

## **Student Organization Regulations**

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Organized Campus Clubs (OCC) is an integral part of ASOIT. They represent a large part of the active participating members of the student community on the OIT campus. Through their representatives they can promote their clubs within the OIT community. Each club must be represented at the general meetings of ASOIT.

### **Rights of student organizations**

- A. The right to hold meetings and social functions on campus in accordance with scheduling policies.
- B. Reasonable access to the facilities of the College, buildings, grounds and equipment.
- C. The right to sponsor revenue producing functions according to the established College policies.
- D. The privilege of applying for a budget and/or subsidy from incidental fees.
- E. Eligibility for awards and honors given to college organizations.

### **Rules and regulations governing student organizations**

#### **A. Financial responsibility:**

1. Use of allocated Incidental Fee monies must conform to the purposes and practices approved by the Financial Allocation Committee and the Incidental Fees Committee.
2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
3. An organization shall establish in their name either a safekeeping account in the College Business or a checking account with a local bank. If an off-campus checking account is used, the club's faculty advisor and the Vice President for Student Affairs names must be on the account along with the club officers.
4. An organization's account will require two of three signatures on a check for a withdrawal - the organization's advisor, a specified organization officer (bonded by the organization) or the Vice President for Student Affairs. The Vice President for Student Affairs shall sign only in the case of the unavailability of the officer or in case the organization becomes inactive.
5. The club will issue receipts at the time of collection of all dues, assessments, etc. Deposits must be made during the first working day following any money making event.

6. The advisor and one authorized officer must sign all OIT requisitions if a safekeeping account is utilized. The organization's advisor and an organization officer shall sign expenditures paid by bank check.

7. Only authorized club officers will have access to the club's IFC funds available through the ASOIT office. These officers become authorized when the club fills out the "Organizational Officer Roster" form.

8. If an organization disbands or is no longer recognized, all of the club's remaining IFC funds (if any) shall be remitted to the SAC399 account for new club start ups and special considerations.

9. All club accounts are considered state funds. Therefore, all financial records are subject to audit by the Secretary of State, the OIT Business Office, the Financial Operations Advisory Council or the organization's officers at their discretion.

B. Conformance to organization's purpose: Activities of organizations must be in conformance with their application's stated purpose.

C. Campus displays:

1. Displays (including, but not limited to posters, notices or banners, etc.) which litter the campus or damage the property of the College or other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited.

2. All posters, notices, or banners must be approved and stamped at the College Union Information Desk prior to posting.

3. Information on proper posting procedures is available at the College Union Information Desk, or see the Posting Policy (OIT-30-006).

4. All posted material not approved or not properly posted as noted, will be removed.

5. Excessive violations of posting procedures by an organization may result in a fine of up to \$50, appropriated by the Director of Campus Life or the Vice President for Student Affairs.

D. Property damage: Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.

E. Disorderly conduct: Organization activities that encourage or precipitate riots or other disturbances that materially interfere with the regular and orderly operation of the College are prohibited.

F. Eligibility for membership and office status:

1. Voting club members shall be confined to currently enrolled students. The club must also maintain a general membership of at least 51% current OIT students.
2. An officer of an organization must have held a valid student body card for at least 1 term prior to his/her term of election. Transfer students must hold a valid card for at least 1 term at OIT with the exception of the ASOIT freshman senator position.
3. An officer must hold a valid student body card during his term of office.
4. Spouses of current OIT students, alumni, OIT faculty and staff (that are not advisors) and community members are allowed a non-voting membership and are not allowed to hold an office in the organization.
5. Advisors - at least one advisor should be an OIT Faculty or Staff member. Other advisors can come from the community. If no advisors can be found from the OIT community, ASOIT will consider waiving this requirement temporarily.

G. Information to be submitted to the ASOIT Administrative officer:

1. A new "Organizational Officer Roster" must be submitted by the end of the first week of fall term. A revised list of officers must also be submitted to the Vice President within seven days after each club election or change of officers. Failure to do so will result in the suspension of privileges until the club meets the requirements.
2. A copy of each organization's constitution and by-laws and of all sequential amendments must be submitted within seven days of their enactment or change.
3. Current constitutions must be on record with ASOIT. If any are found to be out of date, the club must submit a current one.

H. Scheduling of events:

1. An event of a social, recreational, educational or organizational nature must be scheduled through the Director of Campus Life and the College Union Reservation Desk in the Information Office.
2. An event that is open to the public may be required to have security officers on duty during said event.

**Review of recognition**

A. Recognition may be withdrawn from a group if the conditions of recognition have been violated. Prior to this action, the organization will be given an opportunity to take corrective steps.

B. When registered campus organizations are in violation of rules and policies of the College, the group shall be subject to one or more of the following sanctions:

1. Loss of campus facilities use.
2. Loss of privileges to request subsidies from incidental fee funds.
3. Suspension of implementation of events and/or activities.
4. Monetary fine.
5. Loss of campus recognition.

### **Loss of recognition**

A group is no longer officially recognized when it has ceased to function as evidenced by the following:

- A. Due notice of its dissolution.
- B. Failure to submit a current list of officers to the ASOIT Administrative officer.
- C. Failure to fulfill all financial commitments within 30 days of due date.
- D. Failure to select officers and members according to organization guidelines.
- E. Inclusion of non-OIT community people as voting members and/or officers.
- F. Violation of stated campus policy.
- G. Failure to comply with statements on the student organization officer roster form.
- H. Three unexcused absences from ASOIT/OCC meetings in one academic year.
- I. Violation of local, state, or federal laws.

### **Designated meetings:**

The ASOIT Administrative officer will conduct a meeting with representatives of all recognized student organizations at each ASOIT/OCC meeting. Three unexcused absences will result in the loss of recognition for that organization. An excused absence is defined as written notice of just cause, delivered to the ASOIT President or Executive cabinet member at least one hour before a regularly scheduled meeting.

### **Roll call procedure:**

- A. Tabulation of club attendance will be taken as the club representatives command the floor, one by one, to inform the assembly of their group's activity. If a club has no news to offer, a statement saying "no news" should then be verbalized so that their attendance may be noted.
- B. Club representatives may only represent one club at each meeting and must be an OIT student.

### **Re-recognition of a club:**

- A. If a club loses recognition on campus, they have the right to apply for re-recognition if they choose to do so. To apply for re-recognition the club needs to follow the steps as if they were applying for initial recognition (see OCC Handbook "Organizing a New Club"). This begins with submitting the "Campus Club Start-Up Form" to the Administrative officer.

B. In considering a club for re-recognition, the ASOIT Senate will take into consideration the following information:

1. the club's attendance record
2. activity on campus
3. the club's potential benefit to the campus as a whole

C. The ASOIT Senate shall reserve the right to re-evaluate the re-recognition of a club, if said club fails to attend a meeting of the ASOIT/OCC for the remainder of the current academic year.

D. If said club fails to fulfill their requirements as outlined above and as applied to all recognized organizations, the ASOIT Senate maintains the right to revoke their re-recognition for the remainder of the current academic year.

E. Any ASOIT Senate voting member with a potential conflict of interest or personal bias will refrain from active participation in these re-recognition proceedings (motions, amendments, voting, etc.)

F. A club can only apply for re-recognition one time in an academic year.

### **Organizing a new club**

A. Initial procedure for recognition:

Several things need to be accomplished to form a new club and have it officially recognized by ASOIT. Submit the following items to the Administrative officer two weeks prior to the ASOIT meeting in which the club wishes to have a recognition hearing:

1. Completed "Campus Club Start-Up" form (may be picked up in the ASOIT office.)
2. A constitution that your club will use as a guideline for operating (example available in the ASOIT office). The constitution must be submitted to the Senate for review and should contain at least the following information:
  - a. Name of the proposed club
  - b. Purpose (an explanation of why the organization is desirable on campus, it cannot duplicate an existing organization)
  - c. Qualification for membership (including a non-discrimination statement on race, creed, religion, sex, or national origin)
  - d. Fees, dues and other consideration for membership
  - e. Officer and leadership structure (including impeachment procedures for failure to perform duties)
  - f. Time, frequency and proposed location of meetings
  - g. Explanation of any extra-campus affiliation (e.g. national parent organization)
3. A club officer roster form (available in the ASOIT office)
4. A minimum of two club service hours per each member of each club before recognition can occur. For clubs with fewer than ten members, there is a minimum requirement of twenty total club service hours. These hours must be completed and submitted to the Administrative officer no later than one month after the day of the event or the day of the recognition hearing. The hearing cannot take place if this requirement is not met.

5. A club representative must attend three consecutive ASOIT/OCC meetings before being eligible to have a recognition hearing. (The recognition hearing may be held following the third meeting). If a club misses any meeting before being recognized, they will need to attend another three consecutive meetings in order to be re-eligible for a hearing.

**B. Temporary Club Status:**

Once a club decides to apply for recognition status they need to inform the Administrative officer that they are a new club applying for recognition. This will inform ASOIT that you are trying to form a club and if you need any help it can be provided. Your club attendance will be recorded at the ASOIT/OCC meetings along with all of the other clubs. If you wish, the Administrative officer can arrange the temporary use of College Union facilities to hold club meetings.

**C. Recognition Hearing:**

The club can request a hearing any time after attending three consecutive ASOIT/OCC meetings (including the third meeting) and after meeting all of the other requirements. This request must be made in writing to the Administrative officer. The club applying for recognition will be required to have a representative present at the hearing to answer any questions that the Senate may have. Hearings will be held immediately following a regularly scheduled ASOIT/OCC meeting or during an ASOIT executive session.

**D. Criteria for recognition:**

Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the College. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:

1. The regular and orderly operation of the College
2. The requirements of appropriate discipline within the College community
3. The academic pursuits of teaching, learning and other campus activities
4. The laws or public policies of the State of Oregon and the United States
5. The statutes and the regulations of the College and the policies of the Oregon Board of Higher Education
6. The purpose or activities of an already recognized campus organization
7. The rules and regulations set forth by the OIT Student Handbook and the ASOIT Organized Campus Club Handbook

**E. Approval or denial:**

All applications for recognition will be approved or denied on the basis of a majority vote of the Student Senate. The vote will be taken in a closed executive session immediately after the review committee hearing.