OFFICE OF STUDENT ACTIVITIES

RECOGNITION AND RE-RECOGNITION

PROCESS
**OFFICE OF STUDENT LIFE**
**ALFRED STATE COLLEGE**
**POLICIES & PROCEDURES**

**ALFRED STATE COLLEGE STUDENT ORGANIZATION RECOGNITION (NON-GREEK)**

**History:** The process of organization recognition has been a function of the Office of Student Life for decades. In an effort to both effectively publicize the process and to streamline current processes, the following policies and procedures are enacted.

**Policy:** Depending upon the nature and focus of the organization, the process of organization recognition is a one or two-step process. All organizations must seek *College recognition*. That is accomplished in cooperation with the Office of Student Activities. Some groups may also seek *Student Senate* funding, a process accomplished in cooperation with the Office of Student Life.

**Procedures:**

1. **Interest Meeting Assistance:** Interest meetings are encouraged in an effort to determine the draw of a new organization. The Office of Student Activities will assist in the interest meeting process by facilitating up to three (3) publically announced interest meetings prior to the submission of an application for recognition.

2. **Interest Meeting Facilitation:** Interest meeting facilitation includes the scheduling of campus facilities for meeting purposes only, the production and mass dissemination of flyers announcing the meeting, and coaching on effective methods for organization development. The maintenance of attendance rosters from interest meeting is required. Those rosters must be submitted to the Office of Student Activities within two days of the meeting’s occurrence. The attendance roster must indicate the number of students who wish to pursue the development of the organization and the number who decline further participation with the group. *See Appendix B for more on Interest meeting facilitation*

3. **Application processing:** Following the interest phase, an application for recognition must be submitted to the Office of Student Activities within twenty one (21) days of the final interest meeting. The application for recognition must be completed fully and is accepted at any time during the regular academic year. *The application is available in Appendix D.*

4. **Application Follow-Up:** Following submission, club organizers must make an appointment to meet with the Director of Student Activities or his/her designee to discuss:
   a. Mission, constitution, and by-laws development and acceptance
   b. Advisor solicitation and acceptance
   c. Procedures for facilities request and technical assistance
   d. Methods of effective publicity
   e. Roster and executive profile management
   f. Requirements for continuing recognition
   g. Fundraising procedures and limitations

5. **Denial of Recognition:** The College reserves the right to rescind or deny recognition to any group if there is a clear danger or possibility of significant injury to any member, bystander, or participant as a result of club participation.
6. **Common Understanding:** In applying for College recognition the organizers, officers, and members acknowledge and agree:
   a. To be bound by the laws of the State of New York and the Village of Alfred and by the College’s Code of Student Conduct, Principles of Community, and Student Senate policies in all aspects of club operation.
   b. To maintain organizational funds in a official depository (bank, credit union, or with ACES) and to maintain up-to-date financial records available on-demand for inspection by College officials.
   c. To assure equal opportunity in the selection of members, assignment of privileges, provision of member benefits and services and to guarantee the absence of discrimination on a basis of race, gender, religion, national origin, age, disability, veteran status, or sexual orientation.
   d. To prohibit any action or situation which recklessly or intentionally endangers the mental or physical health of any individual or engage in any action or situation that involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with the organization.

7. **Withdrawal of Recognition:** Recognition privileges include the use of the College name, services, and facilities. That privilege can be withdrawn with cause at any time by the Associate Vice President for Student Life.

8. **Continuing Recognition:** After the attainment of initial recognition, the club must annually submit the following to the Office of Student Activities:
   a. Executive Profile (list of officers and advisors)
   b. Membership roster
   c. Information on scheduled meeting dates, times, and locations
   d. Semester-end report of activities and events

9. **Questions and concerns:** Should be referred to the Director of Student Activities and the Associate Vice President for Student Life, in that order.
PRELIMINARY INTEREST MEETING

ATTENDANCE LOG

Proposed Club: __________________________________________________________

Meeting Date/Time/Location: _____________________________________________

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<tr>
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Certification: I, _____________________________ attest that the students listed above attended and participated in an organizational meeting for the above-named club.

Page ___ of ___

Signature: ________________________________
OFFICE OF STUDENT ACTIVITIES

RE-RECOGNITION

PROCESS
Re-recognition Process

Every ASC student organization undergoes a rigorous approval process in order to receive recognition status and become a viable and active group. The re-recognition process occurs every year (or when requested) as a means for Student Activities to monitor the continued adherence of all recognized ASC organizations to the terms of recognition as laid out in the recognition process (located on the Student Activities website), and to ensure that each organization warrants continued access to privileges of ASC-recognized organizations, including funding from the ASC Student Senate and room reservations. Student Activities aspires to make this process as easy as possible.

This process of re-recognition is very similar to an audit as a failure to cooperate and fulfill the expectations will result in immediate loss of all privileges granted to Alfred State organizations.

Student Activities requires all materials to be submitted by a stipulated deadline in the spring semester. Failure to submit the materials by this deadline will result in an immediately frozen budget as well as likely de-recognition. As described in the re-recognition packet, the materials to be submitted are:

1. Complete, updated copy of the group's Constitution
2. Properly formatted electronic member list (via online submission)
3. Properly formatted handwritten member list with signatures
4. 2-page Executive Summary
5. 3 DIFFERENT proofs of activity / events from the previous year
6. Completed, signed Re-Recognition Form

The Re-Recognition packet may be downloaded here: https://my.alfredstate.edu/student-activities

The Form, the Proofs of Activity, and the handwritten member list must be submitted to Student Activities, Orvis Activities Center, room 251. Please make sure the name of your organization is written on each piece of paper you submit.

If you would like a copy of your current constitution, or have any questions at all, please email us at studentactivities@alfredstate.edu.
Re-Recognition Checklist

The following list of documents must be returned electronically to the Director of Student Activities by the last Friday in April. Clubs returning late documents will not be re-recognized and must apply for new club recognition status. Please save a copy of the file with the club advisor and with an active officer for future records.

☐ Updated Copy of Constitution (Word Document, please)

☐ New and Previous Officer Contact Information

☐ *Roster Submission (Appendix A)
   (*To be updated again in September as well)

☐ End of the Year Report / Proof of Activity

☐ Budget Projection Sheet

☐ Budget Request

Conditions for Maintaining Recognition:

• The group must adhere to the guidelines of the Advisor Handbook.

• The group must practice within the stipulations of its own constitution.

• The club/organization should show contribution to the Alfred State Community.

• All groups must hold elections before the third week of April.

• Within one week of elections, the names of the officers must be reported to the Student Activities
  o Must file this even if there is no change in officers.
  o Groups must file this if there is a change in officers outside of the yearly elections.
Organization Roster Submission

Attention All Student Club & Organization Advisors (academic honor and curriculum clubs, fraternities and sororities, Senate-funded organizations, and unfunded groups)

Recent interpretations of Middle States requirements indicate that we must now periodically track and report student organization membership data. In an effort to make that process as easy as possible, an on-line submission form is available at https://webapp03.alfredstate.edu/groups/.

This data needs to be provided by the last Friday of September. Instructions

1.) Technical note: Data entry issues with Internet Explorer appear to have been resolved. If you experience difficulty, you can download Firefox as alternative Internet browser. The addition of Firefox to your system is actually a good thing, should your regular browser become corrupted. To download, visit http://www.mozilla.com/en-US/.

2.) Please click on, https://webapp03.alfredstate.edu/groups/.

3.) Log in using your network user name (xxxxxxxxx@alfredstate.edu) & password

If you see this screen, you are in Internet Explorer.

If you see this screen, you are in Firefox!

4) By tabbing from field to field (your name will be entered for you) enter the organization name, traditional meeting day, time, and location. Then, one at a time, enter the full membership, including the student’s 800 number, and any office held. If the student is a member, not an officer, leave the field blank or indicate “member.” Once the data is entered, click Add Another Member.
5) When you are done, click **Submit Membership**.

6) That’s it, that’s all... I realize for some organizations with large memberships, this could be time consuming, but the data collection is essential to meeting Middle States accreditation requirements.

7) I will be tracking submissions and will individually contact with any groups failing to comply. **Failure to comply could constitute grounds for denial of facilities use.**

Thank you for your cooperation on this matter. If you have any questions, please contact me.

Sincerely,

______________________
Neil F. Benedict (benedinf@alfredstate.edu)
Associate Vice President for Student Life
607.587.4371
OFFICE OF STUDENT ACTIVITIES  
ALFRED STATE COLLEGE  
POLICIES & PROCEDURES

INTEREST MEETING FACILITATION

History: As part of a revitalized organization recognition process, recognition of the need for greater assistance to fledgling clubs and organizations was noted. Pursuant to that, the following policy and procedures are enacted.

Policy: The Office of Student Activities will actively support the announcement and initial formative efforts of approved, fledgling campus clubs and organizations.

Procedures:

Club organizers will meet with the Director of Student Activities to review the scope of activities and functions of the club for the purposes of review by this designated College official. Upon the favorable recommendation of the Director, Student Activities support personnel will facilitate the following:

1. Develop and disseminate up to 200, 8½ x 11” paper flyers announcing interest meeting dates, times, locations, and contact information.
   a. These flyers will be distributed by Office of Residential Life and Office of Student Activities support personnel or by the club organizers.
   b. Develop and initiate announcements on/for:
      i. Tor Echo student newspaper (in conjunction with club personnel)
      ii. WETD-FM public service announcements (in conjunction with club personnel)
      iii. Cable Channel 3
      iv. The Orvis electronic sign
      v. Student Announce
      vi. Text messaging
      vii. Social Media
      viii. Other media as determined appropriate
   c. Schedule provisional use of College facilities through the EMS system for up to three interest meetings.
2. Student Activities personnel will review the web-based Effective Methods of Organization Development with club organizers.
3. Student Activities personnel will review expectations and methods of collection for interest meeting attendance rosters with club organizers.
   a. Student Activities support personnel will collect and review completed rosters following each interest meeting, offering suggestions for improvement as needed.
   b. Student Activities support personnel will convey completed attendance rosters to the Director of Student Activities for his/her review and reflection.
4. As noted elsewhere, the College reserves the right to deny or rescind recognition to any group if there is a clear danger or possibility of significant injury to any member, bystander, or participant as a result of club participation.
Upon the favorable recommendation of the Director of Student Activities and at the request of club organizers, the process now translates to the organization recognition phase.
STUDENT ORGANIZATION APPLICATION FOR COLLEGE RECOGNITION

Organization Name: ________________________________________________

Primary Organization Contact(s):

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Faculty Advisor Name(s)

Briefly outline the purpose/mission of this proposed organization (attach addition sheets as required):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Attach a copy of the organization’s draft constitution for review.  Do not write below this line

____________________________________________________________________

Status:  □ Accepted  □ Returned for further action/organization response

Signature: ___________________________  Date: ________