

# STUDENT GROUP RECOGNITION 2024-2025

*For Recognition by the Student Organizations and Leadership Office at Columbia College Chicago*

## Recognized Student Group

A recognized student group is one that has been approved by the Student Organizations and Leadership office and maintains all institutional guidelines for student groups set forth in this handbook.

## Unrecognized Student Group

An unrecognized student organization is one that is not approved by the Student Organizations and Leadership office or did not meet the criteria or uphold the responsibilities to maintain recognition.

## There are two types of Recognized Student Groups: Student Organizations & Student Club Teams

### What is a student organization?

A student organization is a group of students who unite to promote and celebrate a common interest. Columbia College honors student organizations for their uniqueness, perspective, creativity, and excellence in the execution of their mission and goals and awards them official recognition through the Student Organizations Council (SOC).

### What is a student club team?

Student club teams are to enhance students' overall well-being by focusing on athletics and wellness-related activities. Known as the Renegades and officially recognized by the Student Athletics Association (SAA), club teams are student-run groups that are encouraged to participate in athletic activities that range from recreation to competitive challenges.

## Benefits to recognition:

- Funding for your group up to \$1400 a year
- Access to space for meetings and events
- Free printing for marketing materials
- Access to equipment, technology, and supplies
- Support from a staff or faculty advisor
- Opportunity to fundraise for your group
- Increased opportunity to collaborate with other student groups
- A deeper sense of belonging and community at Columbia

# CHECKLIST FOR APPLYING FOR RECOGNITION

## For Student Organizations

- Find at least 5 students to create a new organization
- Complete the SOC Recognition Package on the Engage Portal
  - Organization Constitution
  - List of Proposed Events/Activities
  - List of Members and Officers
  - Financial Statement
  - Signed Letter by Advisor
- Meet with a member of SOC to discuss next steps in creating new team
- At least two officers are required to attend Student Organization Leadership Training, hosted by SOC
- Recognition lasts until the last day of the spring semester. Groups must go through a re-recognition process to continue for the following year.

## For Student Club Teams

- Find at least 5 students to create a new team
- Complete the SAA Recognition Package on the Engage Portal
  - Organization Constitution
  - Player Agreement & Waiver
  - Team Roster
  - Budget Proposal
  - Signed Letter by Advisor
- Meet with a member of SAA to discuss next steps in creating new team
- At least one officer/captain must attend the first SAA training meeting of the semester.
- Recognition lasts until the last day of the spring semester. Groups must go through a re-recognition process to continue for the following year.

## To maintain recognition status all year, you must;

- Comply with all regulations, policies, and guidelines outlined in this document.
- Maintain at least five members, including three officer roles with a GPA of 3.0 or higher, all year.
- Must stay in contact with your advisor.
- Ensure a member of the group is present at every SOC/SAA monthly meeting.
- Complete at least one check-in with the SOC or SAA Community Director per semester.
- Submit a monthly report on your group due on the 25th of each month.
- Maintain and update your Group Page on the Engage Portal with all meetings, events, and updates throughout the year.
- Participate as a group in at least two events organized by the Student Organizations and Leadership Officer a year.

# CONSTITUTION TEMPLATE

*This document has the following required items every student group constitution should include. A good constitution should contain the basic elements of how your organization functions. It should have only fundamental information, be sustainable and difficult to amend. Part 1. includes customizable elements with guidance. Part 2. includes the required information for each group.*

## Part 1.

### 1 - Organization Name

### 2 - Mission and Purpose

- a) What is the mission of the organization?
- b) What services will the organization provide?
- c) How will members benefit from the organization? What will members learn, do, or create?
- d) How will the organization influence the Columbia College Chicago community?

### 3 - Officers (also known as Executive Board or E-board)

- a) State the various officer positions and the responsibilities of each office. These can include President, Vice President, Secretary, Treasurer, Social Media Manger, Captain, or any other positions that make sense for your group. Incorporate the responsibilities set forth by SOC or SAA such as attending the monthly meeting, submitting the monthly report, and meeting with the SOC or SAA Community Director.

*Example: Duties of the Social Media Manager: The Social Media Manager will oversee the group Instagram and the Engage Portal page. They will post weekly updates on meeting and event, highlights on members of the group, and relevant announcements. They will also be responsible in submitting the monthly report to SOC.*

### 3 - Officers (continued)

b) Specify the qualifications for becoming an officer (Do the individuals need to be members of the organization for a certain amount of time? Are there leadership criteria used?).

*Note: A universal required qualification for all officers is maintaining a 3.0 GPA*

c) Define the procedure for filling vacated offices (Will there be a special election? Will your organization use an ascending order, appointment, or interview process?).

*Example: An e-board member may step down from their position within two weeks' notice to find a replacement. Once an e-board member announces their voluntary resignation, the rest of the leadership team will host a special election. The election needs a majority vote to elect a new e-board member.*

**Note: If a group wants to remove an e-board member based on the student not fulfilling their responsibilities of the roles, they must present the issue to the SOC or SAA e-boards. The SOC and SAA e-boards, with approval from the Coordinator of Organizations or the Coordinator of W.A.R., hold the right to dismiss an e-board member from their role with a majority vote. Groups may not independently vote on removing an e-board member without consulting the above leadership teams.**

### 4 - Membership Criteria

a) Define who is eligible for voting-rights membership such as attendance at meetings, participation at events, etc.

*Note: All currently enrolled students at Columbia College Chicago can join any student group if they show an interest and passion in being an active and productive member of that community.*

#### 4 - Membership Criteria (Continued)

b) While all currently enrolled students at Columbia College Chicago can be a member of any student group, some groups who have a competition or performance element may hold tryouts or auditions for those specific circumstances. If applicable, define the process for tryouts or auditions and how decisions will be made.

c) Additionally, define the group's approach to continuing to include general members in group meetings and events who are not involved in the competitive or performative elements.

#### 5 - Election and Voting Procedures

a) When will the elections for the group's student executive board be held?

b) Define the nomination procedure (Self nomination, nomination committee, by application?)

c) Define the election procedure (Secret ballot or digital?)

d) State when the new officers will begin their term and length of term(s).

#### 6 - Definition of a Quorum

a) A "quorum" is the minimum number of members of an assembly or group necessary to conduct the business of that group. Define what the quorum for the organization will be (Will the organization need 2/3 of the members present or 1/2 plus one? Will a quorum be necessary to carry on business?).

## 7 – Constitution Amendment Process

a) State the procedures for proposing amendments (Written or verbalized?). Add a clause regarding the process for online voting for amendments (if different than other online voting processes). Establish the length of time between notification and voting on the amendment (Will the amendment be read at two consecutive meetings before a vote can be taken?)

b) State how many votes are needed for ratification. This should be difficult. (i.e. At least two-thirds vote, three-fourths vote of actual membership, half of those attended plus one)

*Note: Any amendment approved by the membership must be in compliance with college policy and must be re-submitted to the SOC or SAA recognition packet.*

## 8 – Organization Advisor

The official advisor responsibilities expected by SOC and SAA are:

- Meet with student organization e-board, at least once per semester, to discuss the goals, progress, and direction of the group.
- Be accessible and available to the student organization leadership and members.
- Remain knowledgeable about the organization and its mission, as well as the officers and members.
- Mediate interpersonal conflicts that may arise.
- Be a resource for student organizations, particularly regarding College policies, resources, regulations, and services.
- Review and approve all forms submitted by the organization, including the constitution submitted in the Annual Recognition Process.
- Be aware of the events and activities of your student organization, including major activities and travel.
- An advisor (or approved Campus Staff/Faculty) must attend all major organization events, especially when travel is involved. An advisor must travel with a group who is traveling over 60 miles away from campus or within 60 miles if it requires an overnight stay. Attend other organizational meetings and functions as desired.
- Advisors should not advise more than two groups at a time.
- Maintain open communication with the Coordinator of Student Organizations.
- Must be a current Columbia College Chicago Faculty or Staff Member.

a) Define the specific role of the organization advisor, if necessary.

## **Part 2.**

Policies outlined below are a required element to include in your student group constitution. By submitting the constitution, you are agreeing to follow all outlined policies.

### **1 - Harassment, Discrimination, Sexual Misconduct and Code of Conduct**

Columbia is committed to maintaining an environment that respects the dignity of its students, faculty, and staff and is free from discrimination of any kind. Columbia's Title IX Sexual Harassment Policy, Student Sexual Misconduct Policy and Anti-Discrimination and Harassment Policy bar all forms of harassment and discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnicity, or any other category protected by law, by or of Columbia students, faculty, or staff.

No member of the Columbia community, including club and organization members, shall engage in discrimination or harassment. It is expected that every member of our community refrain engaging in discrimination or harassment, report any observed incident, and cooperate in preventing such behavior.

Incidents or suspected incidents of Discrimination or Harassment, including Sexual Misconduct, should be reported to the Office of Equity Issues ([TitleIX@colum.edu](mailto:TitleIX@colum.edu)). Further, all students are expected to be familiar with and follow the Student Code of Conduct and members of the College community should report suspected violations of the Student Code of Conduct online at <https://students.colum.edu/dos/make-a-report-complaint>.

Students who are not in good standing with Columbia due to violating a College policy may be removed from or restricted from membership in a Columbia Organization. Please note that only the Office of Equity Issues or the Dean of Students has the authority to remove a student from an organization or restrict their membership eligibility due to violations of the above-mentioned policies. Any issue or concern not governed by the above-mentioned policies should be addressed through the staff in the Student Organizations and Leadership Office.

Club and Organization leaders that would like to pursue removing a member due to a violation of the above-mentioned policies should contact the Director of Student Organizations and Leadership, who will consult with the Dean of Students Office.

### **2 - Drug and Alcohol Policy**

Columbia College Chicago also has an extensive alcohol and drug policy as stated in the Student Handbook. The policies of the college prohibit the unlawful use, possession, sale, distribution, or manufacture of controlled substances or alcohol on college property, or as part of college activities. The college shall impose disciplinary sanctions to those who violate the college code of conduct.

The use of tobacco products is prohibited by all student groups and their members and participants during meetings, practices and competition. Any group or club member who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition.

### **3 - Sportsmanship and Ethical Behavior**

Student organizations and athletics programs hold a significant responsibility to uphold standards of good sportsmanship and ethical behavior. The ethical environment of Columbia College Chicago includes the primacy of human dignity, the encouragement of growth and development and the respect of others. Good sportsmanship is defined by the principles of fairness, respect, and integrity. It entails displaying grace in victory and dignity in defeat, showing respect for members, officers, advisors, guests, opponents, and all participants, and adhering to the mission of the group and spirit of community at all times.

Ethical behavior encompasses a broader spectrum of conduct. It involves making decisions based on principles of honesty, accountability, and moral integrity. This includes respecting the rights and well-being of others, and demonstrating responsibility in personal and professional interactions. At the college level, students are expected to exemplify these values not only as group members but also as representatives of their institution and ambassadors within their communities.

By upholding standards of good sportsmanship and ethical behavior, students contribute to a positive and inclusive collegiate environment where individuals can thrive both athletically and academically. Those who lead and participate in the student groups recognized by the Student Organization Council and Student Athletic Association shall have the highest possible standards of personal conduct.

The Student Organizations and Leadership Office has the right to sanction a student group to the furthest extent if it deems the group is not exhibiting the highest standard of personal conduct and ethical behavior.

### **4 - Sanctions**

Student groups agree to follow all outlined requirements of recognition and agree to accept the outlined sanction process if falling out of compliance. The sanctions outlined below can only be issued by the Executive Boards of SOC or SAA, or a staff member in the Student Organizations and Leadership Office.

#### Missed monthly meetings OR monthly reports

1. If a club has failed to attend one monthly meeting OR complete one monthly report, one board member must meet with an E-board member of SOC or SAA within 7 days to recap and discuss why the meeting or report was missed. If this remains unresolved after 7 days, the group's funding will be withheld and the group must follow the appropriate appeal process.
2. If a club has failed to attend two monthly meetings OR complete two monthly reports, their funding will be withheld immediately and the group must follow the appropriate appeal process.
3. If a club has failed to attend three monthly meetings OR complete three monthly reports, the club will be put on probationary status which includes withheld funding, restriction on space reservations, and withheld marketing support.
4. If a club has failed to attend four monthly meetings OR complete four monthly reports, the club's recognition status will be pulled and they will lose access to all SOC or SAA support, including the removal of their Engage Portal page.



## 4 - Sanctions (Continued)

### Missed monthly meetings AND monthly reports

1. If a club has failed to attend one monthly meeting AND complete one monthly report, their funding will be withheld immediately and the group must follow the appropriate appeal process.
2. If a club has failed to attend two monthly meetings AND complete two monthly reports, the club will be put on probationary status which includes withheld funding, restriction on space reservations, and withheld marketing support.
3. If a club has failed to attend three monthly meetings AND complete three monthly reports, the club's recognition status will be pulled and they will lose access to all SOC or SAA support, including the removal of their Engage Portal page.

### Missed semester 1:1s

1. If a club fails to schedule and attend their semester 1:1, the group's funding will be withheld and the group must follow the appropriate appeal process in addition to scheduling their make-up 1:1.

### Less than TWO SOLO events attended

1. If a club fails to meet the requirement of two SOLO events attended, a discussion with the Coordinator of Student Organizations or Coordinator of W.A.R. will be scheduled. Groups may be asked to partake in an additional educational opportunities.

## APPEAL PROCESS

- **Reinstating Funding:**
  - At least two members of the group must meet with the Finance Director of SOC or SAA and provide a plan of how the group will avoid the same mistake in the future, what the future plans of the group are, and a detailed funding proposal of why they need their funding reinstated.
- **Reversing Probation:**
  - All officers of the group are required to attend SOC or SAA "re-training" with the President and must provide a plan of how the group will avoid the same mistake in the future, what the future plans of the group are, and a detailed funding proposal of why they need their funding reinstated and space restrictions lifted.
- **Reinstating Recognition Status:**
  - Meet with the Coordinator of Student Organizations or Coordinator of W.A.R. to discuss why the recognition status was pulled and outline the plan for the group to apply for re-recognition under new leadership. All officers of the group who want to apply for re-recognition are required to attend SOC or SAA "re-training" with the President and must provide a plan of how the group will avoid the same mistake in the future, what the future plans of the group are, and a detailed funding proposal of why they need their funding reinstated and space restrictions lifted.