



# SHSU Organizations

*The Total Experience...*

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## New Student Organization Application Packet

Congratulations on wanting to start a new student organization! The Department of Student Activities is not only excited that you have chosen to start a new organization, but also thrilled that we'll be able to assist you in becoming a fully registered organization with both the University as well as our office.

Listed below are the steps for getting your new student organization registered. If our office can be of any further assistance before, during, or after your registration, feel free to stop by and let us know how we can help you!

Once again, good luck and congratulations!

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1. Read the attached Student Organizations Policy, also found in the Student Guidelines handbook, so that you are aware of the rights and responsibilities of all registered student organizations. Familiarizing yourself with this information is very important. Also included with the guidelines is a summary the FREE services your organization is offered as a registered student organization.
2. Thoroughly review your application packet to verify that all information is not only correct, but legible. Double check that you have secured your advisors information, and that their signature is included in your packet. Once your information is complete, return the necessary documents to the Department of Student Activities.
3. Student Activities will then contact your Organization president, to schedule a time for the Student Organizations Board to review your new student organization. In the mean time, your organization will still receive services from our office, as well as be held responsible for updating with Student Activities every semester.

Remove this information page to keep on file for your records.



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<b>ORGANIZATION INFORMATION :</b> Please write legibly! Your information will NOT be processed if it cannot be read!	
Official Organization Name:	
Name for campus Listing (if different):	
National Affiliation (if applicable):	
Academic Department Affiliation (if applicable):	
Organizational Email Address (if applicable):	
What is the purpose of your organization?	
When are elections held?	
Number of current members:	
Membership qualifications: (certain GPA, classification, major, etc.)	
Are members required to pay dues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much are dues per semester/year?	
When is the regularly scheduled meeting <u>time, day, and place</u> ?	

**\*How would you prefer your organization to be classified? Please check one of the following\***

<b><u>Academic</u></b>	<input type="checkbox"/>	Organizations typically have GPA requirements and members that belong to one college or department
<b><u>Cultural</u></b>	<input type="checkbox"/>	Organizations are comprised of students who share similar cultural backgrounds and maintain their culture through educational and interactive programs
<b><u>Programming</u></b>	<input type="checkbox"/>	Organizations are established to coordinate campus events
<b><u>Recreational</u></b>	<input type="checkbox"/>	Organizations help the campus community to maintain a healthy lifestyle
<b><u>Spiritual</u></b>	<input type="checkbox"/>	Organizations focus on religious aspects of campus life and are usually associated with a religious denomination
<b><u>Service</u></b>	<input type="checkbox"/>	Organizations concentrate on service to the campus and the community of Huntsville
<b><u>Social Fraternity</u></b>	<input type="checkbox"/>	Organizations <b>MUST BE</b> affiliated with a National Organization and in a Greek governing body.
<b><u>Social Sorority</u></b>	<input type="checkbox"/>	Organizations <b>MUST BE</b> affiliated with a National Organization and in a Greek governing body.
<b><u>Special Interest</u></b>	<input type="checkbox"/>	Organizations are comprised of students organized to pursue special interests pertaining to lifestyle, social, or societal issues

\* In accordance with your organization's purpose and/or mission statement, the classification of your organization will be selected by the Coordinator of Student Organizations and approved by the Director of Student Activities.

<b>President's Contact Information:</b> Please fill out the following information so that we may maintain communication effectively. ALL fields must be filled out properly with correct contact information!
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Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

When will this contact information expire?: \_\_\_\_\_

**Advisor Information:** Advisors are key components within organizations. He or she should serve as a resource person, provide your organization with consistency over the years, and keep you informed about University policies and procedures. Your organization is responsible for providing your advisor with a list of all officers and their Social Security Numbers and a member roster when possible.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Mailbox Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Advisor Signature ***(this form is invalid without a signature)***: \_\_\_\_\_

Does your organization also have an off-campus advisor?  Yes  No

If yes, please fill out the following:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Officer Information:** Please fill out the following information for all officers. This information allows our office to have additional contacts within your organization. We also keep this information in your organization's permanent file, so it could be a key resource in building an alumni roster for your organization. If you have additional officers, please include their information on a separate page. ALL fields must be filled out properly with correct contact information!

OFFICE HELD	NAME	PHONE	E-MAIL

**Any changes** in organizational information should be reported as soon as possible Student Activities.



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## Statement of officer/contact person

"Sam Houston State University is guided by the precept that in no aspect of its programs shall there be differences in the treatment of person because of sex, race, creed, color, or national origin. It is reflected in the policies governing programs of extracurricular life and activities. In accordance with this principle and with other published student policies, all organizations will refrain from conducting any pledging, initiation, or other extracurricular activities that will in any way be detrimental, defamatory, ridiculing, or embarrassing to any sex, race, color, creed, or national origin. All organizations should be well aware of the Texas State Statute on Hazing."

I understand the above statement and certify that this organization will abide by the policy and the Recognized Student Organizations as stated in the Student Guidelines handbook and the guidelines established by the Federal Government in Title VI and Title IX.

\_\_\_\_\_  
President/ Contact Person Name:

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Vice-President/ Contact Person Name:

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Faculty/Staff Advisor Name:

\_\_\_\_\_  
Signature and Date

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### For Office Use Only – Organizational Registration

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Organization Coordinator Approval: \_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board Name:

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Director of Student Activities Name:

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
University President Name:

\_\_\_\_\_  
Signature and Date

# SAMPLE ORGANIZATION CONSTITUTION

Simply modify the "Constitution" below to suit your organization's needs & personality

- I. Name: The name of this organization shall be known as...  
(List state, regional, or national affiliation, if applicable.)
- II. Purpose: The purpose of this organization is to...  
(Summarize the long-term goals, objectives, and purposes that your group will serve)
- III. Membership: \*choose the ONE that best suits the style of your organization  
(1) Membership into (insert organization's name) shall consist of (insert membership requirements)  
(2) The requirements for membership in (insert organizations name) are (insert membership requirements)  
(3) Membership is open to any SHSU student who... (insert membership requirements)

IV. Meetings:

Meetings shall be held... (insert the meeting information.)

We encourage organizations not to put specifics about the day of the week or the meeting room number, because in the instance that your meetings change, you will have to change your constitution again. Your constitution is the backbone of your organization and should only be modified when absolutely necessary.

EX: Meetings will be held weekly or biweekly or the X day of the month.

1. (X number or % number) of members shall constitute a quorum for purposes of conducting the organization's business.
2. The rules of parliamentary procedures as laid down in the latest edition of Roberts Rules of Order shall govern all organization meetings (If applicable).

V. Officers

1. President- list official duties and requirements
2. Vice President- list official duties and requirements
3. Secretary- list official duties and requirements
4. Treasurer- list official duties and requirements
5. (List any other officer positions if applicable)

\*do not put the individual names of your elected officers because they will change frequently\*

VI. Committees

The following standing committees shall exist:

1. Fund-raising
2. Membership
3. Programming
4. Publicity
5. (List any other committees if applicable)

VII. Elections

1. The term of office for all positions is (insert length of time).
2. Elections will be held in (insert month) of each year.
3. Voting will consist of (insert method of officer/committee chair selection).

VIII. University Registration/Recognition: (THIS SECTION MUST APPEAR IN EACH ORGANIZATION CONSTITUTION)

At the beginning of each fall, spring, and summer semesters, this organization shall submit an Organization Update Form to the Department of Student Activities no later than the twelfth class day. Changes in officers that occur during the semester must be reported promptly. If this organization fails to abide by this policy, we must resubmit the "New Student Organization Application Packet" to the Student Activities Office and subsequently go before the Student Organizations' Board for reconsideration to once again become an officially registered student organization.

VIII. Amendments

1. This constitution shall be amended by (insert percentage) vote of the membership.
2. A copy of all constitutional changes and amendments will be submitted to the Student Activities Office as described above.



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## RISK MANAGEMENT GUIDELINES

### 1. Statement of Purpose

Every student organization no matter how large or small, inherently possesses exposure to risk and safety concerns. Therefore, the purpose of this policy is to assist in creating a safe environment where students, faculty, and members can enjoy the benefits of membership, affiliation and participation in the activities and events of registered Sam Houston State University student organizations.

### 2. Review

Student Activities shall review these guidelines annually.

### 3. Risk Management Guidelines

These guidelines shall apply to all registered and unregistered student organizations and their members at Sam Houston State University. All student organization members, officers, advisors, and affiliated persons should emphasize safety during all club/organizations related activities.

#### Drugs and Alcohol

- a. The possession, use, sale, or consumption of alcoholic beverages during formal or informal organization events, or any activity (it is considered a Sam Houston State University event or activity if an observer would reasonably associate the event or activity with the organization) or situation sponsored, coordinated, endorsed, or associated by or with the organization must be in compliance with any and all applicable laws and policies of the State of Texas, Walker
- b. County, City of Huntsville, Sam Houston State University, and the Texas State University System.
- c. The purchase or use of bulk quantity or common source containers of alcoholic beverages (e.g. kegs, cases of beer, beer balls, party balls, bars, or alcoholic punch) are prohibited at all events or activities.
- d. All social events where alcohol is involved must be served by a licensed insured Third Party Vendor and have appropriate security on the premises.
- e. Purchasing alcohol with organization funds is prohibited.
- g. No organization members, collectively or individually shall serve to, purchase from, or sell alcoholic beverages to any persons under 21 years of age.
- h. Off campus open parties (those events with unrestricted access to the public without specific invitation) where alcohol is present, are strictly prohibited.
- i. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to these present.

j. No organization may co-sponsor or co-finance an event where alcohol is purchased by either of the host organizations or groups.

k. No organization or its members shall permit, encourage, tolerate, or participate in drinking games involving alcohol beverages.

l. The possession, use, or sale of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCE at any organization event or any activity that an observer would reasonably associate with the organization is strictly prohibited.

### Hazing

a. No student organization, its members, or affiliates shall conduct or condone hazing activities.

b. All organizations and their leaders shall review annually the Hazing Act passed by the Texas State Legislature, 1987. This Act is fully enumerated in the "Student Guidelines" of Sam Houston State University and binding on all student organizations, their members, and affiliates.

### Sexual Abuse and Harassment

a. No student organization should condone or tolerate any form of sexually abusive behavior on the part of its members or affiliates, whether physical, mental, or emotional. This includes any actions that are demeaning to women or men including, but not limited to rape, gang rape, sexual assault, verbal harassment, or threats.

b. All organizations and their leaders shall review annually the University's policy on Sexual Harassment and Sexual Assault. These policies are found in "Student Guidelines" of Sam Houston State University, and binding on all student organizations, its members, and affiliates.

### Travel

All members of student organizations traveling in representation of SHSU should; follow all safety and emergency procedures as established by the club/organizations advisors and university officials. Any accidents or incidents should be reported to the appropriate university official within 24 hours after the occurrence. Emergencies should be reported to the University Police Department at (936) 294-1794. This number is monitored 24 hours a day.

### Education and Review

*Each student organization should annually educate and review with its officers, members, and affiliates the Student Organization Risk Management Guidelines of Sam Houston State University. These Risk Management Guidelines are made available in the Dean of Students' Office, the Office of Student Activities and reprinted in "Student Guidelines." Copies should be obtained and distributed to all advisors, officers, members, and affiliates before the start of classes each semester.*

*The Student Organizations Board and/or the Dean of Students' Office may review and investigate possible violations of the Risk Management Guidelines or code of Students Conduct by any organization, its members, or affiliates. The procedures and sanctions for violations may be found in the University Students Guidelines Handbook.*



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## STUDENT ORGANIZATIONS POLICY

Sam Houston State University is guided by the precept that in no aspect of its program shall there be differences in the treatment of persons because of race, creed, color, sex or national origin. It is reflected in policies governing programs of extracurricular life and activities. In accordance with this principle along with other published student policies, all organizations will refrain from conducting any pledging, initiation, or other extracurricular activities that will in any way be detrimental, defamatory, ridiculing or embarrassing to any race, color, creed or national origin. All organizations should be well aware of the Texas State Statute on Hazing.

### **1. Statement of Purpose**

Sam Houston State University recognizes both the right of students to form into organizations and the benefits which can result from membership in groups having similar or common interests or purposes. It is the purpose of this document to set forth the procedures by which student organizations can be officially registered, to establish the rights and responsibilities of students acting in a group capacity, and to establish policies and regulations governing all group activities. In addition, administrative and judicial procedures are set forth whereby those registered student organizations and groups accused of violating the policies will be afforded due process, and if appropriate, fair and just penalties. The university may issue regulations governing the eligibility of students for participation in student organizations.

### **2. Definition of a Student Organization**

A student organization consists of at least five students joined together for a common lawful purpose and formerly registered with the university.

### **3. Rights and Responsibilities of Student Organizations**

General rights of student organizations are the same as those granted to every citizen of the United States of America under the Bill of Rights. Individuals are subject to the penal and civil statutes of the city, state and federal government; regulations of the Board of Regents; and regulations of the university. The university may suspend recognition of a student organization for violating the Student Organization Policy. The following are the general rights and responsibilities of recognized student organizations.

#### **3.1 General Rights**

- a. Right to use university facilities under conditions established by the university Facilities Use Policy.
- b. Right to seek faculty and administrative advisement including a faculty/staff advisor.
- c. Right to freedom of choice in the selection of members, providing there is no discrimination on the basis of race, creed, color, religion, ethnic origin, or sex.
- d. Right to use campus news and publicity media including the right of public recognition in university catalogs, newspapers and other publications.
- e. Right to indicate that the organization is officially registered with the university.

f. Right to invite off-campus guests to appear for regularly scheduled meetings and assemblies. Meetings and speakers must be scheduled in accordance with the Speech and Assembly Policy as approved by the Board of Regents.

g. Right to distribute organizational literature under conditions specified by the policy for the Distribution of Printed Materials and Subsection 6 (in the Student Guidelines) of the Student Organizations Policy.

h. Right to hold profit-making activities and to solicit funds for organizational activities in accordance with university regulations.

### **3.2 General Responsibilities.**

a. The responsibility to manage itself and carry out its activities in accordance with its own constitution: local, state, and federal laws, and university regulations and policies.

b. The responsibility to conduct its business and fiscal operations in accordance with normal standards of good business management and practice, including, but not limited to, prompt discharge of all obligations.

c. The responsibility to be cognizant of the special role it enjoys as an integral part of the academic community of Sam Houston State University, and to act accordingly in the best interest of its members and the university.

d. The responsibility for any damages or injuries that occur during their events.

### **3.3 Specific Limitations on Rights and Responsibilities of Student Organizations.**

a. While recognizing rights of student organizations, the university does not grant to organizations the right, expressed or implied, to speak for the university.

b. The activity of student organizations or their individual members, taking place off university-owned or controlled property, are entirely the responsibility of the student organization. The university accepts no responsibility for off-campus activities by allowing advertising of such activities on the campus. However, the university will not ignore any activity off-campus that reflects adversely on the university or the community.

c. Activities of student organizations are subject to the provision of the university Facilities Use Policy.

d. Membership in an organization is limited to Sam Houston State University students, spouses of students, faculty and staff. The holding of offices is limited to registered SHSU students except when national regulations require that an office be held by a faculty member. Student membership in an organization must be no fewer than five. Membership is not denied to anyone on the basis of race, color, religion, creed, sex, or national origin.

e. Officers or student leaders representing the university in an official capacity (e.g., university committees, Board of Regents' Advisory Committees, off-campus conferences or programs, etc.) must be current students; or they must be members of the faculty or university staff. To be eligible to serve as an officer in a registered student organization a student must be enrolled full-time (12 hours undergraduate or 9 hours graduate), have and maintain a 2.0 SHSU grade point average (GPA) cumulatively, and must not be on disciplinary probation. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Department of Student Activities within three days after the election.

f. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity. In the event a student is elected to office without the minimum GPA requirements, the organization must hold a re-election immediately. Organizations not meeting the above requirements will be placed on probation and may have their registered status revoked.

g. Each registered organization is expected to include within its constitution and/or bylaws officer eligibility requirements which must at least match those required by the university. An organization may require additional academic requirements it deems appropriate to hold office or membership.

#### **4. Procedure for Formation and Registration of New Organizations**

##### **4.1 Permanent Organizations**

a. Any group of students having a purpose which is within the policies of this document may be registered with the university. Registration of a campus organization does not constitute endorsement of its program or purpose, but is simply a charter to exist on the university campus and may be withdrawn by the Student Organizations Board according to the specifications of this document.

b. The group will file the Sam Houston State University Student Organization Registration Application with the coordinator of the student organizations as designated by the vice president of student services. The application shall include the organization's name, the constitution or statement of purpose, name of officers or contact persons, number of members, and intent to affiliate with off-campus organizations.

c. If formation of the organization is not complete at the time of filing of the Sam Houston State University Student Organization Registration Application, the coordinator of student organizations will assist in making arrangements for the organization to use university facilities for a limited amount of time for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.

d. At the time of filing, the president or contact person for the organization will sign a statement indicating that he or she is familiar with and will uphold the aforementioned Rights and Responsibilities of Student Organizations (Section 3, Student Organizations Policy).

e. When the required application forms have been filed with the coordinator of student organizations, the coordinator will contact the Student Organizations Board regarding a time for review of the application. Once the board has reviewed all documents, the coordinator will contact the both the president and faculty/staff advisor accordingly with the appropriate information. If necessary, the coordinator will be in contact with all parties to arrange a necessary meeting time. In the instance an organization does not receive approval from the board, the coordinator will work collaboratively with the student representatives to assist them in gaining approval.

**(1)** Upon approval of registration, the application will be signed by the coordinator of student organizations, the chairman of the Student Organizations Board, the Director of Student Activities, the Vice President for Student Services, the president of the university or his appointed designee, and returned to the organization within 10 days as formal notification of registration. A copy of the approved application will be filed in the office of the coordinator of student organizations that the group is eligible for all of the rights of registered student organizations.

**(2)** Should the Student Organizations Board feel that the petitioning organization does not meet the requirements for registration, the coordinator of organizations notify the pending organization with the board's recommendations and its decision regarding their denial. This notification will be stored on file in the coordinator's office. The organization may then work with the organizations' coordinator to establish the requirements for registration established herein.

##### **4.2 Registration for a Limited Purpose (Ad Hoc Registration).**

Registration for a limited purpose (ad hoc registration) is available for those groups which want to organize with some short-term goal in mind, that is, one which can be accomplished in less than one academic year. Their registration will expire on the date indicated on the registration form. It is anticipated that few ad hoc registrations will be granted. The board's decision will be contingent upon the extenuating circumstances of the application.

#### **4.3 Maintenance of Registered Status.**

a. At the beginning of each fall, spring, and summer semesters, all student organizations wishing to maintain their registered status for that semester will submit to the coordinator of student organizations (no later than the twelfth class day) a list of the new officers, number of members, and the faculty/staff advisor on the semester update form provided for that purpose. Once the information has been processed, registration may be automatic.

b. It is only necessary for an organization to resubmit information such as an organization's tax ID number, copies of the 501 C tax forms, the organization's constitution or statement of purpose when it has been requested for by coordinator of organizations or the Director of Student Activities. Both a National and an SHSU constitution can be requested. The organization has 2 business days to render the most recent addition of their constitution and/or bylaws to the coordinator of organizations. Any documents requested for by a University official must be provided within the given deadline.

c. Should the Organizations Board feel that the organization does not meet the requirements for continued registration; the coordinator of organizations will provide the necessary information to the student representatives and the organization advisor. Copies of this information will also be filed with in the coordinator's office. The organization may then request through the coordinator a meeting with the Organizations Board to appeal the decision. The coordinator will assist in making provision for the group to continue to use university facilities for a designated period of time.

#### **4.4 Administrative Discipline.**

a. Any member of the university community may file a complaint against a registered student organization when he or she feels that the organization has failed to comply with the Rights and Responsibilities of Student Organizations. The complaint may be registered with the coordinator of organizations, an Investigator in the Dean of Students' Office, the vice president for student services or designated appointee. If the vice president for student services or designated appointee investigates the complaint, the results will be reported to the Dean of Students' Office. The Dean of Students' may hear the case or refer it to the coordinator of organizations. If the incident is referred the coordinator of organizations will convene the Student Organizations Board who will determine the validity of the complaint by a two-thirds vote with all members voting. In the event that such a complaint is deemed valid, the coordinator will notify the organization in writing of the charge against it and will set up a hearing before the board.

b. The organization's hearing before the Student Organizations Board is informal and within fair and properly established procedures of due process. It provides a hearing for the organization's president, the faculty/staff advisor, persons who committed the alleged violation, witnesses, charges, defenses, rebuttal evidence, and arguments. The discipline committee shall consist of the organizations board and the Director of Student Activities. At the conclusion of the hearing, the committee shall deliberate in private to determine innocence or guilt, and may dismiss the charges or take any of the action outlined in Section 5.2e. The organization shall be informed in writing, within 3 class days, of the decision by the organizations coordinator, and a copy of the decision shall be made a part of the organization's file in the office of the coordinator. The decision of the board is final.

#### **4.5 Organization Changes.**

Registered organizations are required to submit to the coordinator of student organizations any changes in officers, advisers, and/or purposes of the organization within 3 class days of such a change. Failure to do so may result in withdrawal of registration.

## 5. The Student Organizations Board

### 5.1 Composition.

- a. The Student Organizations Board shall consist of five students, four faculty, and one member of the administration, who shall be selected as follows:
  - (1) The six student members, one representative from each of the five colleges and one representative at-large, shall be selected by the president of the Student Government Association with the approval of the senate. Each student member shall serve a term of one year.
  - (2) The four faculty members shall be appointed by the president of the university from a list of eight recommended by the Faculty Senate. Each faculty member shall serve for a two-year term and shall be eligible for reappointment. The terms shall be arranged to permit the expiration of the terms of two faculty members each year.
  - (3) The administration member shall be the coordinator of student organizations. This member shall serve as a resource person and shall not vote.
- b. The board chairman shall be appointed by the president of the university, and may be selected from either student appointees or faculty appointees. The secretary shall be the coordinator of student organizations.
- c. The board shall hold closed meetings, except that by a majority vote the board may open a meeting.
- d. A quorum shall consist of five members, including a minimum of two faculty.

### 5.2 Responsibilities.

- a. The board shall review applications for registration and maintenance of registration by student organizations.
- b. The board shall review actions of student organizations. Actions for which all student organizations are subject to review by the board shall be:
  - (1) Noncompliance with the provisions of the university Student Organization Policy.
  - (2) Noncompliance with the provisions of the university Facilities Use Policy.
  - (3) Noncompliance with the university Speakers Policy.
  - (4) Noncompliance with the organization's stated purposes and goals or disruption of the educational process of the university.
  - (5) Violations of the laws of the State of Texas or of policies and regulations of the university and the Board of Regents.
- c. The board reserves the right to refuse registration of an organization if the purposes and goals of the organization do not aid in providing a social and intellectual climate conducive to the fullest development of the student.
- d. The board may grant registration to an organization for a limited time pending the compliance of the group with the purposes and goals as stated in their constitution.
- e. The Student Organizations Board may impose the following penalties:
  - (1) Suspensions of the rights of the organization to:
    - (a) Use university facilities;
    - (b) Sponsor any activity;
    - (c) Participate in campus affairs;
    - (d) Any action deemed necessary and fair.

\*\* all sanctions/penalties will be approved by Director of Student Activities and/or the Dean of Students. \*\*

d. Suspend the acceptance of new members or pledges.

(2) Suspension of Registration- This penalty shall be for a stated period of time but in no case less than the remainder of the academic year in which the offense is committed. An organization placed on Suspension of Registration may not function on campus in any manner and the general rights of registered student organizations are withdrawn.

(3) Revoke the action that prompted the complaint and instruct the organization to either present an acceptable solution or implement a solution that has been dictated by the Student Organizations Board.

## **6. Solicitation**

The term "solicitation" as used herein means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution.

### **6.1 Organizational Solicitation.**

Organizations soliciting on campus must comply with the guidelines below.

a. Organizations may solicit with approval of the director of the Lowman Student Center for their own projects or charitable activities. A Campus Reservation Form must be completed by the organization and approved by the director of the Lowman Student Center.

b. Any organization failing to comply with Section 6.1(1a) and Section 6.1(1b) above may be denied future solicitation privileges.

### **6.2 Distribution of Printed Materials.**

Officially registered campus organizations may distribute materials on campus provided they adhere to the Procedures for Distribution of Printed Materials Policy as printed in this handbook. Failure to comply with the policy and procedures may result in the cancellation of this privilege and/or the suspension of the organization. Distributing students and campus organizations will be responsible for cleaning up any litter that may result from such distributions.

## **7. Procedure for Amendment**

Amendments to the Student Organizations Policy may be initiated by any member of the university community through the coordinator of student organizations. The coordinator will forward the amendments through the appropriate channels with final approval granted by the university president.