



Student Organization Recognition Packet

Student organizations are organized student groups that have taken certain steps to become recognized by Central College. Student groups may exist which are not student organizations, but these groups are generally not allowed the privileges of recognized student organizations. Student organizations also generally do not include varsity sports teams, choirs, or bands.

The purpose of this document is to aid in the process of student organizations obtaining and maintaining official recognition by Central College. A Student Senate committee has been designated by the Central College initial contact point for student organizations in their quest for recognition. It will provide guidance to student organizations seeking recognition or re-recognition.

Central College expects that all student organizations share the mission and goals of the college, that together we might develop well-rounded, thoughtful, social, respectful individuals. All recognized student organizations are expected to adhere to the principles established in the Central College Mission Statement and its supporting documents (see appendices).

Recognition Checklist:

- Read and understand “Starting a New Organization” and “Student Organization Privileges and Responsibilities” (pages 2-4 of this packet).
- Complete the statement of understanding (Appendix A).
- Complete a petition with at least 15 signatures of current students interested in supporting the existence of your organization (Appendix B).
- Find a faculty/staff advisor and complete the Advisor Statement (Appendix C).
- Prepare a constitution using the template found in Appendix D.
- Prepare a written response to the following question:

Describe how you believe your organization’s purpose aligns itself with the Central College Mission Statement, the Welcoming Statement and Nondiscrimination Policy, and the Harassment Statement. (These documents are found in Appendix E of this packet).

- Submit your completed packet (Appendices A, B, & C, and the constitution and written response) to Student Involvement (2nd floor Maytag). Your packet will be submitted by Student Involvement to Student Senate for official review.

Student Involvement Staff Only:

Date received: _____ *Received by:* _____



Starting a New Organization on Campus

1. Review the current roster of student organizations on campus to ensure that an organization with your similar interests does not already exist on campus. The most up to date list of registered student organizations can be found at <http://www.central.edu/campus-life/get-involved/>

2. Pick a date/time/location for an informational meeting

Reserve meeting space through Conferences and Events.

You are allowed one “free” meeting reservation for an informational meeting to get your group started.

After that you must be a “recognized” student organization in order to reserve space on campus for meetings/events.

Advertise your meeting info via fliers, word of mouth, Facebook, online calendar (email involvement@central.edu for online calendar)

Hold your info meeting and be sure to take down names/emails of people who are interested.

3. Find a faculty/staff advisor

The best faculty/staff advisors will be the people who are really interested in the content of your group (e.g. an advisor who enjoys canoeing would be a good fit to be the advisor of a canoeing club)

4. Complete the Student Organization Recognition packet

See the checklist on page 1 for the complete list of forms to complete. The completed packet can be turned in to Student Involvement (2nd floor Maytag).

5. Review and approval process

- a) A Student Involvement representative presents all submitted materials to a subcommittee of Student Senate for consideration and discussion. The subcommittee of Student Senate reviews the document and takes the proposal to the weekly Senate meeting for a vote to either approve or not approve the proposed student organization’s constitution.
- b) If approved, Student Senate welcomes the potential student organization as an official student organization. Written approval of this approval will be sent to the organization from the Student Senate Secretary, and a copy will be sent to Student Involvement and Conferences and Events. The approved organization will then have the privileges and responsibilities listed on the following page.
- c) If not approved, the potential student organization is declined official status and does not receive the student organization privileges listed below. In addition, it cannot recruit members on the Central College campus.



Central College Student Organization Privileges & Responsibilities

By obtaining official recognition at the college, student organizations may:

- Participate in the annual Student Involvement Fair held during the first two weeks of the fall semester.
- Request funding from Student Senate.
- Have a student organization college account and be able to utilize the finance office for checks, bills, etc.
- Reserve rooms on campus. (NOTE: Only student leaders and faculty or staff advisors may reserve rooms.)
- Reserve tables for group events and outreach using the room reservation system.
- Distribute mailings through campus post office.
- Post flyers; advertise on campus.
- Use the resources and services available in Student Involvement (including paper, markers, paper cutter, copying assistance, flyer approval, etc).
- Use campus equipment when policy permits.
- Use college name and logo in appropriate ways.

Record-keeping responsibilities of student organizations

- Organizations are expected to provide Student Involvement with an updated Student Organization Update Form by the sixth week of every fall semester.
- Organizations are expected to officially review/revise their constitution at least once every year.
 - Student Involvement will inform Student Senate of organizations who have not submitted their leadership information or reviewed/revised their constitutions.
 - Failure to do either of the preceding results in revocation of official recognition and the privileges that accompany recognition.
- At the end of each academic year, all organizations are expected to provide Student Involvement with a list of programs, initiatives, and collaborations that took place over the course of the academic year.

Organization violations

If through its words or deeds, a student organization violates the mission and goals of the college or any of the principles in the documents in the Appendices to this form, it will need to meet with Student Senate for a hearing. Senate can then follow one of three options:

- Accept the organization's explanation and offer a reminder to follow the mission and goals of the college.
- Warn the organization that its actions have not been in keeping with the mission and goals of the college, and remind them to do so in the future or their status as an official student organization will be revoked.
- Revoke the organization's status as an official student organization if its actions have been determined to be in severe violation of the mission and goals of the college.

Further, the Central College Student Code of Conduct provides for the use of the college judicial system to hear cases of group violations brought by the Dean of Student Life or others. Specifically, "When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as joint accused students" (Student Handbook).



Central College Student Organization Privileges & Responsibilities Contd.

Complaints against organizations

Anyone wishing to file a complaint against a student organization should do so with Student Involvement. As necessary, Student Involvement should take immediate action on the complaint. As soon as possible, Student Involvement should present the complaint to Student Senate for discussion and input. Together, Student Involvement and Student Senate can sort out the issues involved. If there is reason to believe that the student organization has violated the mission and goals of the college, it will need to meet with Student Senate to explain its actions. Student Senate will then follow one of the three options listed above.

To keep your organization running, be sure to have regular meetings, set a few obtainable goals each semester (e.g. host one event per semester, volunteer 10 hours per semester, etc.) **and update your new officer information and constitution each year** with Student Involvement so your group is invited to participate in the Student Involvement Fair at the beginning of each semester.

Any Questions? Contact Student Involvement in Maytag.



Appendix A: Statement of Understanding Between Central College and Student Organizations

In orchestrating and promoting activities on the Central College campus, we the undersigned agree to uphold and abide by the Central College Mission Statement, the Central College Welcome Statement and Nondiscrimination Policy, the Guiding Principles for a Respectful Dialogue, the Central College Harassment Statement, as well as any additional college guidelines and regulations governing Central College students, staff and faculty. Failure to act in accordance with these or any other of Central College’s policies and procedures may result in the revocation of Student Senate funding, denial of campus facility usage, or loss of recognition by the college.

Should [*the undersigned organization*] be considered in possible breach of this agreement, Central College agrees to engage [*the undersigned organization*] in fair and open discussions, initiated and coordinated by the Campus Life Committee, before any further measures would be pursued.

(Organization Name)

(Organization Abbreviation)

(Student Leader of Organization)

(Faculty Advisor of Organization)

(Date)

Please check the following:

Primary Organization Affiliation

- | | | |
|---|--|---|
| <input type="checkbox"/> Cultural/Ethnic | <input type="checkbox"/> Special Interest | <input type="checkbox"/> Governing Body |
| <input type="checkbox"/> Academic | <input type="checkbox"/> Pre-professional | <input type="checkbox"/> Media |
| <input type="checkbox"/> Political/Activist | <input type="checkbox"/> Sports/Club Sport | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Honorary | <input type="checkbox"/> Religious | <input type="checkbox"/> Service |
| <input type="checkbox"/> Social Fraternities and Sororities | <input type="checkbox"/> Other: _____ | |



Appendix B: Student Organization Petition for Membership

As an organization that wants to be eligible for full recognition by Central College, Student Senate, and Student Involvement, this form must be completed and submitted with your application.

Please obtain signatures of 15 current Central College students who would support the existence of your organization and/or be interested in being active members.

Please check this box if you are interested in being an active member of this organization

Name	ID #	
1. _____		<input type="checkbox"/>
2. _____		<input type="checkbox"/>
3. _____		<input type="checkbox"/>
4. _____		<input type="checkbox"/>
5. _____		<input type="checkbox"/>
6. _____		<input type="checkbox"/>
7. _____		<input type="checkbox"/>
8. _____		<input type="checkbox"/>
9. _____		<input type="checkbox"/>
10. _____		<input type="checkbox"/>
11. _____		<input type="checkbox"/>
12. _____		<input type="checkbox"/>
13. _____		<input type="checkbox"/>
14. _____		<input type="checkbox"/>
15. _____		<input type="checkbox"/>



Appendix C: Student Organization Advisor Statement

Central College encourages faculty and staff to serve as advisors to student organizations. The College recognizes such service as an important contribution to the College community. In order to be an officially recognized student organization, a group must have a faculty or staff advisor.

As a Central College employee, the advisor has a responsibility to work for the good of both the College and the student organization. The advisor will be as involved with his or her student organization as much as he or she is able.

Generally, the responsibilities of an advisor include the following:

- Knowledge of the organization's purpose and constitution.
- Consulting with student leaders on programs, activities, and events.
- Acting as the primary on-call resource for programs, activities, and events sponsored directly by the organization that require faculty/staff supervision.
- Serving as a resource for the organization.
- Interpreting College policies and procedures.
- Discouraging illegal, damaging, or embarrassing behavior.

Please complete and sign the following statement to indicate your understanding and acceptance of advisory responsibilities.

I, _____ understand the role of an
(print)

advisor at Central College as reflected above. I agree to serve as the advisor to

_____ until further notice.
(student organization)

Signature: _____ Date: _____

Department & Title: _____

Thank you for agreeing to serve as a student organization advisor. Your participation, commitment, and support for Central College student activities are greatly appreciated!



Appendix D: Central College Constitution Format

ARTICLE I: NAME

The name of this organization shall be...

ARTICLE II: PURPOSE

The purpose of this organization shall be...

ARTICLE III: MEMBERSHIP

Membership to this organization is...

[Note: It should be identified who is eligible for membership. Additionally the constitution should state how membership will be determined, e.g. showing up to any meeting, joining an email list, signing a membership list, attending at least 50% of meetings, etc.]

ARTICLE IV: LEADERSHIP

The officers and executive committee of this organization shall be president, vice-president, secretary and treasurer. The officers for the coming year will be elected by the membership at the concluding meeting of each school year.

Vacancies in any office will be filled by conducting an election at one of the regular meetings. The vacancy must be announced to the membership prior to the meeting.

[Note: It is not necessary that campus organizations have officers, but if it does, it should be specified that officers must be Central College students.]

ARTICLE V: DUTIES OF OFFICERS

SECTION 1. It is the duty of the president to call and reside over meetings, to appoint committees and to perform those functions generally identified with the chairperson's position.

SECTION 2. The vice-president shall preside over all organization functions when the president is unable to do so.

SECTION 3. The secretary shall take and distribute minutes of each meeting, conduct correspondence and perform all duties normally associated with this office.

SECTION 4. The treasurer shall be responsible for collecting and dispersing all funds and maintaining appropriate financial records.

SECTION 5. The advisor of the organization is selected from the faculty or administration of the college. This person is considered a member in good standing within the organization and shall have voting privileges.

ARTICLE VI: MEETINGS

Regular meetings will be held by the organization during the school year. Special meetings may be called by the executive committee of the organization.

ARTICLE VII: DUES

Dues may be assessed by a majority vote of the members present.



ARTICLE VIII: BY-LAWS AND AMENDMENTS

SECTION 1. By-laws to this constitution must be approved by a two-thirds majority of the voting members present.

SECTION 2. This constitution may be amended by a three-fourth majority of the voting members present.

SECTION 3. Proposed by-laws and amendment changes must be distributed to the membership at least two weeks prior to voting.



Appendix E: College Documents

Central College Mission Statement

Central College is a residential liberal arts college dedicated to helping students discover and develop their greatest potential. Guided by its ecumenical Christian tradition, the college community engages in vigorous, open inquiry in pursuit of academic excellence.

The college nurtures the development of the mind, while fostering spiritual and emotional maturity and physical well-being. Central integrates career preparation with the development of values essential to responsible citizenship, empowering graduates for effective service in local, national, and international communities.

Central College Welcome Statement and Nondiscrimination Statement

Central College's Welcome Statement is designed to promote and protect safety, respect and integrity in relationships among all members of our community. Central College is committed to fostering diversity on campus and strives to create a community of students, faculty and staff who are dedicated to supporting and advancing the Mission and Goals of the College. To achieve these ends, the Central College Community establishes a safe environment for all persons, including those considered diverse by contemporary and sometimes changing standards.

As a college community, we commit to a process of actualizing our Mission and Goals, thereby striving to achieve congruence between our daily actions and the ideals expressed in our guiding principles. As one of our goals, we promote skills and values essential to becoming responsible citizens in local, national and international communities. Further, we seek opportunities to experience and appreciate the diversity of cultures and perspectives present on campus, in the United States and the world, recognizing the necessity to relate knowledgeably and sensitively in an increasingly complex environment where diversity is to be valued.

As an inclusive academic institution we embrace and support students, faculty and staff from various spiritual perspectives who endorse the values of acceptance, mutual respect, justice, generosity, compassion, forgiveness, and service to others.¹

We aspire to be a community whose members act with consideration for the physical, intellectual, spiritual and emotional well being of others. We seek to create mutually respectful interactions and positive meaning in relationships with persons of every ethnicity, race, national origin, ancestry, color, socio-economic class, creed, religion, philosophical belief, marital status, disability, physical appearance, sex, age, sexual orientation, gender expression and identity, and organizational affiliation.

With due regard for the principles of freedom of expression and academic freedom, this policy seeks to encourage attitudes of civility necessary for meaningful exchanges between people. All members of the college community are responsible for creating an atmosphere that fosters openness, mutual respect and diversity. The application of the college's nondiscrimination policy will often involve conflicting interests, particularly when applied to freedom of expression.

¹ From the footnote to the Central College Mission Statement.



Central College Welcome Statement and Nondiscrimination Statement, Contd.

Because the primary business of the college is liberal education and because liberal education cannot take place without the free, open, and civil exchange of ideas, the application of the nondiscrimination policy should always be made with consideration of how best to preserve the free, open and civil exchange of ideas.²

Central College is an Affirmative Action and Equal Opportunity Employer. Discrimination in employment is specifically prohibited except in cases of a bona fide occupational qualification. Additionally, the college prohibits discrimination against any individual for reasons listed above. Central College students have equal rights, privileges and responsibilities unless specifically restricted by college disciplinary action.

Guiding Principles for Respectful Dialogue

As individuals, we are all guaranteed freedom of expression and freedom of belief. In a college or university setting these freedoms are essential to the pursuit of our academic mission. We are also members of a community identified as a liberal arts college in the Christian tradition. In our mission statement “we strive to engage each other in vigorous, free, open inquiry within the context of a caring community committed to the pursuit of academic excellence.” As a caring community we are asked to “promote attitudes and values reflective of the Christian tradition: acceptance, mutual respect, justice, compassion and service to others” (Goal #1 for the Central College community, 2002-2007 Strategic Plan).

As members of a caring community we recognize that freedom of expression and freedom of belief are rights, and we need to use them responsibly. We have a choice regarding when and how we exercise our freedom to share our ideas and beliefs with others. Before we speak, we might consider the following questions as we reflect on what it means to engage in respectful dialogue:

- Do I think about building a community that fosters the intellectual, physical, emotional and spiritual good of everyone?
- Am I practicing the “Golden Rule”? That is, do I treat others as I would want to be treated?
- Do I consider beneficence and autonomy? Beneficence means to act in a way that not only avoids harm to others, but actually benefits others. Autonomy is allowing others to make choices based on complete information.
- Do I recognize that people of good will can reasonably disagree?
- When disagreeing with people, do I try to be respectful and avoid making personal attacks?
- Do I listen openly and carefully to what others say, opening myself to opinions different from my own?
- Do I examine myself for evidence of prejudice, and then work to overcome it?
- Do I think about power: who has it, and how it should be used? Am I careful to use my own power in a manner consistent with the values and mission of the college?
- Am I careful to avoid all forms of coercion and all forms of violence in my relations with others?

² Language used with permission from the Grinnell College Office of Student Life



Guiding Principles for Respectful Dialogue, Contd.

- Do I seek ways to be open to opinions and ideas without weakening my commitment to critical thinking, intellectual rigor, and truth-seeking?
- Do I resist the temptation to accept and spread rumor and innuendo?
- Am I careful to consult and back up my opinions with evidence, even if it may mean taking greater time in the process?
- Am I careful to credit others, rather than taking credit for works and ideas not my own?
- Do I seek to evaluate students, teachers, colleagues, employees, and co-workers honestly and fairly?
- Do I represent the College in a way that guards and cares for the College's reputation for integrity?
- When conflicts arise, do I take constructive action to resolve them?
- Do I think carefully about the ways the College as an institution can be a force for justice in the world?

Central College Nondiscrimination Policy

Central College is committed to being an inclusive community whose members act with consideration for the physical, intellectual and spiritual well being of all persons. All members of the college community are responsible for creating an atmosphere that fosters openness, mutual respect and diversity. (Board of Trustees, 4/26/03)

The above nondiscrimination policy includes, but is not limited to, persons of every ethnicity, race, national origin, ancestry, color, socio-economic class, creed, religion, philosophical belief, marital status, disability, physical appearance, sex, age, sexual orientation, gender expression and identity, and organizational affiliation

Central College Harassment Statement³

Central College believes that each member of the college community has worth and dignity. The college is committed to creating and maintaining an atmosphere in which all members of the campus community are treated with respect and dignity. Therefore, it is the policy of Central College to maintain an environment which protects all members of the community from any form of harassment of either verbal or physical nature including stalking. Central College will not tolerate actions that may interfere with an individual's performance or that create an intimidating, hostile or offensive learning or work environment.

Racial harassment

Racial harassment is a violation of campus standards of behavior and of the law of Iowa. Violators face the prospect of campus conduct action, as well as criminal and/or civil charges brought by the victim(s). Racial harassment is defined as unwelcome statements or actions by

³ From the 2006-2007 Student Handbook, p. 62. See also, <http://www.central.edu/campusLife/supportDocs/0607StudentHandbook.pdf>.



Central College Harassment Statement, Contd.

campus individuals or groups that slur or reflect disparagingly against the race or ethnicity of other members of the campus community.

Any person who claims to be aggrieved by discriminatory or unfair practices may file a complaint against the offender. In addition to the investigation, hearing and appeal procedures noted below, student life staff or the campus counseling service are prepared to work with students who have concerns regarding racial harassment.

Other harassment

Other forms of harassment subject to this policy statement include, but are not limited to, harassment or discrimination based upon: physical appearance, religion, sexual orientation, disability, physical stature and group affiliation.

Anti-retaliation statement

Retaliation of any kind against anyone filing a complaint of harassment or discrimination or participating in the investigation process is prohibited. Initiation of complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments. In the case of a student complaint, it will not affect the students' grades, class selection or any other matter pertaining to student status.