

# PROCEDURE FOR ESTABLISHING A NEW STUDENT ORGANIZATION

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

The following parameters must be met to gain approval:

- The proposed organization must be demonstrably unique from current probationary or recognized student groups.
- At least 5 undergraduate students in good standing per the Eligibility Requirements for Involvement (<http://catalog.qu.edu/handbooks/undergraduate/student-organizations/student-organization-overview/eligibility-requirements-involvement/>) are required to start the organization.
- Members must secure a faculty and/or staff member to serve as the organization's adviser.
- The purpose, formal stances, or actions of the club may not contradict university, state and/or federal policies and laws, nor conflict with the values of Quinnipiac University.
- Organizations may 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 by race, gender identity, religion, nationality, sexual orientation, age, physical limitation, academic major or any other identity.
- Quinnipiac University will not recognize any clubs which involve gambling.
- Prospective organizations representing their group as affiliated or associated with, sponsored by, or connected to Quinnipiac University in any way before receiving formal approval may be denied recognition solely on these grounds.
- The proposed organization must provide meaningful opportunities to enhance and develop leadership skills in members.
- If the proposed group is in any way affiliated with an external organization (ex: chapter of an international organization, designee of a regional group, etc.), that organization will also be reviewed based on the above criteria as part of the recognition process. This review may consider factors including, but not limited to, statements, policies, positions, supported actions of other affiliated groups/chapters, and social media posts by the group or its leadership.

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

- Attend one new student organization information session held by appointment.
- Submit an application and final constitution on Bobcat Central (formerly Do You QU).

Students or organizations seeking to open or re-open a chapter of a social fraternity or sorority do not need to complete the above steps to begin their process. Rather, they should refer to the Office of Fraternity and Sorority Life for the process required to begin a fraternity or sorority at Quinnipiac and follow the steps listed therein. For a copy of this policy, or more information regarding expansion, please contact the Office of Fraternity & Sorority Life.

A new organization may 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 and evidence of satisfactory financial status.

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

Being a probationary, recognized, or chartered student group is a privilege, and the Department of Campus Life, as the principal authority on undergraduate student organization recognition, may choose to deny or revoke probationary or full recognition at any time, for any reason. The Student Government Association, however, may choose to withdraw chartered status through their policies and procedures, but the organization may 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](mailto:studentorgs@qu.edu)

## Chartered Student Organization

An organization must be approved through the Department of Campus Life for at least one year before the Student Government Association (SGA) can charter it. Once formally recognized, an organization may choose to bring a completed constitution and official recognition letter to SGA's vice president for inclusion to begin the chartering process. The documents will be reviewed by the inclusion, diversity & engagement committee, which will then make a recommendation whether a charter should be granted by SGA. For more information about this process, please contact the Department of Campus Life. [Fraternities and sororities are not eligible to be chartered by SGA.](#)

## 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 re-establish an inactive student organization (except fraternities and sororities) must follow the procedures for establishing a new student organization and submit a reviewed/revised constitution, a list of 5 members who are in good standing, and a written statement from a faculty/staff member indicating a willingness to serve as the adviser to [studentorgs@qu.edu](mailto:studentorgs@qu.edu)

Upon the review of materials to ensure compliance with the student organization requirements, the group will be reinstated. Inactive

fraternities and sororities must work with the Office of Fraternity & Sorority Life to complete their reactivation process; if a fraternity or sorority is inactive for 4 years, their recognition will be revoked.

## Adviser Expectations

Each student organization is required to have a faculty/staff adviser who is employed by Quinnipiac who serves as a resource between the university and the organization beyond the Department of Campus Life. The role of the faculty/staff adviser 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 Department of Campus Life apprised of any issues, concerns, liability or risk that may arise with their organization.
- Work with organization leadership to develop goals for the semester and academic year.
- Actively participate in adviser training, development and learning opportunities provided by the Department of Campus Life.
- Attend organizational and executive board meetings, as well as any events 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 other key institutional processes.
- Advise and support students traveling on organizational off-campus events through participating as their trip adviser or helping identify an alternative on-site adviser in their absence.
- Respond to all questions and requests 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. Advisers may not consume or be under the influence of illegal substances at any organization event.