History: First Issued: November 12, 2013

Related Policies:
Student Activities Fee Guidelines (SAF)
Student Organization Handbook

1. Annual Renewal for Recognized Student Organizations

A. All student organizations must update their registration information annually with the Student Government Association within the first two weeks of the fall semester. This period of time shall be considered a temporary/grace period during which the student organization may access all the privileges afforded to student organizations while they complete the annual registration process. Failure to complete the registration process by the end of the above time period will automatically result in a change from Active to Inactive status for the student organization. Inactive student organizations are not entitled to the same privileges granted to those student organizations that are officially recognized.

B. Student organizations renew their recognition status each year by submitting updated documentation (i.e. a Student Organization Recognition Form as well as their governing documents) and requesting recognition from Student Government Association. A renewal request does not guarantee recognition from Student Government Association.

C. Materials will be reviewed by Student Government Association to ensure that goals from last academic year were successfully met and that the funding received by the organization was used to reach those goals. An assessment of how the organization reached last year’s goals by Student Government Association and a combined assessment of how the organization reached its goals with the student activity fees they received. Student organizations may have to update their goals from the previous year or add new goals to be registered again for the next academic year.

D. A re-recognition presentation may be required if Student Government Association need more information or explanation of materials.

E. If the proposed organization has successfully completed all of the required, the Student Government Association will send the organization president and advisor a confirmation letter recognizing “official” Reinhardt University student organization status.
2. Recognition for New Student Organizations

A. To start a new recognized student organization, an interested student must complete the following steps:
   i. To start a new recognized student organization, an interested student must first set up a “new student organization meeting” with a staff member of the Office of Student Activities. A student cannot begin to form a new student organization without first setting up and attending this meeting.
   ii. After an initial meeting with a staff member of the Office of Student Activities, the interested student(s) will be granted some temporary marketing and advertising privileges to assist with forming a new student organization. These temporary privileges include:
      i. The ability to reserve a meeting room on the campus of Reinhardt University.
      ii. Students with temporary marketing and advertising privileges who are seeking to start a new student organization may not host events, activities or programs; use the name “Reinhardt University;” do any fundraising or receive any donations.
   iii. Once the interested student(s) have ensured that they have at least ten (10) members interested in participating in the proposed student organization, they must complete and sign a Student Organization Recognition Form.
   iv. Find a current faculty or staff member willing to advise your student organization. Have your Faculty/Staff Advisor of Record sign the Student Organization Recognition Form. Before gaining recognition, a student organization must have an advisor. The advisor must be a current full-time Reinhardt University faculty or staff member.
   v. Draft student organization governing documents (i.e. mission statement, constitution and/or by-laws). Please refer to the Student Organization Governing Documents section of the Handbook for Student Organizations for requirements related to what needs to be included., they can be submitted to the Office of Student Activities. The constitution will then be reviewed for approval by the Office of Student Activities.
   vi. Once the governing documents are complete, submit the documentation (i.e. Student Organization Recognition Form and governing documents) to the Office of Student Activities. The Director of Student Activities will review all documents. If any changes need to be made to the materials, the students will be notified so that changes can be made and the materials can be re-submitted.
   vii. When all the above steps/paperwork is complete and they will then be forward to the Student Government Association for its consideration. The Student Government Association will schedule a presentation time and location with the officers of the proposed student organization.
   viii. Present the proposed organization to Student Government Association; explain the mission of the organization, the measurable outcomes of the organization, and how their organization supports the mission of Reinhardt University and the Learning Outcomes.
ix. Following the presentation to Student Government Association, the student organization may need to answer additional questions, modify and resubmit governing documents if necessary.

x. If the proposed organization has successfully completed all of the required documentation and their presentation and governing documents contain measurable outcome goals that support Reinhardt University’s mission and vision as well as the Learning Outcome goals, the student organization will be recognized and will gain access to all of the privileges afforded to them by the University. The Student Government Association will send the organization president and advisor a confirmation letter recognizing “official” Reinhardt University student organization status.

3. Amendments

A. This policy may be altered, amended or repealed and new a new policy may be adopted by a two-thirds majority of Student Senators. All policy amendments must be submitted in writing to the Rules and Regulation Committee at least two weeks prior to the meeting in which they will be voted on. Propositions for policies must acquire a two-thirds vote of the Student Senate to take effect.

B. Editorial proposals, grammatical changes that do not alter in any way the content of this document, may be brought forth by any member of the SGA. Editorial proposals must be approved by the Executive Board.