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 chartering, overseeing, and advocating on behalf of student organizations at Millersville University. The committee maintains and administers Student Organizations Committee guidelines, investigates grievances, recommends appropriate sanctions to the SGA General Body, and organizes student organization outreach initiatives.
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 organization outreach events.
        i. A student organization outreach event is an event initiated or proposed by the SGA Student Organizations Committee. The Committee shall facilitate the planning, coordination, and communication necessary to establish and conduct the event.
    b. The committee will have a representative at both the fall and spring Involvement Fairs.

Article IV: Process of Recognition & Approvals

1. **Temporary Status Requests:**
    a. For the committee to approve an organization for temporary status, it 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 Reinstatement" option on the application.

c. The committee shall review the application to ensure all mandatory requirements are met and, upon satisfaction of these criteria, approve the organization by a majority vote.
    i. The committee may request an interview with the applying party when additional information or clarification is necessary to determine whether the organization satisfies the requirements for temporary status.
d. Organizations subject to disciplinary restrictions on reinstatement or re-registration shall remain ineligible for temporary recognition until the established period of restriction has expired.

2. Permanent Status Requests:

a. For the committee to approve an organization for permanent status, they must ensure the temporary organization has completed all criteria requirements listed in the "How to Apply for Permanent Status" document.
b. The committee will interview a representative(s) of the temporary organization to gather information and determine if whether the applying organization is eligible to be permanently recognized established at Millersville University; the committee will analyze these following key points when concluding:
    i. Finances
        1. Did the organization hold fundraisers? If so, has a sufficient amount been raised relative to the organization's expenses?
        2. Do they have appropriate budgeting plans, or is there a lack of such plans?
        3. Did the organization appropriately utilize its start-up grant?
    ii. Activity
        1. Has this organization held any events? If so, have the events been successful?
        2. Is the organization 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. Does the organization's advisor maintain an appropriate balance between guidance and student leadership, ensuring that students retain primary responsibility for decision-making and operations?
    iii. Future Success
        1. What are the plans the organization has for the upcoming semester(s)?
            a. Is there a reasonable and sustainable amount of recruitment?

b. Does the organization have future events/activities planned?
c. Did the organization hold elections and re-register its organization by the deadline?

c. If the committee determines that the applying temporary organization satisfies the mandatory criteria listed above, the committee shall approve the application by majority vote, provided the organization is not subject to an active disciplinary restriction on permanent recognition.

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 using the "Request for Student Organization Name Change/Constitution Change" 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.

4. General Body Review of Recognition Approvals

a. All requests for temporary and permanent recognition approved by the Student Organizations Committee shall be presented to the SGA General Body at its next regular meeting, prior to the recognition taking effect.
b. Any objections to these approvals shall be limited to the requirements established in the Student Organizations Committee Guidelines.
    i. Any relevant objections shall be brought back to the Student Organizations Committee for reexamination.
    ii. If an objection is raised, the committee shall review the concerns and vote to uphold or reconsider its initial decision.
c. In the absence of any relevant objections, the organization's recognition shall take effect following its presentation to the SGA General Body
d. The Student Organizations Committee retains final authority over recognition approvals, provided all requirements established in these Guidelines have been satisfied.

Article V: Auditing & Organizational Evaluations

1. Auditing Criteria

a. All organizations with temporary status are subject to being audited for the criteria listed in Article V, Section 2(b), on or after the first anniversary of their temporary status recognition.

b. All organizations with permanent status are subject to being audited for the criteria listed in Article V, Section 2(b).

2. 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.
   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.

3. Auditing Frequency

a. All organizations eligible for audit shall be audited by the Student Organizations Committee during 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. Upon recommendation of a committee member
x. Failure to hold required elections
xi. Evidence that the organization is not following its constitution or bylaws

4. Organizational Evaluation:

a. All organizations are subject to an official evaluation by the Student Organizations Committee.

i. Any person may submit grievances to the email of the Director of Student Organizations, where it will then be considered in committee.
ii. The committee will determine if the reported grievance provides sufficient grounds to warrant an organizational evaluation. Authorizing an organizational evaluation does not constitute a determination that the organization violated policy.

b. If the committee determines, by majority vote, that an organizational evaluation is warranted, that will trigger the formation of the Evaluator Commission.

i. The Evaluator Commission shall consist of two (2) to three (3) Student Organizations Committee members appointed by the Director of Student Organizations. The Commission shall be responsible for evaluating specific allegations authorized by the committee.
ii. The Evaluator Commission shall maintain records of all activity, disclose any conflicts of interest before or during an evaluation, and require the recusal of members when necessary to maintain impartiality.

iii. The Evaluator Commission shall dissolve upon completion of its assigned evaluation(s) and presentation of its findings to the Student Organizations Committee, unless further evaluation is requested.

c. The Evaluator Commission shall conduct organizational evaluations in accordance with the following procedures:
    i. The organization shall receive written notification identifying the allegations and be provided with a reasonable opportunity to respond.
    ii. The Commission shall interview relevant individuals from all sides of the dispute and collect any evidence necessary to determine the legitimacy of the allegations.
    iii. The Commission shall maintain records of all interviews and evidence collected throughout the evaluation.
    iv. Upon completion, the Commission shall present a report to the Student Organizations Committee outlining the allegations, relevant evidence, organizational responses, and factual findings.
d. Following the presentation of the Evaluator Commission's report, the Student Organizations Committee shall review the evidence and vote on whether the organization violated any Millersville University and/or SGA policies.
    i. A violation must be supported by a preponderance of the evidence.
    ii. If the committee determines, by majority vote, that a violation occurred, it shall recommend appropriate disciplinary sanctions to the SGA General Body in accordance with Article VI.
    iii. If the committee determines that no violation occurred, the organizational evaluation shall be concluded without disciplinary action.

5. Disciplinary Sanctions

a. Following a completed organizational evaluation and determination of a policy violation, the Student Organizations Committee may recommend one or more appropriate disciplinary sanctions to the SGA General Body.
    i. Sanctions shall be proportional to the severity of the violation, taking into consideration the organization's disciplinary history, mitigating circumstances, and the impact of the violation.
    ii. Available disciplinary sanctions shall include, but are not limited to, formal reprimands, mandatory corrective action, restriction of organizational privileges, delayed eligibility for permanent recognition, probation, temporary suspension, and unrecognition with or without possibility of reinstatement.
    iii. The committee may recommend additional corrective measures consistent with Millersville University and SGA policies. Any sanction restricting organizational recognition, registration eligibility, or recognized privileges must be expressly authorized under these Guidelines.

iv. The committee may recommend one or more sanctions when appropriate, subject to approval by the SGA General Body

6. **Disciplinary Enforcement Procedures**
    a. All recommended disciplinary sanctions shall require a majority vote of the Student Organizations Committee and a majority vote of the SGA General Body before taking effect.
    b. Following approval, the organization shall receive written notification identifying the violation(s), sanctions imposed, effective date, duration, and any conditions for completion.
    c. The Director of Student Organizations shall coordinate with Campus Life and other relevant university departments to ensure the appropriate implementation of disciplinary sanctions.
    d. Failure to comply with an approved disciplinary sanction may result in an additional organization evaluation and further disciplinary action.
7. **Appeals**
    a. All organizations maintain the right to appeal disciplinary sanctions under Article VI.
        i. Appeals must be submitted in writing to the SGA Director of Student Organizations within ten (10) business days of official notification.
        ii. Appeals may be submitted on the grounds of procedural error, new evidence, or a sanction that is disproportionate to the violation.
    b. The SGA General Body shall review appeals and may uphold, modify, or overturn a disciplinary sanction through a majority vote.
        i. The organization shall be provided with an opportunity to present its appeal before a decision is reached.
        ii. The organization shall receive written notification of the final appeal decision.
    c. An appeal submitted within the established deadline shall temporarily suspend implementation of the appealed sanction until a decision is reached, unless doing so creates a substantial safety concern or conflict with university requirements.
8. **Notification of Findings**
    a. All notifications regarding audit findings, organizational evaluation, disciplinary sanctions, probation, suspension, review status, unrecognition, reinstatement, and appeals shall 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: 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. **Addenda**
    a. Throughout the year, the committee may adopt addenda to these guidelines, which will take effect after the Student Organizations Committee approves them by a simple majority vote.