

# **ASSOCIATED STUDENT GOVERNMENT RECOGNIZED STUDENT ORGANIZATION POLICY**

*<Revised 04/2024>*

We, the members of the Student Senate, in order to establish an involved student body, to encourage the development of leaders and participants for the campus, to support a wide variety of interests among students, and enhance the understanding of the recognition process do hereby ordain and establish this Recognized Student Organization Policy.

## **ARTICLE I**

### **Recognized Student Organizations**

- Section 1. The official recognition of a student organization by Associated Student Government of Emporia State University grants specific privileges to Recognized Student Organizations (RSOs).
- 1.1 Use of the university name in conjunction with the RSO name.
  - 1.2 Use of university property and facilities.
  - 1.3 Scheduling of university buildings.
  - 1.4 Request use of funding from the Associated Student Government.
- Section 2. RSOs must accept the regulations and administrative procedures, outlined in this policy, as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.
- Section 3. As a matter of policy, the Associated Student Government of Emporia State University refrains from attempting to control or sway the personal opinions or beliefs of students.
- 3.1 Recognition of a student organization does not imply endorsement of positions taken by the RSO.
  - 3.2 Responsibility for any actions which violates federal, state, or local laws or ordinances must be assumed by the individual organization, not by the Associated Student Government or Emporia State University.
- Section 4. RSOs must conform to the financial policies and responsibilities established by Associated Student Government.

## **ARTICLE II**

### **Rules & Procedures Concerning Student Organization Recognition Process**

Section 1. Procedures for Prospective Student Organizations for Recognition

- 1.1 The Senate Operations Committee (SOC) will have a “meeting” with representative(s) or advisor that wish to establish a new club, group, or organization on campus, herein referred to as Prospective Student Organization (PSO).
  - 1.1.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.
  - 1.1.2 The meeting shall consist of the following discussion: (1) purpose and plans of the PSO; and (2) Recognized Student Organization requirements.
- 1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.
- 1.3 Following this deadline, the normal legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Prospective Student Organization Responsibilities

- 2.1 The PSO is required to identify an organization President, Vice President, Treasurer, and Advisor.
  - 2.1.1 All officers must be current enrolled Emporia State students.
  - 2.1.2 The Advisor must be a benefits eligible Emporia State faculty or staff member.
    - 2.1.2.1 An RSO that has an advisor on sabbatical or leave which prohibits them from being actively involved in the RSO needs to find a temporary advisor. The Temporary advisor should be listed on Hornet Central and the RSO should inform ASG by submitting a new Appendix D (Status Update Form).
    - 2.1.2.2 When an organization loses an advisor during the year, the organization has until the end of that semester to find a replacement and submit a new Appendix D. If this is not done the organization will be on probation the next semester. Probation penalties will be decided by the Senate Operations Committee and may result in a loss of allocations.
- 2.2 Proper documentation of definite interest in the PSO must be, in the form of a petition (Appendix A), submitted to the SOC Chair.
  - 2.2.1 A completed petition has the signatures of twenty (20) Emporia State students and one (1) faculty or staff (prospective advisor) signature requesting the formation of the PSO.

- 2.2.1.1 Ten (10) of the signatures must be those of students enrolled in a minimum of seven (7) credit hours for the current semester.
- 2.3 Draft a constitution (Appendix B) for the PSO to be submitted to the SOC Chair.
  - 2.3.1 Refer to Appendix B for required contents in PSO constitution.
- 2.4 Attend all meetings described herein and any other meeting deemed necessary by the Senate Operations Committee, and Student Senate.
  - 2.4.1 Must attend the meeting when recognition bill is voted on by the Senate Operations Committee and Student Senate.

Section 3. ASG Senator Responsibilities

- 3.1 Meet with PSO for Involvement Consultation after recognition by the Student Senate.
  - 3.1.1 Send Senate Operations Chair PSOs updated constitution, and officer/advisor information for Hornet Central.
  - 3.1.2 Inform RSO of ASG yearly requirements and expectations.
  - 3.1.3 Inform RSO of ASG-offered rights & privileges.
  - 3.1.4 Sign form (Appendix C) indicating completion of the Involvement Consultation.
  - 3.1.5 Involvement consultation must be completed within 3 weeks of receiving recognition by the Student Senate.
    - 3.1.3.1 RSOs that do not complete Appendix C within 3 weeks of receiving recognition then fall under procedure of Disciplinary Action (Article VI, Section 2).

Section 4. Associated Student Government Advisor Responsibilities

- 4.1 Review proposed constitution to ensure all requirements are met (refer to Appendix B).
- 4.2 Email above documents (Section 2.2 & 2.3) to the Senate Operations Chair, Dean of Students, and Vice President of Associated Student Government after review and approval with their recommendation of recognition.
- 4.3 Approves registration in Hornet Central after the Student Senate officially recognizes the PSO.

Section 5. Senate Operations Chair and Senate Operations Committee Responsibilities

- 5.1 Coordinate and preside over the meeting outlined in Section 1.1.
- 5.2 Inform the PSO of their required meeting attendance with the Senate Operations Committee and the Student Senate.

- 5.3 Notify the PSO, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office, and Information Technology Representative of the PSO's confirmation by the Student Senate as a Recognized Student Organization (RSO).
- 5.4 Senate Operations Committee Responsibilities
  - 5.4.1 May pass a PSO recognition request as outlined in the Rules of Procedure for Student Senate.

Section 6. Student Senate Responsibilities

- 6.1 May pass, with majority vote of those present, provided that the PSO is represented at the regularly scheduled Senate meeting when the recognition bill will be on General Order for further consideration and possible amendments, the PSO recognition request.

**ARTICLE III**

Rules & Procedures Concerning Student Organization Re-Recognition Process

Section 1. Procedures for Prospective Student Organizations for Re-Recognition

- 1.1 The Senate Operations Committee will have a "meeting" with representative(s) or advisor that wish to re-establish a club, group, or organization on campus that was rescinded within the previous twelve (12) months and eligible for Re-Recognition, herein referred to as Prospective Student Organization (PSO).
  - 1.1.1 A "meeting" shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.
  - 1.1.2 The meeting shall consist of the following discussion: (1) purpose and plans of the PSO; (2) reason for rescission; and (3) Recognized Student Organization requirements.
- 1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.
- 1.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. Prospective Student Organization Responsibilities

- 2.1 Obtain advisor signature on Status Update Form indicating they agree to serve as the advisor. Submit Appendix D to the Chair of SOC.
  - 2.1.1 Attend all meetings described herein and any other meeting deemed necessary by the, Senate Operations Committee, and Student Senate.

- 2.1.1.1 Must attend the meeting when the recognition bill is voted on by the Senate Operations Committee and Student Senate.

### Section 3. ASG Senator Responsibilities

- 3.1 Meet with PSO for Involvement Consultation after recognition by the Student Senate.
  - 3.1.1 Send Senate Operations Chair PSOs updated constitution, and officer/advisor information for Hornet Central.
  - 3.1.2 Inform RSO of ASG yearly requirements and expectations.
  - 3.1.3 Inform RSO of ASG-offered rights & privileges.
  - 3.1.4 Sign Appendix C indicating completion of the Involvement Consultation.
  - 3.1.5 Involvement consultation must be completed within 3 weeks of receiving recognition by the Student Senate.
    - 3.1.3.1 RSOs that do not complete Appendix C within 3 weeks of receiving recognition then fall under procedure of Disciplinary Action (Article VI, Section 2).

### Section 4. Senate Operations Chair and Senate Operations Committee Responsibilities

- 4.1 Keep each PSO informed of their required meeting attendance with the Senate Operations Committee and the Student Senate.
- 4.2 Notify the PSO, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office, and Information Technology Representative of the PSO's confirmation by the Student Senate as a Recognized Student Organization (RSO).
- 4.3 Senate Operations Committee Responsibilities
  - 4.3.1 May pass, the PSO re-recognition request as outlined in the Rules of Procedure for Student Senate.

### Section 5. Student Senate Responsibilities

- 5.1 May pass, with majority vote of those present, provided that the PSO is represented at the regularly scheduled Senate meeting when the re-recognition bill will be on General Order for further consideration and possible amendments, the PSO re-recognition request.

## **ARTICLE IV**

### Rules & Procedures Concerning RSO Revisions

#### Section 1. Procedures for Recognized Student Organization Constitution Revisions

- 1.1 The Senate Operations Committee (SOC) will have a “meeting” with representative(s) or advisor that want to revise their constitution in respect to the RSO name or purpose.
  - 1.1.1 A “meeting” shall be conducted in any of the following manners:
    - (1) in-person; (2) email; or (3) over the phone.
  - 1.1.2 The meeting shall consist of a discussion of the changes being made to the constitution of the RSO.
- 1.2 The deadline to submit documents for recognition shall be four (4) weeks prior to the final meeting of the Associated Student Government.
- 1.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.

Section 2. RSO Responsibilities

- 2.1 The RSO must submit their revised constitution to the Senate Operations Chair.
- 2.2 Attend all meetings deemed necessary by the Senate Operations Committee and Student Senate.

Section 3. Associated Student Government Advisor Responsibilities

- 3.1 Review revised constitution and scan to send electronically to the Senate Operations Chair, and Associated Student Government Vice President, Center for Student Involvement Senior Director, and Dean of Students.

Section 4. Senate Operations Chair and Senate Operations Committee Responsibilities

- 4.1 Keep RSO informed of their required meeting attendance with the Senate Operations Committee and the Student Senate.
- 4.2 Notify the RSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office of RSO’s constitutional changes after approval by the Student Senate.
- 4.3 Senate Operations Committee Responsibilities
  - 4.3.1 May pass, RSO constitution revision request as outlined in the Rules of Procedure for Student Senate.
  - 4.3.2 Plan and host two “All Things RSO” events per academic year.

Section 5. Student Senate Responsibilities

- 5.1 May pass, with majority vote of those present the RSO constitutional revisions.

Section 6. Procedures and Responsibilities for Recognized Student Organization Advisor Change

- 6.1 Documentation of revisions, in respect to RSO Advisor, must be completed by filling out Appendix D.
  - 6.1.1 RSO must submit Status Update Form, signed by new advisor to be reviewed by the Senate Operations Chair.

Section 7. Procedures for Recognized Student Organizations Seeking Termination

- 7.1 RSO must submit Student Organization Initiation of Termination Form (Appendix E) signed by the RSO Advisor.
  - 7.1.1 The deadline to submit Appendix E shall be four (4) weeks prior to the final meeting of the Associated Student Government.
- 7.2 Upon submission of Appendix E, the Senate Operations Chair will contact RSO to schedule a “meeting” with representative(s) or advisor that wish to dissolve a recognized student organization.
  - 7.2.1 A “meeting” shall be conducted in any of the following manners: (1) in-person; (2) email; or (3) over the phone.
  - 7.2.2 The meeting shall consist of the following discussion: (1) purpose and history of the RSO; (2) reason for dissolving; and (3) RSO termination process.
- 7.3 Following these deadlines, the legislative process will begin, as stated in the Student Senate Rules of Procedure.
  - 7.3.1 If passed in Student Senate, Appendix E must be signed by Senate Operations Chair and ASG Advisor.
  - 7.3.2 Upon completion of Appendix E, form will be sent to ASG Advisor, ASG Vice President, and Center for Student Involvement to inform all parties of this change.
  - 7.3.3 ASG Advisor will remove the organization from Hornet Central. Hornet Central page will become inactive.

**ARTICLE V**

**Rules & Procedures Concerning Maintaining Recognized Status**

Section 1. Service Hours

- 1.1 Each academic year each RSO is required to fulfill thirty (30) hours of community and/or campus service while representing Emporia State University and their organization.
  - 1.1.1 RSOs passing Student Senate vote in the spring semester before spring break are only required to fulfill fifteen (15) service hours.

- 1.1.2 RSOs passing Student Senate vote in the spring semester after spring break are not required to fulfill any service hour requirement.
- 1.1.3 The service hours completed to meet this requirement shall only count for one (1) RSO and shall not be counted as service hours for any other RSO.
- 1.1.4 Service hours must be submitted by RSO members on Hornet Central and approved by those with administrative designation in order to be considered successfully submitted.
- 1.1.5 Prior to the first week of Fall classes, the Associated Student Government President, Vice President, and Advisor, in conjunction with the Center for Student Involvement, shall determine the deadline for submission of community service hours.

1.2 Associated Student Government believes that community service should improve the well-being of the community, while aligning with Emporia State University's core values of excellence, respect, responsibility, and service. Recognized Student Organizations shall engage themselves with acts of service and engagement in leadership that positively impacts the common good.

- 1.2.1 Community services activities may be determined as environmental projects, diversity or cultural education events, volunteer services for campus sporting events or community events, stocking Corky's Cupboard or other community food banks, philanthropy-oriented projects, aiding children or senior citizens, volunteering at local animal shelters or basic needs drives, and other service projects as permitted.

## Section 2. Diversity Training

- 2.1 Each academic year, RSOs are required to attend one diversity training planned and hosted by the Associated Student Government's Diversity, Equity, and Inclusion Committee.
  - 2.1.1 The Diversity, Equity, & Inclusion Committee and Senate Operations Chair will work together to inform RSOs of this requirement.

## Section 3. "All Things RSO"

- 3.1 Each academic year, RSOs are required to attend one "All Things RSO" event. RSOs can fulfill this requirement by sending an officer or advisor as representation.
  - 3.1.1 An officer or advisor may attend and receive credit for more than one RSO if they represent one or more RSOs.



- 3.1.2 RSOs pursuing recognition/re-recognition in the spring semester are not required to fulfill this requirement if the last “All Things RSO” event precedes the Student Senate vote.

Section 4. Re-registration Process

- 4.1 Each academic year each RSO is required to re-register on Hornet Central to keep information on each RSO accurate and updated.
  - 4.1.1 Re-registration requires each RSO to submit on Hornet Central the following information:
    - 4.1.1.1 Officer names, email, and E Number
    - 4.1.1.2 Number of members in RSO
    - 4.1.1.3 Advisor name(s) and contact information
  - 4.1.2 Let the first Monday in April be the first day of the re-registration period.
  - 4.1.3 Let the community service deadline (Article V, Section 1.1.5) be the last day of the re-registration period.
- 4.2 At the start of the Spring Semester, the Center for Student Involvement and Associated Student Government conducts audit of service hours submitted to-date in Hornet Central.
  - 4.2.1 Senate Operations Chair must email RSOs and include the requirements and deadlines to maintain recognized status.
- 4.3 Let the Monday following the last day of the re-registration period (Section 1.1.5) be the day the Center for Student Involvement and Associated Student Government conducts an audit to determine the RSOs that have failed to meet the above RSO Requirements by the designated deadlines.
  - 4.3.1 The RSOs generated in the audit then fall under procedure of Disciplinary Action (Article VI, Section 2).

Section 5. Recognized Student Organization Hornet Central Page

- 5.1 Each academic year, each RSO is required to update its Recognized Student Organization Hornet Central page in order to maintain accurate information and content for students to view.
  - 5.1.1 Updating the RSO Hornet Central page requires each RSO to submit content to be included on the webpage. Content shall be defined as the following:
    - 5.1.1.1 Hero Image
    - 5.1.1.2 Profile Graphic (may reuse RSO logo)
    - 5.1.1.3 RSO Description

- 5.1.1.4 A minimum of 2 gallery photos
- 5.1.1.5 Two custom blocks
- 5.1.1.6 RSOs may upload materials into the “Documents” and “social media” fields as needed. These fields shall not be mandatory for the RSO Hornet Central page update requirements as it does not fit all organizations' needs.
- 5.1.2 All RSO Hornet Central page content must be relevant and reflective of the goals and mission of the RSO.
- 5.1.3 RSO Hornet Central page updates must be submitted by RSO members on Hornet Central and approved by those with administrative designation in order to be considered successfully submitted.
- 5.1.4 The Associated Student Government Senate Operations Chair must contact RSOs with an email verification stating that updates to the RSO Hornet Central page have been satisfied.
- 5.2 Prior to the first week of fall classes, the Associated Student Government President, Vice President, Advisor, and the Center for Student Involvement, shall determine the required content for submission and deadline for RSO Hornet Central page submissions.

## **ARTIVLE VI**

### **Rules & Procedures Concerning RSO Disciplinary Action**

- Section 1. Grounds for Disciplinary Action against an RSO
  - 1.1 Violation of rules or policies of Associated Student Government or Emporia State University.
  - 1.2 Violation in failure to meet RSO Requirements (Article V, Section 1, 2, & 3).
- Section 2. Procedures Concerning RSO Disciplinary Action
  - 2.1 The violation is brought before the Senate Operations Committee and determines what, if any, penalties shall be assessed.
    - 2.1.1 Recommendation for rescission of an RSO must be presented before the Student Senate.
  - 2.2 Any penalty may be appealed by the RSO to the Student Senate.

- 2.2.1 The appeal must be in writing, stating the grounds for the appeal, and be presented to the President of the Senate within ten (10) days of Senate Operations rescission recommendation described above (Section 2.1.1).
- 2.3 Rescission of RSOs immediately results in the loss of all rights and privileges described in Article 1, Section 1.
- 2.4 Center for Student Involvement Responsibilities
  - 2.4.1 Conduct audits of service hour and registration status on Hornet Central. Emails Senate Operations Chair and Associated Student Government Advisor results of audit.
- 2.5 Senate Operations Chair Responsibilities
  - 2.5.1 Contacts RSOs on audit stating their violation: (1) failure to complete service hour requirement; (2) failure to re-register on Hornet Central.
  - 2.5.2 Explain rescission process and consequences to RSO.
  - 2.5.3 Write the rescission bill.
    - 2.5.3.1 Let the final Student Senate meeting of the spring semester be the appearance of the rescission bill on General Order to be voted on.
  - 2.5.4 Notify the RSO, Dean of Students, Center for Student Involvement Office and Senior Director, Conference/Scheduling Office of RSO's rescinded status.
- 2.6 Senate Operations Committee Responsibilities
  - 2.6.1 May pass, the rescission bill as outlined in the Student Senate Rules of Procedure.
  - 2.6.2 Sponsor the rescission bill when presented to the Student Senate.
- 2.7 Student Senate Responsibilities
  - 2.7.1 May pass, with majority vote of those present, the rescission bill.
- 2.8 Associated Student Government Advisor Responsibilities
  - 2.8.1 Removes the organization from Hornet Central. Hornet Central page will become inactive.

## APPENDIX A

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# PETITION TO SEEK RECOGNITION

The official recognition of a student organization by Associated Student Government of Emporia State University grants specific privileges to Recognized Student Organizations (RSOs) as outlined in the Recognized Student Organization Policy. RSOs must accept the regulations and administrative procedures, outlined in this policy, as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.

**Prospective Student Organization (PSO):** \_\_\_\_\_

**President:** \_\_\_\_\_  
(First) (Last) (E-mail)

**Vice President:** \_\_\_\_\_  
(First) (Last) (E-mail)

**Treasurer:** \_\_\_\_\_  
(First) (Last) (E-mail)

**Advisor:** \_\_\_\_\_  
(First) (Last) (E-mail)

\_\_\_\_\_  
(Department) (Phone Ext.)

\_\_\_\_\_  
(Signature) (Date)

### Recognized Student Organization Policy: Article II

2.2 Proper documentation of definite interest in the PSO must be, in the form of a petition (Appendix A), submitted to the SOC Chair.

2.2.1 A completed petition has the signatures of twenty (20) Emporia State students and one (1) benefits eligible faculty or staff (prospective advisor) requesting the formation of the PSO.

2.2.1.1 Ten (10) of those signatures must be those of students enrolled in a minimum of seven (7) credit hours for the current semester.

**Prospective Student Organization (PSO):** \_\_\_\_\_

Printed Legal Name	E-Number	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Primary Contact for PSO: \_\_\_\_\_

## APPENDIX B

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# SAMPLE CONSTITUTION

Associated Student Government of Emporia State University does not allow university facilities or resources to be used for clandestine purposes; therefore, each organization must include information in the constitution concerning the following:

1. A clear statement of aims and functions.
2. A list of all by-laws, policies and other regulation, including membership requirements.
3. A list of officers and duties, including their methods of selection and removal.
4. Information about sources of financial support.

In order to prevent illegal discrimination, the following paragraph, or its equivalent, must be included in all constitutions.

“No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, handicap, Vietnam Era Veteran status, or such other factors which cannot be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.”

Social fraternities or sororities, shall be exempt from the "sex" provision above pursuant to Title IX recommendations.

**CONSTITUTION OF  
EMPORIA STATE UNIVERSITY**

**ARTICLE I**

Name, Purpose & Membership

Section 1. The name of this organization will be \_\_\_\_\_.

Section 2. The purpose of \_\_\_\_\_ shall be:

2.1

2.2

Section 3. Membership

3.1 Membership in this organization is open to all students of Emporia State University.

3.2 No person shall be on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity or expression, handicap, Vietnam Era Veteran Status, or such other factors that cannot be considered lawfully be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization.

**ARTICLE II**

Officer Qualifications, Designations & Duties

Section 1. All officers must be degree-seeking students of Emporia State University.

Section 2. The Executive Council shall consist of the following:

2.1 President

2.2 Vice President

2.3 Treasurer

Section 3. The purpose of the Executive Council:

3.1 Shall be the planning and legislative body.

3.3 Shall fulfill the policies enacted by this organization.

- 3.4 Shall have the power to initiate programs and activities for all members.
- 3.4 Shall have the power to direct grievances and resolutions to the members.

Section 4. Duties of the President:

- 4.1 Preside at and conduct all meetings.
- 4.2 Shall act as the official host and representative of this organization in campus functions.
- 4.3 Shall be responsible for implementing legislation enacted by the organization.
- 4.4 Shall be responsible, with the consultation of the Executive Council, to see that this constitution is adhered to.
- 4.5 Shall have the power to call emergency meetings when necessary.
- 4.6 Shall turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.
- 4.7 Serve as the main point of contact to Associated Student Government

Section 5. Duties of the Vice President:

- 5.1 Shall fulfill the duties of the President as stated in Section 3 during the absence of the President.
- 5.2 Shall oversee the committees of this organization.
- 5.3 Shall, on a weekly basis, remove and appropriately distribute the contents of the organization mailbox located in the Memorial Union Center for Student Involvement.
- 5.4 Shall serve as Secretary if needed.

Section 6. Duties of the Treasurer:

- 6.1 Shall be responsible for maintaining accurate minutes of all meetings.



6.2 Shall be responsible for correspondence to other organizations and individuals.

6.3 Shall be responsible for maintaining an accurate record of member attendance at all meetings.

Section 7. Duties of the Treasurer:

7.1 Shall keep a record of finances of this organization.

7.2 Shall be responsible for collection the stated dues from each member.

7.3 Shall give a financial report at each meeting.

**ARTICLE III**  
Committees

Section 1. Standing Committees

1.1 The following will be committees which function as an integral part of the operations of this student organization:

1.11 NAME Committee

1.12 NAME Committee

1.2 The NAME Committee is responsible for...

1.21 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.22 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

1.3 The NAME Committee is responsible for...

1.31 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.32 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

Section 2. Ad Hoc Committees

2.1 Ad Hoc Committees are temporarily created to fulfill a necessary, but temporary, function within the student organization.

2.2 Ad Hoc Committees shall exist through the creation of and at the discretion of the Executive Council.

- 2.3 The designated chair of each Ad Hoc committee will give a report of their activities to the Executive Council at the regular Council meetings.

#### **ARTICLE IV**

##### Election Rules & Regulations

- Section 1. Election of officers will be held on an annual basis.
- Section 2. The offices of President, Vice President, Secretary, and Treasurer will be elected each April.
- Section 3. This election will utilize a secret ballot system (i.e. Hornet Life), with a simple majority determining the winner.

#### **ARTICLE V**

##### Removal & Succession

- Section 1. Removal
- 1.1 Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
- 1.2 The general membership shall vote on the removal resolution.
- 1.3 Removal shall be accomplished by a 2/3 majority of those members present.
- 1.4 Removal proceedings may be initiated by any voting member.
- Section 2. Succession
- 2.1 In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.

#### **ARTICLE VI**

##### Finances

- Section 1. Dues will be collected from each member at the beginning of each fall semester.
- Section 2. The purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities.

#### **ARTICLE VII**

##### Amendments

Section 1. Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.

1.1 Any amendment(s) must be reviewed by the Center for Student Involvement staff for submission to the Associated Student Government Student Senate to become a part of the recognized student organization's official constitution.

**DATE APPROVED BY MEMBERSHIP**

APPENDIX C

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STUDENT ORGANIZATION  
RECOGNITION/RE-RECOGNITION  
INVOLVEMENT CONSULTATION FORM

By signing below, both parties acknowledge that the student organization representative indicated on this form met with their assigned ASG Senator indicated below to complete the required consultation for recognition/re-recognition. Both parties affirm that the student organization representative updated the organization's officers on its Hornet Central page and uploaded a current copy of the organization's constitution into its Hornet Central page.

---

Organization Name

---

Organization Representative

---

Title/Position

---

Signature

---

Date

---

ASG Senator

---

Signature

---

Date

**\*\* This form is to be submitted by the assigned ASG Senator to the Senate Operations Chair within 3 weeks of the Student Senate vote.**

APPENDIX D

STUDENT ORGANIZATION STATUS  
UPDATE FORM

The official recognition of a student organization by Associated Student Government of Emporia State University grants specific privileges to Recognized Student Organizations (RSOs) as outlined in the Recognized Student Organization Policy. The Advisor must be a benefits eligible Emporia State faculty or staff member. RSOs are responsible for updating their information when changes occur. Please complete the form below to accurately update your organization's information.

Check the box that applies:

- Change in advisor
- Change in student leadership
- Applying for RSO re-recognition
- Other: \_\_\_\_\_n\_\_\_\_\_

Recognized Student Organization (RSO): \_\_\_\_\_

President: \_\_\_\_\_  
(First) (Last) (E-mail)

Vice President: \_\_\_\_\_  
(First) (Last) (E-mail)

Treasurer: \_\_\_\_\_  
(First) (Last) (E-mail)

Advisor: \_\_\_\_\_  
(First) (Last) (E-mail)

\_\_\_\_\_  
(Department/position) (Phone Ext.)

As a faculty/staff member of Emporia State University, I agree that the above organizational information is correct.

\_\_\_\_\_  
Signature Date

APPENDIX E

STUDENT ORGANIZATION INITIATION OF TERMINATION FORM

The official recognition of a student organization by Associated Student Government of Emporia State University grants specific privileges to Recognized Student Organizations (RSOs) as outlined in the Recognized Student Organization Policy. Termination of recognized status means these specific rights and privileges will no longer be granted to your RSO upon a majority vote from Student Senate. Termination of an RSO immediately results in the loss of all rights and privileges described in Article 1, Section 1. RSOs that choose to request RSO termination, can submit a request for recognition at the start of a new academic year.

Recognized Student Organization (RSO): \_\_\_\_\_

President: \_\_\_\_\_ (First) (Last) (E-mail)

Advisor: \_\_\_\_\_ (First) (Last) (E-mail)
(Department/position) (Phone Ext.)

As the advisor of the RSO listed above, please use this signature as my formal approval to relinquish all rights and privileges of this organization and terminate recognized status.

Signature Date

For administrative purposes only. Do not write below this.

Student Senate Date: \_\_\_\_\_ Organization Status: \_\_\_\_\_

Signature of Senate Operations Chair Date

Signature of ASG Advisor Date