of *The Democratic Rules of Order* while conducting all business.

Article III: Organization Outreach Events

1. Outreach Events:

- a. In accordance with the SGA Bylaws, the Student Organizations Committee is responsible for organizing student organizations outreach events. The committee will have a table at both the fall and spring Involvement Fairs.

- b. This will be in addition to the regular SGA table at the Involvement Fairs but will focus solely on the process of creating your own organization and information about that.
 - i. This table must include the list of Student Organizations Committee requirements and student guides, as well as the Campus Life requirements and student guides.
 - ii. The Director of Student Organizations will be responsible for organizing and coordinating the table at the event.
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Article IV: Process of Recognition & Approvals

1. Temporary Status Requests:

- a. For the committee to approve an organization for temporary status, they must ensure the prospective organization has completed all requirements listed in the “How to Start a Student Organization” document.
- b. If the applying organization was registered with the Campus Life Department within the previous two (2) years, it may select the “Applying for Re-instatement” option on the application.
- c. The committee will interview an executive representative of the prospective organization and will ask questions such as:
 - i. What are the long-term goals of your proposed organization?
 - ii. How will you effectively enforce and execute the mission of your organization?
 - iii. How will you sustain your organization?
 - 1. What does the future of the executive board look like?
 - 2. How will you ensure adequate recruitment?
 - 3. What does your membership look like?
 - iv. What purposes will the club serve?
 - v. Is your organization similar to another organization on campus? If so, how is it going to be different?
 - vi. Do the President and Treasurer hold the same position in another organization?
 - vii. How will you fundraise and financially support your organization?
 - viii. Do you have the required membership and list of support?

2. Permanent Status Requests:

- a. For the committee to approve an organization for permanent status, they must ensure the temporary organization has completed all requirements listed in the “How to Apply Permanent Status” document.
 - b. The committee will interview a representative(s) of the temporary organization to gather information and determine if the applying organization is eligible to be permanently established at Millersville University; the committee will analyze these following key points when concluding:
 - i. Finances
 1. Has the organization held fundraisers, if so, how much has been raised?
 2. Do they have appropriate budgeting plans, or is there a lack of such financing plans?
 3. How have they used their start up grant?
 - ii. Activity
 1. Has this club held any events, if so, what was the success of said events?
 2. Is the club holding regular meetings and do members regularly attend those meetings?
 3. Are the executive board members collaborating and effectively working together to better their organization? Are they appropriately engaged with their membership?
 4. Has membership grown, sustained, etc.?
 5. What role does your advisor play within your organization?
 - iii. Plans/Goals
 1. What are the plans the organization has for the upcoming semesters?
 - a. What are their plans for recruiting?
 - b. What events/activities are you planning for the future?
 - c. What did their elections look like?
 - c. If the committee determines that the applying temporary organization satisfies the mandatory questions listed above, the committee may approve the application for permanent status.
- 3. Constitutional Authorization:**

- a. The committee will ensure that student organizations' constitutions meet all requirements in the “How to Write a Constitution” document before approving.
 - b. Any changes that student organizations wish to make to their constitution must be approved by the Student Organizations Committee.
 - c. Proposed constitutional changes may be submitted to the “Request for Student Organizations Constitutional Amendment” form on the Student Government Association’s Get Involved page.
 - i. Any text being removed from your original constitution must be colored in red, and any text being added to the original constitution must be colored in blue.
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Article V: Auditing & Organization Evaluations

1. Audit Procedures:

- a. To ensure that each organization complies with all requirements listed, the Student Organizations Auditor, appointed by the Director of Student Organizations, will conduct and record audits on Millersville University student organizations recognized by SGA. The auditor may recruit members of the Student Government Association to assist in the auditing process, which will be scheduled at the committee’s discretion.
- b. When auditing student organizations, the auditor will search for discrepancies in these categories on the respective organizations' Get Involved page:
 - i. Regularly scheduled meetings
 - 1. Time, place, and frequency of meetings (weekly, monthly, day of week)
 - ii. Organization’s contact information
 - iii. President, Vice-President, Treasurer, Secretary, Advisor, and all other officers that may be created within the organization, all of which must be listed in the “Officers” section of the Get Involved page.
 - 1. A President or Treasurer of one student organization may not simultaneously be a President or Treasurer of another student organization.

- iv. Appropriate number of members listed in the “Members” section of the Get Involved page
 - 1. Ten (10) members required for temporary status organizations
 - 2. Fifteen (15) members required for permanent status organizations
- c. When student organizations are found to have discrepancies among the above listed requirements, the organization shall be placed on Review Status and notified via email.
 - i. Review Status does not remove or restrict any rights, privileges, or operations of the organization. Organizations on Review Status may continue to operate as normal.
- d. Upon notification of Review Status, the organization will have two (2) weeks from the date the notification is sent to acknowledge and respond to the Review Status notice.
- e. Failure to respond within the two-week response window will result in unrecognition of the organization.
- f. If the organization responds within the two-week period, the organization will remain recognized during the review process.
- g. Upon response, the organization will have eight (8) weeks from the date of the original Review Status notification to resolve identified discrepancies and maintain communication with the Student Organizations Director and/or Campus Life.
- h. Failure to demonstrate progress, maintain communication, or resolve outlined deficiencies within the eight-week period shall result in the unrecognition of the respective student organization.

2. Auditing Frequency

- a. All organizations shall be audited by the Student Organizations Committee at the end of each Fall semester.
- b. Student organizations shall also be audited upon discovery or report of these issues, among others:
 - i. Failure to complete annual registration or renewal requirements
 - ii. Missing required documentation
 - iii. Failure to complete mandatory trainings
 - iv. Failure to maintain minimum membership requirements
 - v. Use of funds outside the approved purpose or budget
 - vi. Receiving or spending funds without proper authorization
 - vii. Concerns or complaints regarding misuse of organizational funds

- viii. Formal complaints submitted by members, students, advisors, or university officials
- ix. Allegations of policy violations or misconduct
- x. Failure to hold required elections
- xi. Evidence that the organization is not following its constitution or bylaws

3. Organization Evaluation:

- a. All organizations are subject to an official evaluation by the Student Organizations Committee.
- b. Any person may submit grievances to the email of the Director of Student Organizations, where it will then be considered in committee.
- c. The committee will vote to determine if the information and evidence provided within the email is legitimate and warrants an evaluation. If the committee votes to launch an evaluation, it will be conducted as follows:
 - i. The committee will interview person(s) from all sides of the dispute to ensure every side of the story is heard.
 - 1. A record will be kept of all interviews for later evaluation.
 - ii. The committee will analyze all information, call for a motion, and vote based on all the information gathered on whether the respective organization has violated any Millersville University and/or SGA policies.
 - iii. If the committee finds that the respective organization is in violation of said policies, they will be immediately placed on probation.

4. Notification of Findings

- a. All notifications regarding audit findings, organizational evaluation, probation, review status, removal, and reinstatement will be sent to the organization's official email address on file and copied to the organization's President, Secretary, and Advisor. Delivery of notice to these addresses constitutes official notice to the organization.
- b. If an organization is funded through other sources, the proper designees will also be notified.

Article VI: Disciplinary Enforcement

1. Disciplinary Enforcement Procedures:

a. Probation:

1. Organizations recognized by the Student Organizations Committee are subject to being placed on probation following a complete organizational evaluation and a simple majority vote of the Committee.
2. Probation will last for one (1) year from the date the organization was notified about probation.
3. During probation, an organization may be subject to unrecognition if an additional violation of Millersville or SGA policies occurs, as determined through the organizational evaluation process and approval by a committee vote.
4. Student Organizations maintain the right to appeal their probation throughout the entire process.

b. Unrecognition:

1. Unrecognized organizations lose all privileges to request funding from the Finance Committee, reserve spaces in the Student Memorial Center, and any other privileges of recognized organizations.
2. An organization unrecognized due to a failure to correct auditing deficiencies and/or violation of probation must start the entire process over from the start.

Article VII: Amendments

1. Annual Updates:

- a. These guidelines shall be updated each Spring and go into effect after a simple majority vote of the Student Organizations Committee.

2. Addendums

- a. Throughout the year, the committee may make addendums to these guidelines to go into effect after the Student Organizations Committee has approved the annual update.