

# **Regulations and Procedures for Recognized Student Organizations**

## **Section I — General Responsibilities**

The recognition of student organizations and the supervision of their programs is the responsibility of the Office of the Dean of Students. The Business Office Student Organizations has the responsibility for exercising financial responsibility over all student organizations who must maintain accounts with that office.

## **Section II — Procedures for Forming and Maintaining Student Organizations**

A. A group of Purdue University North Central students may become a student organization upon formal recognition by the Office of the Dean of Students. Recognition shall not imply University endorsement of group goals and activities. Such recognition is contingent upon the following considerations:

1. The approval of the constitution of the proposed student organization by the Office of the Dean of Students. An outline of the basic information to be included in a constitution is available in the Office of Student Activities.
2. The filing of a list of eligible officers including the name of a faculty advisor.
3. The establishment of a financial account with the Business Office Student Organizations.

B. To maintain status as a recognized student organization the following conditions must be met:

1. Any new or revised constitution must be submitted to the Office of the Dean of Students for approval.
2. All amendments to the current constitution must be submitted to the Office of the Dean of Students for approval.
3. A list of new eligible officers must be filed in the Office of the Dean of Students within three weeks of their election.
4. Members of student organizations are required to abide by the laws of the state of Indiana, the United States, the community, the state or country in which the organization's activities occur, and University rules and regulations.

C. The Office of the Dean of Students will notify any recognized student organization that has failed to meet the conditions for maintaining active status:

1. The student organization will be deactivated.
2. The organization may request to be returned to active status once it has met the necessary qualifications.
3. If a recognized student organization is in a state of deactivation for a period of at least two years, the Office of the Dean of Students will withdraw recognition from that organization.
4. An organization may request to have recognition withdrawn at any time it chooses.

## **Section III — Requirements for Members, Officers, and Advisors**

### **A. General Membership**

1. The control and operation of a student organization must remain with the student members. Full voting privileges may be granted only to Purdue University North Central students.
2. Membership and participation in student organizations must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.
3. Students must be free to join or leave an organization without being subjected to pressure, harassment, or intimidation.
4. Hazing is prohibited by university regulation and state statute.

### **B. Requirements for Holding Office**

1. These regulations shall apply to the student officers of recognized student organizations on the North Central Campus, and to the student participants in student activities representing Purdue University North Central off campus, including extramural sports clubs, bands, glee club, and debate teams, and to those presented as student participants in all-campus dramatic and musical productions.
2. Each student organization or director of an activity shall be expected to define the requirements for eligibility of its own officers and participants.
3. Regardless of further requirements that may be established by a student organization or director of an activity, an officer or candidate for office of an organization or participant in an activity must satisfy the following:
  - a. He/She must be in good standing, i.e., has not been dismissed, suspended, or dropped from the University without thereafter having been readmitted.
  - b. He/She must be in good standing, i.e., has not been dismissed, suspended, or dropped from the University without thereafter having been readmitted.
  - c. Undergraduate students must have:

1. Earned a total number of semester hours of credit not less than the number of his/her current classification according to the registrar minus one times 12; or
  2. Earned a minimum of 12 semester-hours of credit in the semester immediately preceding and be currently enrolled in a minimum of 12 hours of course work.
- d. Graduate students must be enrolled as full-time, degree-seeking students.
4. University probation
  - a. A student placed on disciplinary probation or probated suspension, as part of that probation, may be required to resign from an office in a student organization, refrain from seeking such an office, or discontinue participation in a special activity.
  - b. Students on academic probation are not eligible to hold an executive officer position.
5. Students may not hold more than one executive officer position within an organization.

### **C. Advisors to Student Organizations**

1. All organizations are required to have an advisor, who should serve in an advisory role only and may not have voting rights, including voting to approve expenditures or programs. Advisors provide advisement and support, and enhance student life outside the classroom.
2. Advisors must be either full-time faculty or administrative/professional staff at Purdue University North Central or otherwise approved by the Office of the Dean of Students. Individuals classified as graduate student staff are not eligible to be advisors to student organizations.
3. In addition to their primary advisor, organizations may have community advisors, instructors, and coaches with limited authority. Many recreational and sports clubs have non-university affiliated instructors and coaches because of a need for specialized instruction or discipline. However, the direction of the group remains with the student members. Provisions must be made in the constitution for selection and removal of such instructors and coaches.

D. The officers of each student organization shall be responsible for confirming the eligibility of the members, officers, and advisors of the organization.

## **Section IV – Activities and Programs**

### **A. Conferences**

Officers of student organizations planning to sponsor an event that may bring visitors to campus should discuss their plans well in advance with staff in the Office of the Dean of Students. The majority of such events must be registered on a special form with arrangements to be made through the Division of Conferences for housing, food service, and meeting rooms.

## **Section V – Violation of Rules and Regulations**

A. Members of student organizations are required to abide by the laws of the state of Indiana, the United States, or the community and the state or country in which the organization's activities occur. In addition to a violation of the above-mentioned laws, a violation of any University rules and regulations by any member of a student organization may subject that organization and/or its members to disciplinary action by the Office of the Dean of Students. After official representatives of the student organization have been informed of the nature of the charges and have been given an opportunity to refute them, the Office of the Dean of Students may initiate action against the organization and/or its members that may take the following forms:

1. A verbal or written warning to the officers of the organization;
2. A limitation of privileges;
3. Probation that may include a restriction of privileges;
4. Suspension of the student organization for a prescribed period of time;
5. Withdrawal of recognition of the student organization.