PROCEDURE FOR ESTABLISHING A NEW STUDENT ORGANIZATION

For a student group to become a recognized organization, the Office of Campus Life must formally approve it.

The following parameters must be met to gain approval:

- The proposed organization must be unique from current probationary or recognized student groups.
- A minimum of five undergraduate students are required to start the organization.
- Members must secure a faculty/staff member to serve as the organization's adviser.
- The purpose or actions of the club cannot contradict university, state, and/or federal policies and laws.
- Organizations will not be recognized if there is a predetermined amount of liability and risk associated with club activities.
- Membership of the proposed club cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, age, physical limitation or academic major.
- Founding members should be in good standing per the Eligibility Requirements for Involvement (see section above).
- Quinnipiac University will not recognize any clubs that involve gambling or club sports.
- The proposed organization must provide meaningful opportunities to enhance and develop leadership skills in members.

If the aforementioned parameters are met, the organization seeking recognition must:

- attend one new student organization information session held weekly
- complete and submit the application
- submit a written statement to studentorgs@qu.edu

A new organization will be recognized on a probationary period for one year, while it is in its formative state. This status carries with it the obligation on the part of the organization to abide by the rules and regulations of Quinnipiac University. Recognition, therefore, is contingent upon complying with and following the rules and regulations of Quinnipiac University, the observance of the appropriate social standards, and evidence of satisfactory financial status, which may include maintaining an on-campus account.

Once approved, the group will be added to the university's list of student organizations, will be given a campus mailbox, and may reserve space for meetings and/or events. Additionally, the organization will receive training and support from the Office of Campus Life. The Campus Life staff does not supplant the faculty/staff adviser, rather acts as an additional means for support.

After the organization receives probationary approval, the group should set a date and reserve space for an informational meeting. Reserving a room can be done online via the room reservation system on the MyQ website. Topics to be covered in this meeting should include: officer selection, group goals and additional membership recruitment efforts.

At the end of the provisional year, the membership, progress, and activities of the organization will be reviewed. If the club has been active throughout the provisional year and maintained membership, the group will officially be recognized. At this time, the organization may approach the Student Government Association about being chartered.

Once an organization gains formal recognition, recognition can only be withdrawn by the administration of Quinnipiac University. The Student Government Association, however, may choose to withdraw chartered status through their policies and procedures, but the organization may still continue to be recognized. Organizations desiring to discontinue their association and suspend operation with Quinnipiac University may do so by submitting a written statement to studentorgs@qu.edu.

Chartered Student Organization

An organization must be approved through the Office of Campus Life for at least one year before the Student Government Association can charter it. Once formally recognized, an organization may choose to bring a completed constitution and official recognition letter to the vice president for student experience of the Student Government Association to begin the chartering process. The documents will be reviewed by the student experience committee, which will then make a recommendation as to whether or not a charter should be granted by the Student Government Association. For more information about this process, please refer to the Chartering Policy located under "Documents" on the Student Government Association's Do You QU page.

Inactive Student Organization

Failure to meet the student organization requirements could result in a student organization being placed on inactive status. In such instances, the student organization will forfeit probationary or recognition status.

Students who wish to revive an inactive student organization must follow the procedures for establishing a new student organization and submit a reviewed/revised constitution, a list of five members, and a written statement from a faculty/staff member indicating a willingness to serve as the adviser to studentorgs@qu.edu. Upon the review of materials to ensure compliance with the student organization requirements, the group will be reinstated.

Adviser Expectations

Each student organization is required to have a faculty/staff advisor who is employed by Quinnipiac who serves as a resource between the university and the organization beyond the Office of campus life. The role of the faculty/staff advisor is to:

- Develop future leaders and prepare students for a global community;
- Serve as a university resource for the organization and its officers, providing insight, guidance, and/or connection to different campus and university resources;
- Assist the organization with adherence to university policy;
- Commit time to develop a rapport with leadership and general members of the student organization;
- Keep the office of campus life apprised of any issues, concerns, liability, or risk which may arise with their organization;
- Work with organization leadership to develop goals for the semester and academic year;
- Actively participate in advisor training, development, and learning opportunities provided by the office of campus life;
• Attend organizational and executive board meetings, as well as any banquets, events, or fundraisers sponsored by the organization as appropriate;
• Be knowledgeable about all University policies and procedures relating to organizations including the Student Handbook, Student Organization Handbook, Risk Management Policy, and Quinnipiac Essential Learning Outcomes;
• Advise and support students traveling on organizational off-campus trips through participating as their trip advisor or helping identify an alternative on-site advisor in their absence;
• Respond to all questions and request for help in a timely manner;
• Serve as a positive guiding role model in communication and interactions with students while building a strong rapport and foundation of trust.

Specific organizational expectations should be outlined in the organization's constitution. Advisors may not consume or be under the influence of illegal substances at any organization event.