

## UNIVERSITY POLICIES RELATED TO ESTABLISHMENT AND ADMINISTRATION OF GRADUATE STUDENT ORGANIZATIONS

### Purpose:

The University strongly encourages graduate student participation in meaningful out-of-classroom experiences that foster graduate student engagement and learning. Participation in graduate student organizations is a way that many students become involved with such experience. A graduate student organization, recognized by the University, may exist for social, academic, service, cultural, religious or recreational purpose, or any combination thereof. The purpose of this policy is to set forth the process according to which graduate student organizations may receive recognition by the University and operate thereafter.

### Scope:

This policy applies to all matriculated graduate-level students at the University (full-time or part-time students and students who are on track for a degree or certification or simply taking continuing studies courses), excluding students enrolled at the School of Law, who seek to organize a graduate student organization in which the predominate purpose is to serve the needs or interests of graduate students, although other University students may also be members, including undergraduate students and students enrolled in the Law School.

Graduate organizations, organized under this policy may also include as members both graduate (including Law School students) and undergraduate students, provided however, that undergraduate students shall be considered affiliated members.

### Faculty/Administrator Advisor:

Each graduate student organization recognized by the University is required to have a faculty/administrator as an advisor, be approved and have the advisor approved by the Dean of the School that has the principal interest in the subject matter of the Organization (hereinafter referred to as the "Dean"), but if the organization is involved with more than one school, the Advisor shall be approved by the Provost or the President. The role of the Advisor is to counsel and serve as a resource to the students and the organization. Although the role may vary with the organization's needs, advisors have four broad responsibilities: (a) help with growth and development of students; (b) provide consistency and communication goals to future members; (c) assist in the area of program content and purpose; and (d) be present at group trips for on-site support. The time commitment may vary from organization to organization.

Full-time, salaried faculty, administrators and professional or approved non-union staff members are eligible to serve as graduate student advisors as long as they are not on-leave during their term. Student teaching assistants, and non-professional staff are not eligible to serve as advisors. Adjunct faculty members may serve as advisors provided they have a particular connection with the subject matter of the organization and have sufficient time to satisfy the responsibilities of the position.

#### Process to Obtain University Recognition:

Five (5) or more graduate students enrolled at the University may seek to gain recognition as a student organization under this policy by registering with the University. Registration will be made in writing jointly to the Dean of the School that is most connected with the interests of the graduate students (or the Provost or President as indicated above) and the University Office of Student Programs & Leadership. Included with the registration will be a copy of the initial bylaws, a list of the initial members of the organization, including any undergraduate students and students of the Law School, and the name and University title of the initial Faculty/Administrator Advisor. Upon receipt and approval of a satisfactory registration to the Dean (or Provost or President) and the Office of Student Programs and Leadership, the organization will be recognized as an approved University graduate student organization.

#### Funding of Organization Activities:

Recognition of a graduate student organization does not directly or indirectly cause funding from the University or from student activities funds. Funding may result from University support and/or dues from the membership only if specifically approved by the organization and Advisor, and reported to the Dean (or Provost or President) and the Office of Student Programs & Leadership. The organization may undertake specific fundraising activities approved by the Advisor and Dean (or Provost or President). All funds to be administered and/or expended shall be by the organization's Treasurer through an on-campus account in the name of the organization, and annual reports of the financial activities shall be submitted to the Office of Student Programs & Leadership. Accounts shall be subject to University audit at any time.

#### Administration of the Organization:

The administration of the organization shall be undertaken by the officers (to include at minimum President, Vice President, Secretary and Treasurer) and board (if any) of the organization, selected or elected in accordance with the bylaws. Any member of the organization may be an officer, if duly elected, provided however, that the President and Treasurer shall be full-time graduate students. The names and contact information of officers and members of the board shall be kept current and noticed to the Dean (or Provost or President) and Office of Student Programs & Leadership. Changes in the bylaws also shall be noticed to and approved by the Dean (or Provost or President) and Office of Student Programs & Leadership.

The organization, after recognition, shall continue in existence, without the need for re-registration, unless or until its recognition is revoked at any time and for any reason by the Dean (or Provost or President) and Director of Programs & Leadership or if the membership, by two thirds vote of eligible membership elects to terminate its existence. If the membership in the organization falls below five for a period of more than one semester, the organization's recognition shall be subject to suspension by the Dean (or Provost or President) and Director of Student Programs & Leadership.

APPROVED BY PRESIDENT - 10/7/14