



COMMUNITY  
COLLEGE  

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OF RHODE ISLAND

# Student Group Recognition Manual

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# Table of Contents

<b>CCRI Student Group Recognition Manual.....</b>	<b>.....</b>
Recognition of Student Organizations .....	3-4
Recognition of Student Groups.....	4-5
Role of Adviser .....	6
Re-Registration Process for a Student Group .....	6-7
New Group Funding.....	7
Additional Funding for Existing Groups.....	7
Suspension of Group or Organization Recognition.....	7-7

## Recognition of Student Organizations

Groups of students may come together around a common purpose or activity under the auspices of the community college. These student groups must be recognized by the college in order to operate on campus and use the name Community College of Rhode Island or CCRI. Student groups may be sponsored by Student Government or, if appropriate, chartered with the Dean of Students Office if determined to be a necessary component of campus life.

Participation in student groups requires active enrollment status and leadership in a student group also requires a minimum Cumulative GPA of 2.5. Student groups may establish additional participation requirements; however, they may not establish requirements that violate the college's nondiscrimination policy. No individual should serve as President of more than one group and Student Government may not serve as an officer in any group but may be a member.

Recognition is a privilege granted by the college and can be revoked if the group does not conduct themselves according to college policies and the Student Code of Conduct. Recognition confers the following privileges:

Use of "Community College of Rhode Island" in the group's name and materials.

The opportunity to request funding from Student Activities Fees.

The ability to reserve campus facilities and hold events and activities on campus.

To apply for recognition, a group must:

Have a purpose and identity that is not duplicative of other groups on that campus. Groups that wish to establish a presence on a campus that is similar or identical to that of a group on a different campus must work with that group as part of the application process.

Secure the commitment of a full-time faculty member or staff member who agrees to serve as the group's adviser, observe and enforce college policies and procedures and to participate in regular adviser training.

Establish the group's initial leadership, minimally a president (you can only be President of one group) and treasurer, who have the minimum student leader required cumulative GPA of 2.5 and who are not on academic or disciplinary probation.

Compile a roster of at least eight (8) additional students who are committed to being members of the group for a total of ten (10) founding members.

Develop a constitution for your group using the templates available from the Office of Student Life and submit for review.

Once all of the above is done, petition your campus Student Senate for its support.

If your campus Student Senate supports your recognition, the president of your campus Student Government will present your request for formal recognition as a club to the dean of students after a period of no less than one semester and no greater than two semesters. During this conditional period, the student group is supported by its campus Student Government as it establishes itself, organizes and holds initial events, though it will lack a vote in the campus Student Senate.

Faculty- or staff-driven programs for students that do not qualify for status as a club but believe that they have a compelling purpose that would contribute to the quality of student life may petition the dean of students for recognition as a sponsored program. Athletic and academic organizations that are managed by a department or carry a considerable co-curricular component may not be sponsored by Student Government and must be organized through the Dean of Students Office. This carries most of the privileges of becoming a recognized club, less a reserved seat in the campus Student Senate.

A copy of all constitutions must be kept on file in the Office of Student Life and the Student Government office. The constitution must include:

- a. The name of the group
- b. Statement of purpose that includes the mission of the group, objectives and the social value to CCRI
- c. List of officers' responsibilities
- d. Procedures for election, vacancies, selection, recall or removal of officers
- e. Procedures to amend the constitution
- f. Procedures for scheduling and conducting meetings
- g. Adviser role
  - The group must comply with the nondiscrimination policy set forth by the college. (For the most up-to-date nondiscrimination policy, visit the CCRI Website.)
  - No group that serves a similar function as the Student Government Association will be recognized.
  - No group will be recognized if their mission, objectives, social value and activities are similar to another group or organization already in existence.
  - No officer in Student Government shall hold an officer position in another group, but may be a member of any number of groups.

Points to be reviewed and evaluated by Student Government and the Student Senate when considering recognition of a group:

- The structure and content of the constitution and bylaws
- Purpose of the group and if it is beneficial to the college community
- How well the group meets the criteria of recognition
- Whether or not the group's purpose is already being adequately accomplished by another entity on its campus

## Recognition of Student Groups

Recognized groups may be granted the following privileges:

- Use of campus facilities
- Use of campus agency accounts, if budget is requested and approved
- The opportunity to participate in college activities and the ability to use "Community College of Rhode Island" as part of the group name (Groups not recognized may not use "Community College of Rhode Island" as part of the group name.)

College recognition in no way implies that the Community College of Rhode Island condones or supports any or all activities of a recognized group. For a group to be recognized the following procedures must be followed and the group must meet the following criteria prior to making application:

- I. Must have at least one current CCRI permanent faculty member, staff or administrator as an adviser. The adviser must submit an agreement to serve as an adviser, have said agreement signed by the VP for Student Affairs and participate in an adviser orientation and training.

2. To qualify, members must be currently enrolled students (either full or part time) in good standing with the college. Groups must submit a membership list of at least ten (10) qualified students (i.e., students who are not on any academic or disciplinary sanction)
3. Officers of each group are to have a minimum cumulative GPA of 2.50. The group must have at least a chief executive officer (i.e., president) and a financial officer (i.e., treasurer). Other officers may be defined in the group's constitution but are still required to follow this policy.
4. Groups are to operate under a constitution reviewed by Student Government and the Office of Student Life and approved by their respective Student Government senate. A copy of all constitutions must be kept on file in the Office of Student Life and the Student Government office. The constitution must include:
  - a. The name of the group
  - b. Statement of purpose that includes the mission of the group, objectives and the social value to CCRI
  - c. List of officers' responsibilities
  - d. Procedures for election, vacancies, selection, recall or removal of officers
  - e. Procedures to amend the constitution
  - f. Procedures for scheduling and conducting meetings
  - g. Adviser role
5. The group must comply with the nondiscrimination policy set forth by the college. (For the most up-to-date nondiscrimination policy, visit the CCRI Website.)
6. No group that serves a similar function as the Student Government Association will be recognized.
7. No group will be recognized if their mission, objectives, social value and activities are similar to another group or organization already in existence.
8. No officer in Student Government shall hold an officer position in another group, but may be a member of any number of groups.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve recognition:

1. At least one group officer and the group adviser must meet with the campus Student Government adviser and the campus Student Government president or his/her designee to review the constitution and any bylaws of the group. Then the Office of Student Life will review the document for comments and verification of officers GPA.
2. The campus executive committee shall review the recommendation of the Student Government president and the Student Government adviser. They shall bring the constitution before the campus Student Government Senate for a vote of the recognition status of the group.
3. After the meeting of the senate, if the group desires to receive funding or other privileges from the college, the campus Student Government Director of Administration (Secretary) or designee shall, on behalf of the group, forward the appropriate materials to Student Life for approval. Please know that funding is not guaranteed for newly formed groups, so plan accordingly.

**Points to be reviewed and evaluated by Student Government and the Student Senate when considering recognition of a group:**

- The structure and content of the constitution and bylaws
- Purpose of the group and if it is beneficial to the college community
- How well the group meets the criteria of recognition

- Whether or not the group's purpose is already being adequately accomplished by another entity on its campus

Certain groups, centered on academic programs, single events, or activities deemed college priorities, but not generated by student interest, will be recognized by the Office of Student Life in consultation with the respective campus Student Government. These organizations are not entitled to participation in or representation in Student Government. Student groups will need a permanent faculty member or staff member adviser/coordinator and will fall under the auspices of the Office of Student Life. All the following policies and procedures outlined in this manual apply equally to all groups.

## Role of Adviser

Advisers play an important role in the extracurricular and co-curricular experience at CCRI. It is their guidance and participation in the group, organization that assists and encourages the students to become involved and to gain valuable experience in how to function in an organizational environment. Advisers help by providing continuity, facilitating growth and serving as a teacher. These are important and vital to a successful student organization. If any assistance is needed for this role, please contact the Office of Student Life.

In addition to the mentoring and coaching role of an adviser, it is important to remember that the adviser acts as an “agent” of the college and encumbers some legal and fiduciary responsibilities. Advisers are considered a campus security authority (CSA) under the federal Clery Act and a responsible person under the federal Violence Against Women Act (VAWA). We strongly recommend participating in annual trainings on these topics when offered.

An adviser must be a permanent faculty, staff or administrative member of CCRI. An individual shall not serve as adviser to more than one group or organization as this creates an inherent conflict of interest as groups, organizations or teams compete for resources and members. CCRI views the adviser as an individual who serves a function vital to the existence and operations of the group, organization or team. The adviser also is responsible for:

1. Advising the student group on college policy including educating the members and assisting them in their work within the college structure.
2. Providing direction and planning for managing the organizational budget, e.g. registering all events and approving all expenditures (Please see financial policies.)
3. Assisting with planning and implementation of organizational events and activities and the use of college facilities for those programs.
4. Attending student group meetings as frequently as possible, and keeping up to date with group activities.
5. Assisting the student group in setting realistic goals and objectives and then keeping the group focused on them.
6. Being present at all events, activities or trips if possible, if unable to, see the Office of Student Life for assistance.

Advisers are required to participate in an orientation and training prior to taking up their duties.

## Re-Registration Process for a Student Group

After a group has gone through the recognition process, it must re-register with the Office of Student Life at the end of the spring semester and attend a mandatory student group meeting at the beginning of the fall semester. When reregistering, the group must continue to adhere to the criteria stated in the recognition section of the procedures.

Student Life will provide re-registration forms by no later than April 1<sup>st</sup> to all student groups. The deadline for filing registration forms is **June 1** (the same day as agency budget requests are due). Failure to meet this deadline is cause for reduced or no funding. Failure to comply within two semesters is cause for suspension by the Office of Student Life (in consultation with the respective campus Student Government). Steps for re-registration:

1. Complete a re-registration form and send the form back electronically with corresponding materials back to the Office of Student Life (studentlife@ccri.edu).

Submitted in the re-registration packet will include:

- a A completed form must also include a current membership roster with student CCRI ID numbers.
  - b A current list of officers' names, CCRI emails and/or phone numbers.
  - c A written statement from the adviser and treasurer indicating that your funds have been reviewed and are in good order.
  - d A budget request utilizing the template provided as well as any supporting documentation or narrative.
  - e A current and approved copy of the constitution of the group
2. The president and/or vice president, of the group, with group adviser, should meet annually in April with the campus Student Government executive committee to review and evaluate activities of the past year and those planned for the upcoming year.

Any changes of officers or adviser should be reported electronically to the Office of Student Life and respective campus Office of Student Government within 10 days of the change(s). The same is true of all constitutional changes, which are subject to approval by the Student Government Senate.

## New Group Funding

When a new group receives recognition from Student Government, funding may be available, but is not guaranteed. To apply for funding, an itemized list of expenditures must be sent in writing to the campus Student Government director of finance (treasurer).

## Additional Funding for Existing Groups

Requests for additional group funding may be requested by recognized groups through the campus Student Government executive committee. To apply for additional funding, an itemized list of expenditures must be sent in writing to the campus Student Government Director of Finance (treasurer) with an explanation of why additional money is needed.

## Suspension of Group or Organization Recognition

The Office of Student Life (after consultation with the respective campus Student Government president) may suspend the recognition of any group or organization with due cause.

The reasons include, but are not limited to:

1. Failing to meet any of the criteria required for recognition at any time.
2. Violating the Student Conduct Code, college policies, and local, state and/or federal laws.
3. Failure to complete all steps for re-registration for one academic year (for student groups)
4. Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the groups constitution (e.g., evidenced by meetings and other activities). All recognized groups or organizations may be

required to submit a written activity report to Student Government and the Office of Student Life, upon request.

If suspended, the student group or organization immediately loses its privileges as a student group. All accounts of the suspended group will be placed on hold. All agency funds will be re-allocated the contingency fund and if unused to the general fund, immediately and funds raised will be reallocated after the completion of two fiscal years of no activity.

A group may voluntarily relinquish its recognition at any time by delivering electronically to the Associate Dean of Student Life and the respective campus Student Government President a notice signed by the officers and adviser stating that they are disbanding and explaining why.

An organization may also voluntarily relinquish its recognition by delivering electronically a notice to the Office of Student Life by the organization advisor, stating that they are disbanding and explaining why.

A group may reapply for recognition by following the recognition process annotated above. If a group or organization is suspended by the Office of Student Life, the members may appeal to the Dean of Students.