



# Student Club and Organization Handbook



Ursinus College



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# Clubs and Organizations

## Becoming an Ursinus Student Organization

Students are encouraged to petition for recognition as a student organization if there is ample interest in a specific topic or activity. In order to put forth such petition, the student must follow the procedure outlined below:

1. Begin your application process by creating an organizational constitution using the provided model and guidelines.
2. Choose an organizational advisor and complete an advisor contract. The advisor must be a full-time faculty or staff member of Ursinus College. The advisor may only advise up to two clubs or organizations.
3. Have a list of at least 8 intended members, half of which are non-seniors.
4. Submit the Organization Accreditation Process (OAP) Form to be reviewed by SGA and SE. If the application is approved by SGA and SE, the applicant will be informed and will be recognized as a formal organization.
5. If the application is denied by either SGA or SE, the applications will be returned to the student petitioning the request. The group will be allowed to reapply for recognition after addressing the reasons in which they were denied. Most common reasons organizations are denied include
  - a. Failure to submit a constitution.
  - b. Lacking enough membership in an organization
  - c. Missing a current Faculty/Staff Member as an advisor.

Visit the Student Organizations website for a complete list of student groups.

## Rules and Regulations

1. A student organization must have its constitution and by-laws approved by the Student Engagement staff. Any subsequent amendments to the constitution or changes in the by-laws must be approved by the same entities. The proceedings of all student organizations must be open at all times for faculty inspection. A student organization must have an adviser approved by the Student Engagement Office. The faculty may dissolve an organization of students, which it deems detrimental to the interests of the College.
2. Locations and times of formal on-campus activities of student organizations must be approved by the Student Engagement staff. Groups or individuals not associated with the College must obtain permission from the office of Protocol and Special Events to use college grounds, buildings, and/or other property. More details can be found under: "Event Space Approval Process."

3. Participation in any extracurricular activities may be restricted at the discretion of the Dean of the College or as a disciplinary penalty.
4. The responsibility for student behavior at any student activity, on or off campus, belongs to the individual student's participation in that activity. Students and their guests participate in these activities at their own risk. While college employees may participate in various aspects of some student activities, the College and its employees do not stand *in loco parentis* in any sense. The College will take appropriate action against students, their guests, or trespassers who violate college regulations or disobey directions from proper college authorities.

### **Club Membership Policy**

Please review the [Club Membership Policy](#) in the Student Handbook.

### **Recruiting Members**

All clubs and organizations may recruit members throughout the academic year, except for Greek Organizations who will work with the Assistant Director of Student Engagement and Greek Life to organize recruitment. All clubs and organizations are required to report current members of the club or organization in the Organization Accreditation Process (OAP). If a club or organization add any new members to their club/organization after submitting their OAP, they should notify Student Engagement and Student Government Association via email.

Student Engagement will provide one recruitment opportunity each semester for clubs and organizations. This recruitment opportunity is the Involvement Fair, which occurs within the first two weeks of the semester.

### **Event Space Approval (ESA) Process**

Clubs and Organizations may reserve spaces for events with the approval from The Office of Student Engagement. For clubs and organizations to receive approval, they must do the following:

1. Be in good standing and be recognized as an accredited club/organization.
2. Submit the [Event Space Approval and AFAC Form](#)
  - a. Choose "Event Space Approval" if your event does not need AFAC Funding
    - i. Select, "Both," if the ESA and AFAC Forms need to be completed.
3. Complete the required information.

Once approved, clubs and organizations will receive an email with details to finalize their event. Although clubs and organizations are approved the space, they are still required to:

1. Submit an Event Management Systems (EMS) Request.
2. Email Facilities with any Facilities needs they may have (i.e requesting tables/chairs)
3. Email Event Technology with any needs they may have (i.e requesting a speaker, microphones, etc.)

If none of the above are submitted following the approval, clubs and organizations may not receive the supplies needed for their event.

### **Activity Fund Allocation Committee (AFAC)**

The Activities Fund Allocation Committee is a student appointed committee responsible for the distribution of funds to approved, open membership clubs & organizations. Qualified clubs & organizations may submit a request for assistance in funding campus events, attending conferences, contracting speakers/performers, etc. Applications for funding must be completed at least two weeks prior to the event happening.

Additional information as well as electronic submission forms for [AFAC requests](#) can be found on the Student Engagement website under Policies and Processes.

### **Fundraising and Donation Guidelines**

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational project. Fundraising for both Ursinus College and non-college affiliated charitable organizations is permissible provided all guidelines are followed.

The following outlines the Fundraising and Donation Guidelines for Clubs and Organizations:

1. Clubs and Organizations may not request AFAC funding to fund any supplies for a Fundraiser that go towards a charitable cause.
2. Clubs and Organizations may not request AFAC funding to fund fundraising events for their own club/organization.
3. Funds raised through any Fundraiser for any club and organization must be submitted to the Finance Office to be placed into the club/organization's account. Clubs and Organization may not donate any items purchased with AFAC Funds to any charity.
4. Clubs and Organization may request reimbursement if their club/organization account has enough funds to cover the reimbursement. Clubs and Organizations may not request reimbursement from AFAC for a fundraiser.
5. Funds raised shall be exclusively for the non-profit use of the sponsoring club or organization, or donated directly to a 501(c)(3) non-profit charitable organization. No individual student can receive monetary gain or reimbursement from the fundraising of the group. Funds raised must not be used for personal expenses.
6. Clubs and Organizations may raise funds from individuals only. Clubs and Organizations must not make charitable contributions to a 501(c)(3) non-profit charitable organization with College funds.
7. Funds raised cannot be contributed towards supporting political candidates.
8. Donation drives must be connected to, have received approval from, and provide the name, phone and email address of a contact person from an established 501(c)(3) non-profit charitable organization.

9. Clubs/organizations are permitted to partner with a 501(c)(3) non-profit charitable organization to create an online wish list which enables donors to purchase and directly send items to the organization. The wish list must be in the name of the 501(c)(3) non-profit charitable organization and not an individual.
10. Student clubs/organizations must provide their own collection bin.
11. Donation drives cannot last longer than 14 days.
12. A sign must be posted on each collection bin which indicates the name of the charitable organization, the name of the donation drive, a contact person and contact information, and the ending date of the drive.
13. Raffles are prohibited if there is a monetary exchange as this is considered gambling
  - a. If an organization wishes to host a raffle, where there is a monetary exchange, they will need to purchase a Small Game of Chance License from Montgomery County. AFAC will not cover these fees.

All student organizations must complete a request form and obtain approval of the fundraising activity from a staff member in the Office of Student Engagement.

For additional information or to view all required guidelines, please visit the Student Engagement website under Policies and Processes.

### **Off Campus Club Activity Policy**

All student-led clubs and organizations, including class councils, interested in participating in activities held off campus which include significant risk and liability to the institution must meet with The Office of Student Engagement to obtain approval at least 10 business days prior to the scheduled activity date. College funds, which include SGA funds, cannot be used to support unapproved off campus activities.

## **Club Sports**

The Club Sports Program at Ursinus College is designed to allow students to compete in a variety of sports. Club sports are subject to the rules and regulations found in the Student Handbook, the Club Sports Handbook, as well as other applicable policies. The [Club Sports Handbook](#) can be found on the Student Engagement website.

## **Greek Life**

Fraternities and Sororities have been a fundamental part of Ursinus since the early 1900s. Now, Ursinus is home to six sororities (three local and three national) and six fraternities (three local

and three national), representing 20% of our student population.

Membership in a Greek organization enhances the “out-of-the-classroom” experience while also supporting each student’s individual academic goals. Greek organizations focus on five key elements: leadership, scholarship, community service, civic engagement, and a healthy social life .

### **Greek Expansion Policy**

The following information contained in this document pertains to students who wish to establish a new social fraternity/sorority here at Ursinus College. Ursinus College recognizes that fraternities and sororities can provide significant positive experiences for the development of student leaders through academic rigor, civil engagement, and social interaction. The procedure in this document serves as a guide to assist in the process of positive fraternal opportunity for any student hoping to take up the challenge of starting a new organization. In addition, it is important that any expansion of the Greek system (new or reinstated) occurs in a manner that is consistent and conducive to the policies, practices, and mission of Ursinus College. Prior to an organization becoming a fully instated chapter at Ursinus College, the proposed Greek letter organization must first become a colony. A colony is an approved student organization working toward recognition as a chartered chapter of a Greek-letter organization. By following these guidelines, any group wishing to colonize on this campus will be provided with the opportunity for successful colonization through a process that is both meaningful and rewarding allowing for a betterment of the existing Greek community.

A chartered chapter of a Greek-letter organization is a campus group of a national organization. Within each organization, chapters are usually referenced via a Greek-letter order. For example, the founding chapter would be the “Alpha Chapter,” and the second chapter is usually the “Beta Chapter.” Since local organizations are unique only to the institution, the term “chapter” refers to their recognition of the Inter-Greek Council at Ursinus College.

Chartering: For local organizations: obtaining permission from Ursinus College to become a recognized Greek-letter organization. For national organizations: obtaining permission from their national affiliate to become a recognized Greek-letter organization at the desired institution.

A colony (or colonization period) is a proposed Greek-letter organization in the process of becoming a fully instated chapter for both local and national organizations.

### **Criteria for Expansion:**

For the addition of social Greek letter organizations, the expansion process can begin by way of any of the following methods:

1. An interested group of at least ten students, as determined by the Student Engagement Office, submits a letter requesting to establish a new or previously recognized national/local chapter on our campus to the Student Engagement Office.
2. Through reviewing a formal petition for recognition by an organization coming off of a disciplinary sanction having resulted in the loss of the organization’s charter and College recognition.
3. Formal expansion is requested by the Inter-Greek Council, and/or the Student Government

Association (SGA) and an invitation to national Greek organizations will be extended by the College for participation in the expansion process.

**Process for Expansion:**

For a New International/National Organization:

Upon receiving a written request to establish a new organization, the Student Engagement Office will initiate the following:

1. Students, who are interested in starting a new International or National affiliated Greek letter organization, must submit a letter of interest to the Student Engagement Office.
2. The Student Engagement Office will then review the submitted request to verify that the proposed group does have the appropriate number of interested members and understands the expansion process and established timeline.
3. Once there is approval from the Student Engagement Office, the Inter-Greek Council will be notified of the possible interest in expansion of the Greek system.
4. Following, the interest group requesting a chapter will provide the Student Engagement Office with the Application for Recognition as a Greek Organization, which can be found on the last page of this packet.
5. The Student Engagement Office will review this information. It is the responsibility of the interest group applying for expansion to adhere to all college policies and regulations as outlined in the Ursinus College Student Handbook.
6. After reviewing the recommendation and consulting with the Student Engagement Office, the request will be presented to Student Engagement Staff and SGA for final determination on the expansion request.
7. Each group wishing to start a new organization will make an open formal presentation to the Ursinus community and the Inter-Greek Council concerning the proposed new organization.

For an organization that has had its Charter Revoked:

Greek organizations whose recognition was revoked due to disciplinary sanctioning will not be permitted to apply for renewal.

To Gain Recognition for an Inactive Organization:

Greek organizations with no active members are deemed inactive. In order to regain active status, the organization will need to do the following:

1. For an organization that has gone inactive, the organization will be required to recolonize following the process for expansion for new/international chapters.



## To Re-Gain Recognition for an Organization that has had its Charter Revoked due to Probationary Loss:

Greek organizations that have lost their charter due to probationary loss are not permitted to re-gain recognition and will not be permitted for a review.

## To Re-Gain Recognition for an Existing Organization on Probation

Greek organizations that have lost recognition from the Inter-Greek Council or have failed to meet the standards of the Five Star Program are considered on probation. The probationary period will last a total of one academic semester. These organizations will need to do the following in order to gain recognition from the Inter-Greek Council and remove the probationary status. Failure to meet these requirements will result in the loss of the organization's charter.

1. The organization must attend every IGC meeting with at least two delegates from their organization.
  1. The organization will not be allowed to vote on any motions presented at the IGC meetings.
2. The organization will not be allowed to participate in Homecoming, Greek Week, or Formal Recruitment.
3. The organization will not be allowed to host events.
4. The organization will not be allowed to participate in intermural sports as an organization.
5. The president of the organization must attend bi-weekly progress meetings with the Assistant Director of Student Engagement and Greek Life.
6. The organization must plan and implement a campus wide service event that demonstrates the importance of community.
  1. Organization must have 75% or more membership attendance.
  2. The event must be approved by the UCARE and the Student Engagement Office.
  3. The event must benefit the Ursinus Community.

If the request is denied at any stage in the process, the interest group will not be permitted to reapply for at least one calendar year from the initial request date. The Inter-Greek Council will recognize no more than one interest group for each gender as a colony within the governing body/council at one time. Therefore, the governing body/council will not be allowed to expand further until the colony has become a chartered chapter or has been disbanded.

The interest group members, representatives from the National Organizations, or local alumnae will work with the Student Engagement Office regarding the fulfillment of the Colony/New Organization requirements.

There are three major National Fraternity and Sorority affiliations. Below are their mission statements as well as a link to direct you to the standards set forth by the affiliations. In addition to the three mentioned below, there are several other organizations that provide membership to

multicultural Greek letter organizations.

Those include:

- National Association of Latino Fraternal Organization
- National Multicultural Greek Council
- United Council of Christian Fraternities and Sororities
- National Association of Asian Pacific Islander Pan-Hellenic

### **National Pan-Hellenic Conference**

[www.npcwomen.org](http://www.npcwomen.org)

Established in 1995, The National Pan-Hellenic Conference Foundation continues to promote values and ethics in women's fraternities and encourages all members to be active and responsible leaders in their respective communities. Our mission is supported through the sponsorship of National Pan-Hellenic Conference educational and charitable programs addressing health, safety, education, leadership and general women's issues in today's society. The Foundation was incorporated in August, 1995, in the State of Indiana and is a 501 (c) (3) public educational charity. To advance the 26 women's organizations of the National Pan-Hellenic Conference and their commitment to personal growth by underwriting initiatives that launch and sustain women leaders

### **National Pan-Hellenic Council**

[www.nphchg.org](http://www.nphchg.org)

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities: Alpha Kappa Alpha Sorority, Inc. Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc. Phi Beta Sigma Fraternity, Inc. and Omega Psi Phi Fraternity, Inc. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. All 9 organizations are historically African American Greek letter organizations.

### **Northern American Inter-Fraternity Council**

[www.nicindy.org](http://www.nicindy.org)

The North-American Inter-fraternity Conference (NIC) is a voluntary trade association and membership in the NIC requires each member organization to adhere to the following Standards of Membership, known as the NIC Standards. Undergraduate chapters are self-governing. Nothing in the NIC Standards shall be interpreted to imply that a member organization has a duty to provide day-to-day supervision or direction, or control the daily activities of undergraduate chapters and/or individual members associated with that member organization. However,

member organizations are expected to provide appropriate follow up with their chapters on compliance with NIC Standards to the same extent they follow up with chapters on compliance with the policies of the member organization and to provide its undergraduate chapters with ongoing education on the NIC Standards. Failure of a member organization to provide appropriate follow up with their chapters on compliance with NIC Standards shall subject the member organization to appropriate action by the NIC, up to and including suspension or expulsion of membership in this voluntary trade association.

## **The Five Star Program**

In addition to the guidelines mentioned above, currently the Inter-Greek Council institutes the “5 Star Standards Program” for all fraternities and sororities. This plan will require all groups to participate in benchmarking activities including community service, membership levels, risk management, scholarship, campus leadership, and Greek community accountability. Below are the current categories of evaluation:

- Scholarship Development:
- Organization Development
- Risk Management
- New Member Development
- Service to the Campus

## **Hazing**

[See definition in Section V of the Anti-Hazing Policy.](#) Ursinus College does not tolerate hazing. Any student, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the college, and may also face criminal charges under state law including [The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.](#)

For additional information or to view the New Member Education Policy in its entirety, please visit the [Student Engagement](#) website under Greek Life.

## **Solicitations**

### **Campus Advertisements & Postings**

The [Campus Advertisements & Postings Policy](#) can be found in the Student Handbook.

### **Guidelines for Family Solicitation**

The following guidelines are intended to inform student organizations of the appropriate avenues

concerning the solicitation of families in regards to the sale of services or goods. Any officially recognized student organization may make a request for family contact information from the Student Engagement Office. Requests may be made during any period of the academic school year (August through May) and must be approved by a member of Student Engagement Office staff for content. Any requests that are found to be in poor taste or of an offensive nature will be denied, and the sponsoring group may lose their privileges. Offerings must provide goods or services that add to a positive community environment here at the College, and should be of value or worth to the purchaser. Organizations may not ask for donations of money or property and must adhere to all local, state, and federal laws. Raffles, 50/50s, or regulated items such as drugs, alcohol, tobacco, firearms, etc. are strictly prohibited as offerings. Good common sense along with the faculty adviser's approval should be used when making a request for family information to make a solicitation. Please direct all inquiries to Student Engagement Office located in the lower level of Wismer Hall or call 610-409-3608.