

NEW CLUB POLICY

In keeping with the Student Association's purpose of promoting the general welfare of the Student body at O.S.C. The Student Association encourages members with similar interest to organize and form clubs, whose purpose will be to advance that particular interest on campus.

I. Criteria for Student Association recognition:

- A. Sufficient interest in new organization, demonstrated by Recognition Policy.
- B. A written Constitution approved by the Senate.
- C. The organization must demonstrate that it does not duplicate any already recognized organization in its activities or purpose.
- D. The organization must abide by the Student Association Constitution and Policy Book.

II. Recognition Process:

- A. The organization must first write a Constitution which must include the following minimum requirements:
 1. Name of the organization.
 2. The purpose of the organization.
 3. Membership requirements: An organization must not discriminate against sex, age, race, creed, color, national origin, class, religion, and sexual orientation. In addition to organization membership requirements it must include the following statement:

“All full and part-time students of the State University of New York College at Oneonta who have paid their Student Activity Fee shall be eligible for membership”.

Membership requirement may not be excessive as determined by the Internal Affairs Committee and/or Senate upon consideration for membership.
 4. Officers: List all officers and their responsibilities. Every organization must, as a minimum have, a President and Treasurer, or equivalent. The Treasurer will be responsible for all financial records and will Co-sign all vouchers.
 5. Meetings: Must state frequency of meetings and who shall call the meetings.
 6. Advisor: Every organization must have an advisor who is a member of the faculty or professional staff at O.S.C. This advisor shall be elected have no voting privileges, and shall only act in an advisory capacity. The Advisor shall also co-sign all vouchers.
 7. Elections: Must ensure a democratic method of election and frequency of elections.
 8. Recall: A majority is needed to recall any officer.
 9. Dissolution: The constitution must state that if, for any reason an organization should dissolve, all monies shall be returned to the Student Association Treasury.
 10. Amendments: A 2/3 vote is required to amend a constitution before the amended constitution is proposed to the Senate.

- B. The group must submit an Application for Recognition form with the following information to the Vice-President or the Internal Affairs Committee Chairperson:
1. A copy of the proposed Constitution.
 2. A local address and phone number of two contact people.
 3. The signatures of at least fifteen (15) SAC fee paying students who are members.
 4. The signatures of fifty (50) SAC fee paying students who support the Student Association recognition of the organization.

* Numbers 3 and 4 may be waived by the Vice-President if the organization has a legitimate need for membership confidentiality.

- C. The Vice-President shall contact the S.A. Insurance Company to determine if it will affect the General Liability Policy. The liability and amount should be considered by the Internal Affairs Committee and/or Senate when reviewing the Application for Recognition.
- D. Within three weeks after receiving an Application for Recognition the Internal Affairs Committee will review the proposal. At this time members of the organization may be called in to answer questions. The Internal Affairs Committee will make any recommendations to the proposed constitution.
- E. After a review by the Internal Affairs Committee, the Committee will present the proposed constitution to the Senate with their recommendation.
- F. If the Senate rejects the request for recognition for a specific reason, the organization may then make any proposed changes and re-submit a revised Constitution to the Senate.
- G. The Senate's final decision for recognition may be appealed to the S.A. Supreme Court if they feel that the decision violated the S.A. Constitution or Policy Book.

III. Organization Recognition:

- A. Once an organization is recognized by the Senate, the newly formed club shall have the following rights:
1. Newly formed clubs may not request a budget or monies from Student Association contingency funds until the next Student Association fiscal year from date of club's recognition.
 2. The right to use Student Association vehicles as outlined in the Vehicle Policy.
 3. The right to use other S.A. owned equipment as outlined in the S.A. Equipment Policy.

4. The right to use the S.A. phone for only club business (if the club does not have their own phone budget). This privilege will be at the discretion of the S.A. Executive Board. A log must be kept of all phone calls.
 5. The right to elect their own leadership.
- B. Maintaining Recognition:
1. All organizations **MUST** abide by the S.A. Constitution and Policy Book.
 2. Organizations must maintain compliance with their own constitutions.
 3. Any changes in the organizations constitutions, must be approved by the Internal Affairs Committee and the Senate.
 4. Newly formed organizations must still submit the names, addresses, and phone numbers of the clubs President, Treasurer, and Advisor. Any organization failing to do this will have their recognition suspended until such time that this process is complete.