

# Lehigh University Student Senate



## Club Rules and Regulations

## **Purpose**

The Student Senate Club Rules and Regulations (S.S.C.R.R.) are the guidelines that govern all Student Senate recognized clubs and organizations. The S.S.C.R.R. also includes all requirements needed for a club to be recognized.

## I. Recognition of Student Organizations

### A. Definition

Recognition of a student organization at Lehigh University implies neither approval nor disapproval of the purposes, objectives and policies of the organization. Rather, recognition constitutes an acceptance of the organization's ability to conduct business on the Lehigh University campus.

### B. Criteria for Eligibility

1. The organization must draw a majority of its membership from the undergraduate student body.
2. Membership in the organization must be open to any member of the undergraduate student body.
3. All the members of the executive board of the organization must be from the undergraduate student body.
4. Membership in the organization must be open to any individuals regardless of race, color, religion, creed, national origin, ancestry, handicap, gender or sexual orientation.
5. The organization must have no goal or purpose which violates the Constitution or Laws of the United States, or the Commonwealth of Pennsylvania.
6. The organization must have no goal or purpose which violates the mission, principles, and rules of Lehigh University.
7. The organization must have no goal or purpose which violates the Constitution and/or Bylaws of the Lehigh University Student Senate.
8. The organization must not be a social fraternity or sorority.
9. The organization must not profit any individual, group, or organization with the exception of not for profit groups.
10. The organization must not have any goal or purpose which endangers the physical health or safety of an individual.

### C. Procedures

1. An organization requesting recognition or recognition renewal by the Lehigh University Student Senate must submit to the Club Affairs Committee an application which shall include the following:
  - a. A proposed Constitution for the organization.
  - b. A list of the organization's officers, addresses, and phone numbers.
  - c. A letter from a Lehigh University faculty or staff member who is willing to serve as the adviser.
  - d. A petition of twenty-five (25) names of students supporting the club.
  - e. A copy of the proposed Club Constitution, petition and list of officers must be brought to the Student Activities Coordinator.
2. No later than sixty (60) days following the submission of a completed application for recognition, the Club Affairs Committee shall recommend to the Student Senate either that the request be granted or denied unless extenuating circumstances arise. Under no circumstances shall the Club Affairs Committee prevent a request for recognition from being presented to the full Senate.

3. After submitting a completed application, club representatives must attend a Club Affairs Committee meeting on a date selected by the committee.
4. The Lehigh University Student Senate, upon majority vote, shall recognize a student organization.
5. An officer of the organization requesting recognition shall be notified in writing within seven (7) days of the decision of the Senate.
6. Organizations must update the Club Affairs Committee and the Allocations Committee of all official name changes.

## II. Privileges and Responsibilities of Recognized Student Organizations

### A. Organizations recognized by the Lehigh University Student Senate shall have the following privileges:

1. Eligibility to use University facilities in accordance with University policy.
2. Sponsor and promote activities, distribute literature, flyers, posters, banners and organization in accordance with University guidelines.
3. Solicit funds on campus through programs and fundraisers in accordance with University Policy.
4. Use University services or resources such as purchasing, student printing, physical plant, transportation, computer services, mail services, and central stores in accordance with University Policy.
5. Apply for student life series funds if the organization meets the required criteria.
6. Be listed in University/Student Activity publications including the directory of student organizations.
7. Access to storage space and the Club Resource Center in the Ulrich Student Center.
8. Allowance to hold auditions for prospective members in the organization if guidelines for auditions are outlined in the organization's constitution.

### B. All recognized student organizations must:

1. Register with the Dean of Students office by the second Friday of each semester in order to maintain their recognition. The registration process requires that each organization submit a listing of the names, addresses, and phone numbers for each of the officers and the advisor. Any student organization, which fails to meet the deadline, may be required to re-initiate the recognition process with the Lehigh University Student Senate.
2. Submit any changes in their Constitution to the Club Affairs Committee for approval.
3. Submit a yearly summary of activities and a Constitution to the Club Affairs Committee no later than Allocations Committee Minor Club deadline. Failure to do so may result in the club's allocations being withheld.

## III. Revocation of Student Organization Recognition

### A. Recognition of a student organization may be revoked for:

1. Failure to comply with the requirements of the S.S.C.R.R. of the Lehigh University Student Senate.
  2. Failure to comply with its own Constitution and Bylaws.
  3. Failure to comply with University Policy.
  4. Failure to comply with Lehigh University Code of Conduct.
  5. Irresponsible use of funds, including failure to adequately document the expenditure of such funds.
  6. Failure to submit yearly summary of activities and Constitution prior to the deadline.
  7. Insufficient activity over one academic year as determined by the Club Affairs Committee.
- B. Recognition shall be revoked only by a two-third (2/3) vote of the members of the Senate present and voting.
- C. All requests for removal of recognition must be made in writing to the Club Affairs Committee. Student Senate must make decisions within sixty (60) days of the request.
- D. A student organization's officers shall be given no less than ten (10) days written notice of Senate's consideration of the revocation. The organization shall be given the opportunity to present its case before the Club Affairs Committee. In the event that the case is denied, the organization may appeal to the Student Senate Judicial Board.