

## UNIVERSITY POLICIES

<b>Policy Name:</b> Recognized Student Organizations, Privileges and Responsibilities	<b>Effective Date:</b> July 1, 2011
<b>Custodian of Policy:</b> Associate Vice President for Student Affairs and Enrollment Management	<b>Last Review:</b> July, 2005
	<b>Next Review:</b> September, 2018

### Policy

It is the intent of this policy to promote the formation of diverse student organizations; help coordinate and facilitate communication between student groups, faculty, and administrators; promote student involvement in organizations; assist students and organizations in taking full advantage of University resources and facilities; provide practical leadership opportunities for students; provide leadership training and education; encourage the formation of organizations that complement existing programs at Minnesota State Mankato; and provide students with the opportunity to gain interpersonal and organizational competencies in activities which enhance learning and their educational experience.

A Recognized Student Organization (RSO) is a student group in support of a common purpose. It must be comprised of five or more student members and at least two-thirds of the membership must be enrolled at Minnesota State University, Mankato. RSOs must have a stated purpose and written constitution, and adhere to federal, state, and local laws as well as the Minnesota State Colleges and Universities (MnSCU) Board of Trustees' policies and regulations. Minnesota State Mankato will not recognize a student organization as such until the registration process has been completed, and the Minnesota State Student Association (MSSA) has voted to recognize it. All RSOs must adhere to the recognition protocol developed and coordinated by Student Activities.

### Procedures

Organizations which may be recognized to operate on campus include the following:

- Honors, leadership, and recognition societies
- Academic or non-academic Minnesota State Mankato departmental groups
- Fraternities and sororities
- Special interest groups compatible with the mission of Minnesota State Mankato
- Religious organizations
- Sports Clubs
- Multicultural and International Student Organizations.

#### Privileges, Services, and Facilities

Recognized Student Organizations are eligible to request activity funds. Funds may be requested for club travel and programming. However, recognition does not assure financial assistance from student activity funds.

Subject to availability and within all applicable policies and regulations, recognition as a student organization also allows the organization to use:

- University staff advisory and consultant services
- University facilities and services (but not for commercial or personal gain)
- University property to raise funds or make other permissible solicitation
- University equipment rental
- University publicity and marketing outlets

#### Responsibilities of Recognized Student Organization Members and Advisors

- The responsibility to be aware of and abide by all policies and regulations of Minnesota State Mankato and the MnSCU System along with federal, state, and local laws including, but not limited to, policies and laws pertaining to the use of alcohol and other drugs. Members must adhere to provisions regarding drug and alcohol use within the Minnesota State Basic Staff Student Handbook.
- The responsibility to welcome all people and not to deny nor interfere with the rights and privileges of others while ensuring equal opportunity as stated in the Minnesota State Mankato Equal Opportunity/Affirmative Action Statement.
- The responsibility to plan and conduct activities furthering the mission of Minnesota State Mankato and/or the purpose of the group as stated in its constitution.
- The responsibility to furnish to the Student Activities Office at the beginning of each term a complete list of advisors, officers, and other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives, or information from the University. Each list shall be kept current throughout the semester by the organization.
- The responsibility to contact the Environmental, Health, Safety and Risk Management Office when sponsoring events that may place members at risk and to ensure that participants sign a waiver form (<http://www.mnsu.edu/activities/rso/orms.html>) available from the Risk Management Office. The waiver form shall identify the risks and hazards of the activity. Obtaining family contact information in case of an emergency is advisable. RSO sponsored activities involving the sale or use of alcohol are prohibited unless the alcohol use form ([http://www.mnsu.edu/activities/rso/permit\\_to\\_serve\\_alcohol\\_beverages\\_at\\_msu.pdf](http://www.mnsu.edu/activities/rso/permit_to_serve_alcohol_beverages_at_msu.pdf)) has been signed by the university president. Please refer to MnSCU System Procedures 5.18.2.
- The responsibility to follow University graphic standards (online at [mnsu.edu/standards](http://mnsu.edu/standards)) in print and electronic materials, giveaways or other items that represent the organization.

#### Conduct Review

Historically, RSOs provide an opportunity for students and the community to grow, learn, question and develop as engaged participants on campus, greater Mankato and the globe. At times however, behavior may not meet University standards and review maybe necessary. Members of the community may address their concerns through a formal conduct review.

A conduct review of any organization's actions may be initiated by the Minnesota State Student Association at the written request of any group or individual. All reviews of Recognized Student Organizations shall immediately be subjected to MSSA's Conduct Review Procedures and Sanctions. The request must be filed during the semester in which the alleged violation is first identified to ensure a timely hearing. (If an alleged violation occurs at the end of the academic year and before the new MSSA is in session, it will be moved to the Fall semester.) The Speaker of the Senate will coordinate the investigation and resolution of the allegations against an organization. This policy is not intended to allow sanctioning of the student media for censorship reasons. Other disciplinary procedures separate from this policy are followed for certain situations. Information on these policies may be obtained by contacting the following:

- Fraternities and sororities affiliated with Interfraternity Council and Panhellenic Council
  - Sports Clubs
  - Allegations against individual students
- Assistant Director for Greek Life  
Director of Campus Recreation  
Director of Student Rights and Responsibilities

## MSSA Conduct Review Procedures

1. Groups or individuals wishing a review may do so by completing a written request form available at the MSSA Office or the Student Activities Office. <http://www.mnsu.edu/mssa/>
2. MSSA staff will investigate under the direction of the Speaker of the Senate.
3. The Speaker of the Senate will determine if the alleged behavior may constitute a policy violation. If so, the Speaker will send written notification of the allegation to the group.
4. Upon receipt of written notice of the allegation, the organization must respond within three class days either acknowledging or refuting the allegation.
5. If the organization acknowledges responsibility, the organization will have the option of attending a Senate meeting where sanctions will be assigned.
6. If the organization denies the allegation or fails to respond, the Speaker of the Senate will notify the organization of a hearing date before the entire Senate to be held within two weeks.
7. The Speaker of the Senate will present the investigative findings followed by rebuttal of the evidence by the organization members, if present.
8. The Senate will either:
  - a. Find no basis for the complaint and dismiss the allegation; or
  - b. Determine that it is more likely than not the allegation is factual and assign sanctions. In either case, the organization will be notified in writing of the outcome.
9. Appeals must be submitted in writing within 14 calendar days of the written outcome to the Associate Vice President for Student Affairs and Enrollment Management.

## Sanctions

The Student Senate may assign the following disciplinary sanctions when organizations are found responsible for a policy violation:

- RSO Written reprimand – official written censure of a student organization.
- RSO Probation – indicates further violations are likely to result in removal of recognition and associated privileges. Probation may be imposed for a period not to exceed one calendar year from the date of imposition.
- RSO Suspension – temporary or permanent withdrawal of recognition and privileges. Notification of the suspension will include terms of the suspension and conditions that must be met if the organization is eligible for reinstatement. At a minimum, suspension will be imposed for the remainder of the term in which the sanction is imposed.

In conjunction with any one of the above sanctions, the Student Senate may also require the completion of educational or restorative sanctions such as letters of apology, community service hours, and restitution. Other consequences include, but are not limited to: loss of room/banner/table reservation privileges; forfeiture of travel funds; ineligibility to apply for funds; ineligibility for campus awards; loss of access to state equipment; loss of vehicle use privileges; loss of RSO print, poster and online promotional outlets; loss of office space and supplies through Student Activities; loss of funds; loss of facility space and access.

## Rationale

Recognized Student Organizations (RSOs) at Minnesota State, Mankato provide opportunities for students to grow and develop, programmatic breadth which enriches the campus community and a wide variety of educational, recreational, and social experiences for students. Recognition as a student organization at Minnesota State Mankato is a special status that requires adherence to this policy and the procedures developed by the institution. This revision supersedes the existing policy approved June 25, 1985. This policy adheres to the Minnesota State Colleges and Universities (MnSCU) Board of Trustees' policy 2.1 Campus Student Associations and 2.8 Student Life, along with Minnesota State Statute 136F.01, Subd.5.

<b>Policy: Recognized Student Organizations, Privileges and Responsibilities</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
MSUAASF Meet and Confer	February 17, 2011	April 14, 2011
Faculty Association Meet and Confer	February 17, 2011	April 14, 2011
Classified Meet and Confer	February 17, 2011	April 14, 2011
MSSA Meet and Confer	February 17, 2011	April 14, 2011
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>