

Procedures and Policies Required for Approval of a Registered Student Organization

In order to be recognized as a registered student organization the following steps must be completed:

Step 1: Temporary Registration: consists of approval of a student group by the Assistant Dean of Students for a period not to exceed one semester. Organizations in temporary status may hold meetings and informational sessions to recruit members, but may not sponsor events.

Student organizations must: 1) consist of at least 4 (four) registered Drake University students who are in good standing with the University; 2) be advised by a Drake University faculty or staff member 3) be established for purposes that are legal, consistent with the education aims and mission of the university, and in accordance with the regulations, guidelines and policies of Drake University, the City of Des Moines and the State of Iowa.

Complete Student Organization Registration form and Purpose Statement and return to Assistant Dean of Students for signature.

Within 6 months of registration, complete organizational constitution. Make an appointment to review the constitution with the Assistant Dean of Students to check the constitution for compliance and go over any revisions that may need to be made.

Turn in 2 (two) copies of the constitution (with any revisions).

Step 2:

Full registration consists of the approval of a student group by the Student Senate.

Student groups seeking full registration with the Student Senate should be applying for recognition with the Student Life Committee. The Student Life Committee consists of 9 (nine) Student Senators representing 9 (nine) student organizations, and is chaired by a tenth Student Senator, elected at-large, who is appointed by the Student Body President. According to Section 10.63 of the Rules and Regulations of the Drake University Student Senate, "The Student Life Committee shall conduct hearings for all groups seeking recognition as a Drake Organization. The Committee shall then send their recommendations to the Student Senate."

All organizations policies and procedures must comply with the University's non-discrimination policy. A student organization cannot practice or promote discrimination when defining its membership, electing officers, or conducting its business. All organizations must have a full-time member of the Drake University administration, faculty, or staff serve as an advisor to the members of the organization.

If the Student Life Committee decides to not recommend an incipient organization for full recognition by the Student Senate, and thereby for full registration with the University, the members of the organization may appeal the Committee's decision to the full Senate during any regular business meeting. Members of the organization shall be given the opportunity to present their case to the

Student Senate, but only a Senator may initiate a vote to recognize the students as an official student organization. Should a Senator initiate such a vote, a simple majority vote shall be necessary for student organization's recognition. Equally, should the Student Life Committee recommend a student organization for full registration, a simple majority shall be required to accept the Committee's recommendation. If a student organization fails to receive Senate recognition, there exists no process for further appeal, though student groups may reapply for full registration at anytime.

Upon approval, all registered student organizations must comply with the following responsibilities:

Among the responsibilities an organization accepts upon registration are:

1. Annual registration with the Assistant Dean of Students and notification to the Student Life Office of any change in officers, advisors, address or name of Organization.
2. The abstention from any discriminatory practices in membership selection and organizational programming.
3. The submission of financial records to the Student Senate auditor for annual audit.
4. Adherence to the principles and guidelines set forth in the Amended and Restated Articles of Incorporation of Drake University and the Preamble to the Bylaws of Drake University and compliance with the Bylaws and the Rules and Regulations of the Student Senate and Faculty Senate.

If these responsibilities are not fulfilled, registration, privileges and funding may be suspended.

Registration does not imply university endorsement of the organization's purposes, no does the college assume sponsorship of any of the group's activities on or off college property.

Student Activities Hazing Policy

Hazing by student organizations is strictly forbidden. The University believes that this type of behavior is counterproductive to the development of respect for human worth and dignity that membership in student organizations should promote.

Hazing is defined as, but not limited to, the following: Any act which endangers the mental or physical health or safety so a student, or which damages or removes public or private property for the purpose of initiation into, admission into, affiliation with, or as a condition for continued membership of, a group or organization.

Such activities and situations include:

1. paddling in any form;
2. creation of excessive fatigue;
3. physical and psychological shocks;

4. quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the organization;
5. wearing, publicly, apparel which is conspicuous and not normally in good taste;
6. engaging in public stunts and buffoonery;
7. morally degrading or humiliating games and activities;
8. late work sessions which interfere with scholastic activities;
9. any requirement which compels an individual to participate in any activity which is illegal, or contrary to the individual's genuine moral and/or religious beliefs;
10. any activities which are not consistent with the regulations, policies, and laws of Drake University.

In all cases of alleged hazing a full report must be made to the Assistant Dean of Students, who will in turn file a report to the Dean of Students, the involved organization's president, the organization's advisor, and the involved organization's national offices (if applicable). The incident will be dealt with according to student code of conduct found in the Student Handbook.

Privileges of registered student organizations:

Among the privileges of registered student organizations are:

1. Use of the University's name and logos: The terms of Drake's licensing agreement with The Collegiate Licensing Company state that the use of University registered trademarks and logos (Drake Relays," the Drake Seal and Drake Bulldog) must be monitored and approved by the University. In addition to its approval, Drake may require student organizations to pay a small licensing fee to insure proper use and distribution of items manufactured using these terms.
2. University facilities: The reservation of distribution tables and other University facilities for organizational functions are available. Classrooms are reserved through the Registrar's Office. Rooms in Olmsted Center and Levitt Hall of Honor in Old Main are reserved through the Sodexo Office. Rooms in the Harmon Fine Arts Center and Sheslow Auditorium in Old Main are reserved through the Fine Arts Facilities Manager.
3. Mail: Recognized clubs and organizations are eligible for use of a mailbox and mail service at the Student Life Center in Olmsted Center.
4. The use of University agencies for organizational assistance and the use of equipment in the Student Life Center.
5. If not eligible for annual funding through Student Senate, may still apply for an account to hold organization funds within the University.
6. Organization web page linked to the Drake web site.

Funding

Student organizations that have been granted full registration may submit an application to receive funding from the student activities fee, which is included with tuition. A listing of the categories of organizations ineligible for funding can be found on pages 22-23 of the 2004-05 Student Handbook.

This funding process is governed by the Student Rules and Regulations. For more information, contact the Office of the Student Body President. Student Organizations receiving student activities fee funds must also handle their financial transactions through the University Business Office. All organizations shall submit their financial records to the University internal auditor for annual audit.

At no place in this document is the fee allocation procedure intended to reflect on the integrity of the editorial freedom of any student publication.

Drake University Student Senate neither endorses nor permits the use of student fees, under the jurisdiction of this body, to be used to support the purchase of alcoholic beverages

Criteria for Constitution Construction

Article I. Name

Article II. Purposes (State purpose and function concisely.)

Article III. Membership

Section 1. Eligibility requirements as the organization defines them. It is essential that a majority of members be Drake students in good standing. 2) the officers must be Drake students in good standing. 3) the organization have enough members to fill all offices as prescribed by their constitution. All organizations must have at least four members to be considered active.

Section 2. Method of selecting members.

Section 3. Define type of membership (i.e., active, associate, honorary).

Section 4. Methods of membership revocation.

Section 5. This method must be included in all constitutions. The Organization will not discriminate on the basis of “race, religion, national origin, gender, age or disabilities.”

Article IV. Officers

Section 1. Elections

- A. Nomination procedures
- B. Qualification of officers
- C. Election procedures

D. Term of office

Section 2. Duties of officers

Section 3. Procedure to fill vacancies

Section 4. Impeachment procedures

Article V. Organizational Structure

Section 1. Specify executive member's and executive council's duties.

Section 2. Other standing committees, boards, cabinets, etc.

Article VI. Advisors

The qualifications and method of selection. Advisors must be Drake faculty or administrative staff members.

Article VII. Meetings and procedures

Section 1. Frequency

Section 2. Policy for absences

Section 3. Quorum

Section 4. Use of recognized authority on procedure (Such as Robert's Rules of Order).

Article IX. Finance (If dues and/or membership fees are specified in by-laws this must be stated in the constitution.)

Section 1. Specify dues and membership fees.

Section 2. Procedures for spending and accounting for all funds. (This is to include designation of who has the authority to approve expenditures. Organizations funded by Drake University must follow University policies when expending funds.)

Article X. Non-Campus Affiliation

Section 1. Name of parent or affiliated group.

Section 2. Relationship other than financial (power and purpose of affiliated group should be defined).

Section 3. Financial relationship with affiliate (explain fully).

Article XI. Amendments-Method of Adoption

Section 1. Proposal of amendments

Section 2. Voting procedure for approving amendments (should be explicit).

Article XII. This statement must be included in all constitutions: the Student Senate must approve all changes to this constitution in the same manner as a completely new constitution.