

# ANNUAL RECOGNITION DOCUMENTS FOR STUDENT ORGANIZATIONS

RECOGNITION PAPERS MUST BE COMPLETE AND RETURNED BY  
FRIDAY, APRIL 26<sup>TH</sup>, 2013

TO: Salem State University Student Organizations

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

RE: Annual Recognition for Student Organizations, 2013-2014

DATE: March 7<sup>th</sup>, 2013

Each year the Student Involvement & Activities Office conducts an annual review process for maintaining recognition for student organizations. All 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, some executive board positions might need to be refilled. Remember, your elections must take place no later than the third week of April.

**\*It is very important that these papers get to someone who will be an active leader within the organization next year. Failure to turn in this paperwork by April 26, 2013 will result in the group becoming inactive\***

## OTHER IMPORTANT DATES:

An Orientation for student organizations will be held on Tuesday, September 3, 2013, 2:00-5:00pm OR Thursday, September 5, 2013, 4:00-7:00pm in the Campus Center, MLK Room. You may attend **either** day. This is an orientation that will **require your President AND Treasurer (or equivalents) to attend** and learn the university's social event policies as well as the SGA fiscal procedures. If someone other than your President or Treasurer is the signature for financial requests, they must also attend. This is the final step in your recognition process.

**FAILURE TO DO SO WILL PLACE YOUR STUDENT ORGANIZATION ON INACTIVE STATUS.**

## STUDENT ORGANIZATIONS HOUSED IN THE CAMPUS CENTER:

If you are in a student organization that has offices in the Campus Center, every member of your Executive Board must turn in any office keys that are in their possession by Friday, May 10, 2013. Keys must be turned in to Helene Collins, ECC218. If you are a current officer with keys and you will be in office the following year, you still need to return your keys to ensure proper record keeping.

# KEEP THIS PAGE FOR YOUR RECORDS

# TO COMPLETE RECOGNITION PAPERS, CHECK EACH BOX AS ACCOMPLISHED:

- Make a note of the Orientation for Student Organizations:  
Tuesday, September 3, 2013, 2:00-5:00pm **OR** Thursday, September 5, 2013, 4:00-7:00pm (both in the Campus Center, MLK Room) **Both President and Treasurer must attend.** More information on Page 1.
- Turn in your keys to Helene in the Student Involvement Office (if applicable). More Information on Page 1.
- Complete the Student Organization Recognition Form, and be sure to include your advisor's signature. See Page 3.
- Have **EACH** member of the group read the Liability Statement (Page 4) and the Hazing Statement (Page 5) and then sign their name as an official member of the group on Page 6. Please inform them that their signature shows that they have read these statements, will abide by them, and also that they are giving permission for the Student Involvement Office to verify their academic status.
- Email SGA the most up to date copy of your group's constitution.  
[sga@salemstate.edu](mailto:sga@salemstate.edu) **AND** submit two hard copies along with this recognition packet. We would like to move towards keeping a digital copy on file in addition to the hard copies.
- Complete the sections regarding Desk Space, Interested Member Contact Person, and Meeting Information on Page 7.
- Complete the sections regarding Website Contact and Email/Voicemail set up on Page 8.

Please return these materials no later than Friday, April 26, 2013 to the Student Government Office ECC102. Thank you!

**KEEP THIS PAGE FOR YOUR RECORDS**

**SALEM STATE UNIVERSITY 2013-2014  
STUDENT ORGANIZATION RECOGNITION FORM**

**PLEASE NOTE:**

The Policy Statement on University Recognition of Student Organizations and Interest Groups stipulates that “officers of a student group or organization must be currently enrolled, full-time day students and in good academic standing, as defined in the University catalog.” Therefore, as part of the recognition process for your organization, your signature as an officer authorizes the Office of Student Involvement & Activities to verify with the Registrar’s Office and your professors that you are in good academic standing and a full time undergraduate day student and that you have no judicial action and/or sanction which would preclude your involvement in this organization. **Please be aware that you may only serve as the President of one group at a time, and be on the Executive board of two organizations at a time.** You must also adhere to any additional requirements set forth by your organization’s constitution.

**Executive Board Officers:** Please list your officers below and include mailing address information for two senior Executive Board officers. We often mail out pertinent information during the summer. **Please print neatly!**

**Today’s Date** \_\_\_\_\_ **Name of Group** \_\_\_\_\_

**Title: PRESIDENT** Name \_\_\_\_\_ ID \_\_\_\_\_

SSU Email \_\_\_\_\_ Addt’l Email \_\_\_\_\_ Signature \_\_\_\_\_

(mandatory)

Phone \_\_\_\_\_ Summer Address \_\_\_\_\_

**Title: TREASURER** Name \_\_\_\_\_ ID \_\_\_\_\_

Phone \_\_\_\_\_ Summer Address \_\_\_\_\_

SSU Email \_\_\_\_\_ Addt’l Email \_\_\_\_\_ Signature \_\_\_\_\_

(mandatory)

**Please list the contact information for additional Executive Board Officers.**

**Title** \_\_\_\_\_ **Name** \_\_\_\_\_ **ID** \_\_\_\_\_

SSU Email \_\_\_\_\_ Addt’l Email \_\_\_\_\_ Signature \_\_\_\_\_

(mandatory)

**Title** \_\_\_\_\_ **Name** \_\_\_\_\_ **ID** \_\_\_\_\_

SSU Email \_\_\_\_\_ Addt’l Email \_\_\_\_\_ Signature \_\_\_\_\_

(mandatory)

**Title** \_\_\_\_\_ **Name** \_\_\_\_\_ **ID** \_\_\_\_\_

SSU Email \_\_\_\_\_ Addt’l Email \_\_\_\_\_ Signature \_\_\_\_\_

(mandatory)

**Title** \_\_\_\_\_ **Name** \_\_\_\_\_ **ID** \_\_\_\_\_

SSU Email \_\_\_\_\_ Addt’l Email \_\_\_\_\_ Signature \_\_\_\_\_

(mandatory)

**Advisor** \_\_\_\_\_ **Title/Dept.** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **Title/Dept.** \_\_\_\_\_ **Phone** \_\_\_\_\_

\*\*\*\*\*

Please list the names of two of the Executive Board Officers listed above who will be requesting money from the organization’s budget throughout the year. They will be the contact people if SGA or the University have any questions. These two students are usually the President and Treasurer.

**Title** \_\_\_\_\_ **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Title** \_\_\_\_\_ **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Advisor** \_\_\_\_\_ **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.
4. 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.



## DESK SPACE:

Each year student organizations may **apply** for desk space in the Student Organization Room located on the ground level of the Campus Center. **The organizations presently in the space must also apply and cannot assume they can keep this space each year.** There is a large conference room in the back area of the room that all student organizations can sign-up to use for their meetings. Check items below as they apply to your organization.

\_\_\_\_\_ We wish to apply for desk space for the academic year 2013-2014\*\*\*  
\_\_\_\_\_ We do not wish to apply for desk space for the academic year 2013-2014

\*\*\*All student organizations who request space must adhere to the requirements listed below:

- Keep area clean and do not expand space to other areas or block other areas.
- Only hang posters on the wall within your area.
- Each group is assigned one drawer only in the file cabinets between the doors of conference room.
- Remember that this area is accessible to many people, so secure your valuables.
- The conference room is available on a first come first serve basis. See Helene Collins in the Ellison Campus Center, Rm. 218, or call x6438 to reserve it.
- Each Spring an evaluation process will take place to determine whether groups are using their assigned cubicles. Groups who do not use their cubicle for at least four hours per week will be subject to losing it, so that another group on the waiting list can have a space.
- Table and chairs are for all groups and clubs to share. Please keep the table cleaned off for the next person to use.
- The last person in the space should shut the door and turn lights off.

If you agree to terms and conditions of the above requirements, please print your name, title, and sign. Your signature attests that you will share these stipulations with other members who might use the space.

Title \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_

---

## 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 organization to say that there is a potential interested member. This contact person can be the advisor, or anyone on the executive board 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](mailto: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](mailto: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:** \_\_\_\_\_