

NEW ORGANIZATION RECOGNITION PROCESS

In order to become a recognized organization at Indiana University of Pennsylvania you must complete the following steps:

<p><u>Meet with the Center for Multicultural Student Leadership and Engagement or meet with the Chief Justice of the Student Government Association</u></p> <p>E-mail Kevin Foster or Caleb King to schedule an appointment:</p> <p>Kevin Foster, Assistant Director, CSL kfoster@iup.edu</p> <p>Caleb King, Chief Justice, SGA C.N.King@iup.edu</p>	<p>In an initial meeting with the Assistant Director for the Center for Multicultural Student Leadership and Engagement or Chief Justice of the Student Government Association, the organization looking to be recognized must present the purpose, mission, and reason for the formation of this new organization. Additionally, you will be required to explain how this organization differs among the ones IUP already has on campus. From this meeting you will be able to submit a New Recognition Submission on Crimson Connect.</p> <p>*Please make sure to read the Guidelines for recognition before this initial meeting.</p>
<p><u>Submit a New Recognition Submission on Crimson Connect</u></p>	<p>The organization looking to be recognized must have the following in the Crimson Connect Recognition Submission:</p> <ul style="list-style-type: none"> • Name • Organization Description • Contact Information • Appropriate Constitution/Bylaws • President/Primary Contact • Secretary • IUP Faculty/Staff Advisor • An Updated Roster
<p><u>Meet with Student Government Rules Committee</u></p>	<p>The Rules Committee will set up a time to meet with the primary contact of the organization wishing to be recognized. In this meeting the committee will review the organization's Constitution/Bylaws. At the end of this meeting the organization will either be given a date to present in front of the General Assembly or given changes that are needed in order to continue on with the process. Additionally, the proposed organization must</p>

	attend Crimson Connect training before giving their presentation to General Assembly.
<u>Present new organization to the Student Government Associations General Assembly</u>	The New Organization will give the General Assembly a short presentation on the overall purpose of the organization. The General Assembly will then vote on the approval of the organization.
<u>Decision Forwarded to the Center for Multicultural Student Leadership and Engagement</u>	If approved by the General Assembly, the decision will then be forwarded on to the Center for Multicultural Student Leadership and Engagement and the submission on Crimson Connect will also be approved. Additionally an official letter of recognition will be sent to the new student organization and to the Student Cooperative Association. At this time the organization may apply for funding through the Co-op however, funding is not guaranteed. If the organization is denied by the General Assembly, the proposed organization will have to wait 14 weeks from the time of receiving the decision from the General Assembly to restart the recognition process.

THE MARX BROTHERS FAN CLUB

(SAMPLE CONSTITUTION)

I. NAME

This organization is and shall be called "The Marx Brothers Fan Club," hereafter referred to as the "MBFC."

II. MISSION

The mission of this organization is to promote the memory and movies of the Marx Brothers, and to generate the spirit of creative comedy exhibited in their acting style.

III. MEMBERSHIP

Membership in this organization is open to all members of the IUP community without regard to race, lifestyle, color, religious creed, disability, national origin, affectional or sexual orientation, or gender.

IV. OFFICERS

The officers of this organization shall include the president, vice president, secretary and treasurer.

A. Election of Officers

The officers shall be elected by a majority vote at the last meeting of each calendar year, and they shall serve for one full year. All officers of the organization shall be employees or enrolled IUP students, with good academic standing as defined by the university.

B. Duties and Powers of Officers

1. The president shall be an enrolled student at IUP. The president shall preside over meetings, initiate committees, and appoint committee chairpersons. The president shall have the power to fill any vacancies that may occur.
2. The vice president shall assume the duties of the president in his/her absence or if s/he is incapable of performing said duties.
3. The secretary shall record the minutes of all meetings of the organization and handle the distribution of same when appropriate.
4. The treasurer shall collect and be responsible for all dues and donations. The treasurer shall maintain a budget for the organization and present an itemized account of the condition of the budget at all regularly scheduled meetings.

V. ADVISOR(S)

The membership of the organization shall select an advisor(s) from the faculty, staff, or administration of IUP. The advisor shall serve the best interests of the organization and its members, and reasonably attempt to ensure that all business conducted by the organization complies with university policies.

VI. MEETINGS

The organization shall have a minimum of (number) business meeting(s) per (time period).

VII. ATTENDANCE/ACTIVITY REQUIREMENTS*

Members may not be absent from meetings except in cases of emergency or with prior excuse from the president. Illness, accidents, or family deaths constitute emergencies. Members missing (number) consecutive meetings without excuse will be placed on probation. The probationary period will be for (length of time).

VIII. EXPULSION AND IMPEACHMENT*

Violations of probation may result in expulsion from the organization, subject to a two-thirds (2/3) vote of the membership. An officer's failure to perform his/her responsibilities may be impeached, subject to a two-thirds (2/3) vote of the membership.

IX. FINANCIAL OBLIGATION*

Dues will be (dollar amount) per semester.

X. AMENDMENTS

Amendments to this constitution may be proposed by the members and approved by a two-thirds (2/3) vote of the members of the organization present at the designated meeting. Members should be notified one meeting in advance that an amendment is in question. Amendments cannot significantly change or eliminate items required for continued university recognition.

*One of the possible options for Articles VII, VIII and IX is that, "There are no requirements." If such is the case, this should be specifically stated.

Date of membership approval: month/day/year

HAZING POLICY
Center for Multicultural Student Leadership and Engagement
724-357-2598 and 724-357-1264

No chapter, colony, student, or alumnus/alumna shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

A. Definition

IUP defines hazing as "any action, situation, activity or complicity in activity, or any mental or physical requirement or request placed upon any new member, member affiliate, or alumnus which causes or has the potential to cause endangerment of the physical, emotional, or mental health or safety of the participant; physical or mental discomfort, pain, injury, fright, degradation, moral compromise, coerced sexual activity, or servitude; and/or the violation of any federal, state, or local law or rule or university policy, as directly or indirectly related to the initiation or admission into or affiliation with or continued membership in an IUP-recognized organization."

The IUP definition of hazing includes, but is not limited to, the following:

1. Any activity which endangers or has the potential to endanger the physical health of participants, such as paddling, whipping, kicking, striking, beating, pushing, shoving, tackling, branding, and ordering calisthenics.
2. Any activity which endangers or has the potential to endanger the mental health and/or academic performance of participants, such as not allowing adequate time for or interfering with academic commitments; activities conducted between the hours of midnight and 8 a.m.; and forced exclusion from social and/or verbal contact with any other individual.
3. Any activity which is or has the potential to be physically or mentally harmful, painful, or injurious, such as the forced or required consumption of alcohol, food, or drugs; excessive exposure to the elements; quests, scavenger hunts, kidnappings, or strandings; physical or psychological shock; and activities causing physical or mental fatigue.
4. Any activity which has the potential to be frightening, morally compromising, degrading, unduly embarrassing, deceptive, or promoting servitude, such as throwing items at or on the participant; carrying of items or wearing of apparel which is undignified; public stunts, verbal harassment, and beratement; requiring the participant to yell when entering or departing a physical structure or in the presence of designated individuals; the designation of "pledge entrances" or "exits"; running personal errands or servitude; intentionally creating labor or clean-up work; scant clothing requirements or nudity at any time; and deception designed to convince the participant of impending pain, injury, or non-initiation.
5. Any activity which is in violation of any federal, state, or local law or rule or university policy, such as the illegal use of alcohol or any controlled substance in any form or quantity as part of any new member-related activity and violation of IUP student behavior regulations, including unauthorized entry, "raids," possession/theft/destruction/damage of property, improper obstruction/disruption of university activities, abuse/harassment, and disorderly/obscene conduct.

B. Presumptions

1. New member-related activities by nature must reflect the best interests of the new members, current members of the organization, the university, and the Indiana community.
2. For the purposes of this policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in an IUP-recognized organization is directly or indirectly conditioned, shall be presumed to be "forced," the willingness of an individual to participate notwithstanding.
3. The negligence or consent of the participant or any assumption of risk by the participant are not defenses to an action brought pursuant to this policy.
4. All IUP students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.
5. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.
6. The filing of charges at IUP against a recognized organization does not preclude the filing of charges at IUP against an individual student nor the filing of civil and/or criminal charges against the organization and/or individual.

C. *Implementation*

1. The officers, primarily the president, of each organization are responsible for informing new members, members, affiliates, and appropriate alumni/ae of this policy. This policy should be read by the president to the membership at the first meeting of the organization each semester and to the new members prior to the commencement of the first new member activity and should be posted in a prominent place for the new members and members to see.
2. The Hazing Compliance Agreement portion of the Organization Recognition Form must be completed and submitted to the Center for Multicultural Student Leadership and Engagement, 307 Pratt Hall, within thirty (30) days of the commencement of fall semester classes or the election of new officers to certify acknowledgement of all conditions of this policy.
3. All nonacademic initiation or affiliation new member activities must be discontinued seven (7) days prior to the first day of the final examination period each semester and remain discontinued through the end of the final examination period.

D. *Jurisdiction and Procedure*

1. Charges of violations of this policy by a recognized organization should be filed in the Office of Student Conduct. Charges of violations of this policy by an individual student should be filed in the Office of Student Conduct.
2. Administrative hearings of alleged violations of this policy by a recognized organization will be conducted by the Recognized Organization Review Board (RORB), in accordance with policy as detailed in this publication.
 - a. In all cases of alleged violations of this policy, the organization advisor and general headquarters of the organization will be notified.

- b. During the period of formal investigation or adjudication of alleged violations of this policy, all new member-related activities, organization activities, and/or university recognition of the organization may be summarily suspended in keeping with the university policy.
3. Administrative hearings of alleged violations of this policy by an IUP student will be conducted by the IUP Judicial System, in accordance with policy as detailed in this publication.
4. Recognized organizations and/or individuals also may be held responsible for criminal misconduct in violation of the Pennsylvania Anti-Hazing Law, considered a third-degree misdemeanor punishable by up to a year's imprisonment.

E. *Violations and Sanctions*

1. Violations of this policy by a recognized organization normally will result in the minimum sanction of a one (1) semester probation, seven (7) weeks of social, intramural, and/or recognition benefits suspension, and a revision of the organization's new member education program, with a maximum sanction of withdrawal of university recognition from the organization for a period of twelve consecutive regular academic semesters.
2. Repeated violation of this policy or violation of any probation enacted as a result of this policy by a recognized organization normally will result in the minimum sanction of a one (1) year probation and a one (1) semester suspension of social, intramural, and/or recognition benefits, with a maximum sanction of withdrawal of university recognition of the organization for a period of an additional twelve (12) consecutive regular academic semesters.
3. Violations of this policy by an IUP student will result in sanctions consistent with the IUP Judicial System, in accordance with a policy defined in *The Source* or penalties authorized by Pennsylvania Law.
4. For violations of this policy by a recognized organization, sanctions shall be defined as follows:
 - a. **Probation:** A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.
 - b. **Mandatory Activity:** The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
 - c. **Final Restitution:** The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of this policy.
 - d. **Social Limitation or Suspension:** A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: inter- or intra-organizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.
 - e. **Intramural Suspension:** A specific length of time in which the organization may not participate in individual or team sports or the Greek intramural league, earn intramural points, or receive any championship titles.
 - f. **Suspension of Recognition Benefits:** A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include but are not necessarily limited to the following: Student Cooperative funding,

use of university or Co-op facilities, office space or property, bulk mailing services, and/or specified other benefits made available through recognition.

- g. **Withdrawal of University Recognition:** A specified or unspecified length of time or series of conditions in which university recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the university organization judicial system. For the organization, or any semblance of its membership, to regain university recognition may involve the demonstration of evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.
- 5. Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.