

--INTEREST GROUP--

ANNUAL RECOGNITION DOCUMENTS

**RECOGNITION PAPERS MUST BE COMPLETE AND RETURNED BY
FRIDAY, SEPTEMBER 13TH, 2013**

TO: Salem State University Interest Groups

**FROM: Rebecca Jimenez, Associate Director, Campus Center Programs and Services
Kerrie Tingle, Staff, Student Government Association**

RE: Annual Recognition for Interest Groups, 2013-2014

DATE: May 1, 2013

Each year the Student Involvement & Activities Office conducts an annual review process for maintaining recognition for student organizations. All interest groups that are currently recognized by the Student Involvement Office must maintain their recognition by completing the attached forms. As graduations and turnover occurs within the group, there may be changes to the interest group's membership.

It is very important that these papers get to someone who will be an active member of the interest group next year. Failure to turn in this paperwork by September 13, 2013 will result in the interest group becoming inactive

KEEP THIS PAGE FOR YOUR RECORDS

TO COMPLETE RECOGNITION PAPERS, CHECK EACH BOX AS ACCOMPLISHED:

- Complete the Interest Group Recognition Form, and be sure to include your advisor's signature. See Page 3.
- Have **EACH** member of the interest group read the Liability Statement (Page 4) and the Hazing Statement (Page 5) and then sign their name as an official member of the interest group on Page 6. Please inform them that their signature shows that they have read these statements, and will abide by them.
- Complete the sections regarding Interested Member Contact Person, and Meeting Information on Page 7.
- Complete the sections regarding Website Contact and Email/Voicemail set up on Page 7-8.

Please return these materials no later than Friday, September 13th, 2013 to the Student Government Office ECC102. Thank you!

**SALEM STATE UNIVERSITY
INTEREST GROUP RECOGNITION FORM**

PLEASE NOTE:

The Policy Statement on University Recognition of states that a list of the group's current members must be filed annually. A minimum of one (1) Salem State University student is required to maintain interest group status. Student status will be verified.

- **Your interest group must have an advisor that is a full-time university faculty, administrator or staff member.**
- No revenue-producing activities will be permitted without the approval of the Director of Student Involvement, or designee.
- Interest Groups anticipating field trips, large events, or hazardous activities are encouraged to seek formal recognition.
- Approved interest groups have the ability to use university facilities; all facilities procedures for meetings and activities on campus should be followed. These meetings/activities may be publicized by campus media.
- Interest groups may not use the University name/logo without approval of the Director of Student Involvement, or designee.
- Interest groups shall be open to all currently enrolled students, regardless of their race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, marital status, or veteran status.

Please list your member(s) below and include mailing address information for your most active member(s). We often mail out pertinent information during the summer. **Please note that items marked with (*) are mandatory; be sure to print neatly!**

Today's Date _____ **Name of Group** _____

2 Primary Contact Members ~~~~~

Title (if any): _____ **Name*** _____ **ID*** _____
SSU Email* _____ Other Email _____ Signature* _____
Phone* _____ Summer Address* _____

Title (if any): _____ **Name*** _____ **ID*** _____
SSU Email* _____ Other Email _____ Signature* _____
Phone* _____ Summer Address* _____

Additional Members: ~~~~~

Title (if any): _____ **Name** _____ **ID** _____
SSU Email _____ Other Email _____ Signature _____

Title (if any): _____ **Name** _____ **ID** _____
SSU Email _____ Other Email _____ Signature _____

Title (if any): _____ **Name** _____ **ID** _____
SSU Email _____ Other Email _____ Signature _____

Title (if any): _____ **Name** _____ **ID** _____
SSU Email _____ Other Email _____ Signature _____

Title (if any): _____ **Name** _____ **ID** _____
SSU Email _____ Other Email _____ Signature _____

Advisor Name: _____ **Title/Dept.** _____

Email: _____ **Ph#** _____ **Signature** _____

LIABILITY STATEMENT FOR STUDENT ORGANIZATIONS

A. Introduction

This statement is written primarily for recognized student organizations at the University. Although other appropriate campus personnel and programs may wish to adapt it to their specific needs, it is not intended for athletic and intramural programs, academic programs and field trips, and student employees (Work-Study or Trust Fund).

B. General Principles

1. Salem State University supports and encourages recognized student organizations that plan and implement programs consistent with the goals of the membership and activities, which may occur on and off campus. Organizations should recognize that there are some realistic limits in the extent to which the university can restrain and control these activities and, as a result, the organizations themselves must exercise good judgment and prudence in the conduct of such activities.

2. Leaders of student organizations should be aware that they might be held liable in a suit brought by a member of an organization for injuries she/he may incur during his/her participation in any program or activity sponsored by the organization, provided that negligence and causation on the part of the leadership are proven. Students are not automatically insured under existing University policies.

3. At a minimum, student organizations should take all available precautions to insure that all facets of the program- its structure, purpose, and facility- are above reproach. Organization leaders should note that taking these measures will never fully protect them against legal action, but that they should represent to a court of law "reasonable efforts" to demonstrate concern for the welfare of other people. To formalize the effect of implementing these measures, each recognized student organization is urged to follow the procedures suggested below.

C. Suggested Procedures

1. Ensure that any personal vehicles used for travel are in good working condition; that any driver be prohibited from taking drugs or drinking alcohol before or during the course of travel and that any drivers provide proof of appropriate insurance coverage as well as a current driver's license.

2. Ensure that any sporting or other equipment used in the activities is in good condition and that it meets minimum standards of a recognized agency or authority in the field (e.g. national service, fraternity or sorority, amateur union, etc.)

3. Where physical fitness or special training is essential to participation, ensure that appropriate minimum physical fitness training requirements are established and that fitness tests or training are provided as conditions of participation.

4. Ensure that each member of the student organization completes a liability disclaimer agreement available from the Director of Student Involvement and Activities.

5. Obtain trip insurance through an insurance company if at all possible. If not, members of an organization should ensure that they are individually covered through either:

- a. Salem State University student accident and sickness plan, or
- b. The insurance plan of a parent, guardian, or spouse

6. Ensure that the organization's advisor is present at the event.

HAZING STATEMENT

A. Definition

Any action taken or situation created intentionally, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include:

1. paddling in any form
2. attempting to create excessive fatigue
3. physical and psychological shocks
4. treasure hunts, scavenger hunts, road trips or any other such activities
5. requiring the wearing publicly of apparel which is conspicuous and not normally in good taste requiring participation in public taunts, buffoonery, morally degrading or humiliating games and activities as well as late work sessions which interfere with scholastic activities any other activities which are not consistent with the constitution or bylaws of an organization or policies of the university.

B. Principles

1. The university believes that student's organization development must be nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education.
2. The university believes that while social behavior cannot be legislated, an organization without morally sound precepts and practices is not a constructive influence upon university students
3. The university believes that any organization with pledging or initiation programs has a solemn obligation in the development of its pledges and members which extends to the institutions where it is represented; to parents and others who make possible the education of pledges and members; to the communities where chapters are accountable for good citizenship; and to the university.
1. The university further believes, despite the fact that much progress has been made, that one of the most damaging elements to a student organization is the employment of a program of education which includes hazing and that this unproductive, ridicules and hazardous custom has no rightful place at the university.

C. Policy

As defined in Section A, all forms of hazing by any individual, group or organization is strictly prohibited by the university. Any infractions of the hazing policy by students, groups of students, or student organizations shall be processed through established campus disciplinary procedures.

1. Individual students found guilty of hazing policy will be subjected to disciplinary sanctions in the form of suspension, dismissal, or expulsion from the university.
2. Any student organization found guilty of hazing will be subjected to immediate loss of recognition for a specified period of time and possible revocation of its campus charter of applicable. An organization desiring recognition after the specified time period shall re-apply for recognition through the established campus procedures.
3. If a student affiliated with an organization acts individually or on the part of the organization to commit an act of hazing, both the student and the organization shall be held liable for the action and appropriate sanctions shall be imposed.

MEMBERSHIP LISTING

A complete listing of all members of the interest group must be included on this form. Your group must have at least one member to be recognized. The name, student ID number and signature of each member is required in order for the interest group to be considered for recognition. This information will be kept confidential at the request of the interest group.

NOTE: *Before signing!* Your signature attests that:

1. You have read and agree to abide by the Salem State University Hazing Statement.
2. You have read and agree to abide by the Salem State University Liability Statement.
3. You are a full-time, undergraduate student of Salem State University.

Print Name	Student ID#	Signature

Copy and attach additional pages as necessary

INTERESTED MEMBER CONTACT:

Throughout the year, students often stop into the SGA office and indicate an interest in groups and clubs by filling out a form. The SGA Administrative Assistant will then contact someone from within your interest group to say that there is a potential interested member. This contact person can be the advisor, or anyone in the interest group who will be responsible in following up with these students.

Contact Person for passing along new potential members: _____

MEETING INFORMATION:

Many students seek to find organizations to join. Please list your group's meeting time and place below. Even if you do not meet consistently, please provide some information to help a new student locate your organization, such as which building you typically meet in or what time frame (e.g., Community Time, afternoons, evenings) that your group meets) you meet. If you do not list a time and place, we will include a general phrase to describe our best guess as to when you meet in any listing we prepare for students.

Meeting Time: _____

Day of The Week: _____

Meeting Location: _____

WEB PAGE ASSISTANCE:

Web Page Content/Contact:

Each student organization is listed on the Salem State webpage. We hope to gradually build up the content in the Salem State web pages for groups & clubs. Please provide any content that you would like added to your webpage to Kerrie Tingle at ktingle@salemstate.edu. Summer is an ideal time for us to add general information about your organization, descriptions of traditional events, photos from past events, etc. to your webpage. As you plan events during the year, please provide us with details about your events so they can be listed on your web page and the university calendar to keep students up to date.

If we have questions about your group for the purposes of website updating, who should we contact?:

GROUP E-MAIL ADDRESS/ VOICEMAIL ACCOUNTS:

Proxy Voice Mail:

Would you like a voice mailbox created for your organization, so that students may call your organization and leave a message for your group?

- Yes, we are interested in setting up a voicemail
- No, we are not interested in setting up a voicemail at this time
- We already have a voicemail created and our extension is: _____

Proxy Email Address:

Would you like an email address specific to your organization (e.g., sga@salemstate.edu) for interested individuals to contact your group? IT can create a separate mailbox for your group in the university email

system. Please note that a faculty or staff person must be willing to serve as the recipient of emails that are sent to this email address, but the mailbox will be separate from their SSU email mailbox.

- Yes, we are interested in creating an e-mail address for our group or club***
- No, we are not interested in setting up an e-mail account for our group or club
- We already have a Salem State email address, and our email address is: _____

***If you answered yes to wanting to create an e-mail account, please list the faculty/staff member who will be the recipient emails sent to this address.

Faculty/Staff

Member: _____ Department: _____

Email Address: _____

Name of person who primarily has filled out this packet: _____

Role within organization: _____