

# Joint Campus Organizations Committee Policy

Approved May 15, 2002

## Article I. Guidelines for Chartering a Student Organization

### Section 1. Requirements for Chartering a Student Organization

#### A. Letter of Intent

1. A completed Letter of Intent must be submitted to the Office of the Student Organizations Advisor in the Student Organizations Resource Center. The Letter must include the following:
  - a. the proposed purpose of the student organization,
  - b. the proposed name of the student organization, and
  - c. the names and signatures of the faculty/staff advisor and the primary student contact for the organization.

#### B. Acknowledgment of the "Georgia Institute of Technology Student Policy on Alcohol and Illegal Drugs"

1. A Drug and Alcohol Policy Acknowledgment Form must be submitted to the Office of the Student Organizations Advisor simultaneously with the Letter of Intent.

#### C. Membership List

1. A verifiable membership list of no fewer than 10 Georgia Tech students must be submitted to the Office of the Student Organizations Advisor. This membership list may be submitted after the Letter of Intent and must include the following:
  - a. the full name of each member,
  - b. the Georgia Tech PO Box or departmental mail code of each member, and
  - c. the Georgia Tech e-mail address for each member.
2. Students from institutions allied or affiliated with the Georgia Institute of Technology that also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.

#### D. Constitution

1. An organizational constitution must be submitted in both written and electronic form to the Office of the Student Organizations Advisor. The constitution must include the following:
  - a. the name of the organization,
    - i. The name must not contain Georgia Institute of Technology or variations thereof (e.g. Georgia Tech, GT, etc.)
    - ii. The name must be suffixed by "(A Georgia Tech Student Organization)" or "at Georgia Tech", or must be prefixed by "The Georgia Tech Chapter of", or "The Georgia Tech Student Chapter of"
  - b. the purpose of the organization, clearly stated,
  - c. a membership selection process in compliance with Board of Regents and Georgia Institute of Technology rules, regulations and policies and, in accordance with federal and state law, that does not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status,
  - d. clauses explicitly defining all categories of membership,
  - e. a clause limiting organization membership to only students, faculty, staff, and alumni of Georgia Tech and their spouses,
    - i. Co-op students in the Atlanta metro area are considered full-time Georgia Tech students for the purpose of membership
    - ii. Students from institutions affiliated or allied with the Georgia Institute of Technology that also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.
    - iii. In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Student Handbook.
  - f. a clause stating that voting privileges be given only to student members and that in order to vote, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Student Handbook,
  - g. a clause stating that only student members may run for or hold office,
  - h. clauses explicitly defining a method and a time frame for selecting or electing a faculty/staff advisor, and the length of the advisor's appointment,
  - i. clauses explicitly defining a method and a time frame for selecting or electing officers and the length of the officers' terms,
    - i. There must be at least one defined office.
  - j. clauses defining the duties of the officers,
  - k. procedures to remove an officer,
  - l. procedures to remove a faculty or staff advisor,
  - m. a method of parliamentary procedure to govern business meetings,
  - n. a method for proposing and ratifying constitutional amendments,
  - o. a clause stating that "Written (hard copy) or electronic (e-mail) notification of all members must be made at least two weeks in advance of any proposed changes in the Constitution," and
  - p. a clause stating that "Amendments are subject to the approval of the Student Government Association and of the Student Activities Committee of the Faculty Senate."

#### E. Additional Documents

1. Organizations wishing to be chartered as a governing board must also submit a copy of their bylaws, in both written and electronic form, to the Office of the Student Organizations Advisor.

2. Organizations wishing to be chartered as a publication must also include a letter from the Publications Board. This letter may be submitted after the Letter of Intent and must state that if a charter is granted, the organization will become a part of the Board.
3. Organizations wishing to be chartered as a sports club must also include a letter from the Sports Club Council. This letter may be submitted after the Letter of Intent and must state that if a charter is granted, the organization will become a part of the Council.

#### **F. Application Timeline and Pending Status**

1. The letter of intent, alcohol and drug policy acknowledgement form, and membership list may be submitted at any time during the term. The Letter of Intent and the Alcohol and Drug Policy Acknowledgement Forms must be submitted simultaneously.
2. After the submission of the Letter of Intent and the Alcohol and Drug Policy Acknowledgement Form, an organization may be granted "pending status" and may be allowed to reserve space on campus, publicize and hold meetings, and establish organizational bank accounts, but may not host events.
3. Pending status will continue for a period of four months from the date of submission of the Letter of Intent and the Alcohol and Drug Policy Acknowledgement form.
  - a. Organizations that submit their membership lists, constitutions, bylaws (if required), and board or council letter (if required) within this period will have their pending status extended until such time as their charter request is approved or denied.
  - b. Organizations that fail to submit their membership lists, constitutions, bylaws (if required), and board or council letter (if required) within this period will be deemed inactive, have their pending status revoked, and must restart the chartering process.

#### **G. Additional Requirements**

1. All organizations must establish a permanent mailing address for their organization; the post office box of an officer or advisor is not acceptable.
2. Each campus organization is required to maintain an adviser who is a full-time faculty or staff member of the Georgia Institute of Technology. The adviser must co-sign all documents signed and submitted by the highest officer to the Student Government Association.
3. It is the responsibility of the leadership of the organization to inform the membership of its requirements and rules of the chartering process.
4. Additional requirements for chartering may be set at any time by the Joint Campus Organizations Committee, the legislative bodies of the Student Government Association, the Office of the Dean of Students, or the Student Activities Committee of the Academic Senate.

### **Section 2. Chartering of Greek Organizations**

#### **A. Chartering Authority**

1. The sole authority to charter social fraternities and sororities is granted to the InterFraternity Council and to the Panhellenic and National Panhellenic Councils, respectively.

#### **B. Responsibility to the Student Government Association**

1. The President of the chartering body is required to submit written notification to the Joint Campus Organizations Committee Chair within two weeks of either granting or declining a charter to a Greek organization.

### **Section 3. Pre-Charter Suspension and Termination**

#### **A. Suspension**

1. The temporary privileges granted with "pending status" to an organization and/or the chartering process for an organization may be suspended by the Joint Campus Organizations Committee or the Office of the Dean of Students for any of the following reasons:
  - a. the requirements of Article I, Section 1 are not all met,
  - b. the membership list is not verifiable, or
  - c. any action considered abuse of the group's temporary privileges.
2. Suspension of privileges is complete and immediate.

#### **B. Termination**

1. An organization's temporary privileges and chartering process may be terminated by the Joint Campus Organizations Committee or the Office of the Dean of Students for:
  - a. repeatedly failing to meet the requirements set forth in Article 1, Section 1, or
  - b. any action considered an egregious abuse of the group's temporary privileges.
2. An organization whose privileges and chartering process have been terminated may, at the discretion of the Joint Campus Organizations Committee, be made to wait a period of up to one year from the termination before restarting the chartering process.

#### **C. Notification**

1. Should an organization's temporary privileges be suspended, the organization's last known primary student contact and last known faculty/staff advisor will be sent both a written and an electronic letter of notification stating:
  - a. the reason for suspension of privileges,
  - b. the requirements that must be met to have privileges restored, and
  - c. a maximum time period for meeting these requirements.

2. Should an organization's temporary privileges and chartering process be terminated, the organization's last known primary student contact and last known faculty/staff advisor will be sent both a written and an electronic letter of notification stating:
  - a. the reason for termination of privileges and the chartering process, and
  - b. any minimum time before the organization may be permitted to restart the chartering process.

#### **Section 4. Approval Steps**

##### **A. Application Process**

1. An organization wishing to become chartered should obtain a chartering packet from the Office of the Student Organizations Advisor in the Student Organizations Resource Center.
2. All documents submitted during the application process are to be submitted to the Office of the Student Organizations Advisor, who will review the documents and work with the organization to complete their application, which includes all documents listed in Article I, before passing it to the Joint Campus Organizations Committee.
3. The organization's application is reviewed by the Joint Campus Organizations Committee, who then makes its recommendation to the legislative houses of the Student Government Association. The Joint Campus Organization Committee has the authority to interpret the guidelines established in this policy as necessary.
4. The Graduate Student Senate and/or the Undergraduate Student Council of the Student Government Association review the recommendation of the Joint Campus Organizations Committee and take the appropriate action.
  - a. Approval of the recommendation will be based on a vote by both houses with the use of an enactment ratio for joint bills as determined by the bylaws of both houses.
  - b. In the case of graduate-student-only or undergraduate-student-only organizations seeking charter, approval of the recommendation will be based on a vote by only the Senate or Council, respectively.
5. If approved by the Student Government Association, the charter recommendation and all materials and testimonies presented are reviewed by the Student Activities Committee of the Academic Senate, which either transmits their positive recommendation to the Executive Board of the Institute or returns the request for charter to the Student Government Association.
6. The Academic Senate, or the Executive Board on the Senate's behalf, passes on their approval or denial to the President of the Institute for his/her action.

##### **B. Approval Considerations**

1. Duplication of purpose is prohibited.
2. Only those Organizations whose functions and constitution are not contrary to the goals and objectives of the Institute and of the Student Government Association will be considered for chartering.
3. Consideration is based on compliance with the requirements of Article I, Section 1.

##### **C. Appeal**

1. Any decision to suspend or terminate the charter process made by the Joint Campus Organizations Committee may be appealed to the appropriate legislative body or bodies of the Student Government Association.
2. Any decision to suspend or terminate the charter process made by the legislative bodies of the Student Government Association may be appealed to the Student Activities Committee of the Academic Senate.
3. Any decision made by the Dean of Students, the Student Activities Committee of the Academic Senate, or the Academic Senate may be appealed to the President of the Institute, and subsequently to the Board of Regents of the University System of Georgia.

## **Article II. Requirements for Maintaining a Student Organization Charter**

### **Section 1. Governing Documents**

#### **A. Constitution**

1. Organization members must make every effort to maintain the purpose of its organization and must follow all procedures and rules of its organization as defined by the organization's most recently approved constitution and bylaws.

#### **B. Bylaws**

1. The bylaws of an organization may never supersede or contradict any clause of the organization's constitution.

#### **C. Constitutional Amendments**

1. Written (hard copy) or electronic (e-mail) notification of all members must be made at least two weeks in advance of any proposed changes in the organization's constitution. Amendments are subject to the approval by the Student Government and the Student Activities Committee of the Academic Senate.
2. Revised constitutions shall be submitted to the Joint Campus Organizations Committee, along with a copy of the minutes of the meeting during which the vote was held, within seven days of revision. The Joint Campus Organizations Committee shall be responsible for reviewing all revisions to constitutions.
3. In the case that the revisions of the constitution are to fix minor errors in grammar or nomenclature, or are to rename the student organization while maintaining consistency with its purpose, the Joint Campus Organization Committee shall have the direct discretion to approve such revisions without formal legislation. Such revisions, however, must be reported at the next meeting of the appropriate Houses.
4. For all other revisions, the Joint Campus Organizations Committee shall make the appropriate recommendations to the Undergraduate Student Council and the Graduate Student Senate in the form of legislation.

5. If approved, the Student Activities Committee of the Academic Senate shall review the materials and testimonies presented and either transmits their positive recommendations to the Executive Board of the Institute or returns the request for the revision to Student Government.
6. The Academic Senate, or the Executive Board on the Senate's behalf, passes on their approval or denial to the President of the Institute for his/her action.
7. Amendments shall take effect upon approval by the President of the Institute, obtained through the process described above.

#### **D. Governing Board Bylaws**

1. Amendments to the bylaws of governing boards must also be submitted to the Student Government Association and to the Student Activities Committee for approval, following the process described for constitutional amendments. Written (hard copy) or electronic (E-mail) notification of all voting members must be made at least two weeks in advance of any proposed changes in the bylaws.

### **Section 2. Behavior**

#### **A. Non-discrimination**

1. In accordance with Federal and State law, no organization may engage in acts that are discriminatory on the basis of race, gender, national origin, age, religion, sexual orientation, disability, or veteran status.

#### **B. Conduct**

1. Student organizations should be fully cognizant that they may be held accountable through the Institute's discipline system for their behavior and the behavior of their members representing them.
  - a. All violations, whether on or off campus, of the academic and non-academic sections of the Student Conduct Code and all other Institute and Board of Regents policies will be addressed.
  - b. Policies student organizations are accountable to include, but are not limited to, policies regarding Facility Usage, Computer Use and Misuse, Sexual Harassment and Misconduct, Alcohol and Illegal Drugs, Solicitation and Publicity, Student Government Association Joint Campus Organization Committee Policies, and Student Activities Committee policies.
2. Any acts that are in violation of the Student Conduct Code, any policy of the Georgia Institute of Technology or Board of Regents, or local, municipal, state, or federal laws and/or ordinances are prohibited and are cause for charter suspension or revocation.

### **Section 3. Membership**

#### **A. Eligibility**

1. Membership of a chartered student organization is limited to only students, faculty, staff, and alumni of Georgia Tech and their spouses.
  - a. Co-op students in the Atlanta metro area may be considered full-time Georgia Tech students for the purpose of membership.
  - b. Students from institutions affiliated or allied with the Georgia Institute of Technology that also pay the Georgia Tech student activities fee are considered Georgia Tech students for the purpose of this policy.
  - c. In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech student handbook.
2. Voting privileges may be given only to student members of a chartered organization.
  - a. In order to vote, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech student handbook.
3. Only student members may run for or hold office.

#### **B. Faculty Advisor**

1. Each campus organization is required to maintain an adviser who is a full-time faculty or staff member of the Georgia Institute of Technology.
2. The advisor must co-sign all documents signed by the highest officer of the organization and submitted to the Student Government Association.

#### **C. Meetings**

1. The membership of an organization must meet at least once a term to conduct business. Organizations are excused from this requirement only during summer term or during terms in which a majority of the membership is not enrolled at Georgia Tech.

### **Section 4. Record Maintenance**

#### **A. Student Organization Update Form**

1. A completed Student Organization Update Form must be filed with the Office of the Student Organizations Advisor at least once a year. A completed Student Organization Update Form and an updated Alcohol and Drug Policy Acknowledgment Form must also be filed with the Office of the Student Organizations Advisor within seven days of any change in officers, advisor, or contact information.
  - a. Failure to file an update form will result in probationary review by the Joint Campus Organizations Committee and suspension of an organization.

#### **B. Mailing Address**

1. In order to maintain contact with student organizations, all organizations must maintain a permanent mailing address for their organization; the post office box of an officer or advisor is not acceptable.

## **Section 5. Arbitration and Mediation**

### **A. Constitution Interpretation**

1. In the case of disagreements within a student organization regarding interpretation of the organization's constitution, the Joint Campus Organizations Committee shall be the sole arbiter.

### **B. Missing Required Procedure Mediation**

1. In the case that a chartered organization's constitution does not include all provisions listed in Article I, Section 1, the Joint Campus Organizations Committee shall serve as mediator for the implementation of required methods and procedures until such time as the constitution has been amended and these amendments have been approved in accordance with Article II, Section 1, Part C.

### **C. Other**

1. The Joint Campus Organizations Committee shall serve as the sole source to chartered student organizations for any mediation or binding arbitration desired or required and not specifically stated in this Section.

## **Section 6. Additional Requirements**

### **A. Student Organizations**

1. Additional requirements for maintaining charters may be set at any time by the Joint Campus Organizations Committee, the legislative bodies of the Student Government Association, the Office of the Dean of Students, or the Student Activities Committee of the Academic Senate.

### **B. Greek Organizations**

1. Additional requirements for maintaining charters for social fraternities or sororities may be set by the InterFraternity Council, the Panhellenic Council, or the National Panhellenic Council, as appropriate.

## **Article III. Student Organization Discipline**

### **Section 1. Discipline**

#### **A. Conduct**

1. Organizations and their members are accountable for their conduct per Article II, Section 2, Part B and are subject to disciplinary procedures and penalties as outlined by the Conduct Code and Disciplinary Procedures for Student Organizations.

### **Section 2. Suspension**

#### **A. Failure to Maintain Charter**

1. The Joint Campus Organizations Committee or the Office of the Dean of Students may suspend a student organization's charter privileges for violating the requirements listed in Article II.

### **Section 3. Revocation**

#### **A. Failure to Maintain Charter**

1. A student organization's charter privileges may be revoked entirely for repeatedly or egregiously violating the requirements listed in Article II.

#### **B. Inactivity**

1. Two years of inactivity will result in the automatic revocation of an organization's charter.
  - a. This revocation is immediate and not subject to the process listed in Section 4 of this Article.

### **Section 4. Revocation Process**

#### **A. Student Organizations**

1. Written and electronic letters of notification will be sent by the Joint Campus Organizations Committee to the last known highest officer of the organization and the faculty advisor ten days before any formal legislative action is taken to revoke the charter. The letters must include:
  - a. the reason for which the student organization charter may be revoked, and
  - b. accurate information on times and locations of meetings at which the student organization's testimony may be heard.
2. The Joint Campus Organizations Committee will hear testimony from the members of the student organization for a period of seven days after the letters of notification have been sent. The Joint Campus Organizations Committee may choose to listen to testimony after this period at its own discretion.
3. Following collection of materials and/or testimonies, the Joint Campus Organizations Committee will report its findings and make a recommendation to the Undergraduate Student Council and/or the Graduate Student Senate.
  - a. in the case of graduate-student-only or undergraduate-student-only organizations, the recommendation will be made to only the Senate or the Council, respectively.
4. The Undergraduate Student Council and/or the Graduate Student Senate then reviews the findings and recommendation of the Joint Campus Organizations Committee and takes appropriate action.

5. Approval of a recommendation to revoke an organization's charter will be based on a vote by the appropriate House or houses. In the case that both houses must vote, use of an enactment ratio for joint bills as determined by the bylaws of both Houses is mandated.
6. If approved, the Student Activities Committee of the Academic Senate reviews the materials and testimonies presented and either conveys their recommendation to revoke the charter to the Executive Board of the Institute or returns the request for charter revocation to the Student Government Association.
7. The Academic Senate, or the Executive Board on the Senate's behalf, passes on their approval or denial to the President of the Institute for his/her action.
8. The Dean of Students may send a recommendation for revocation of a charter directly to the President of the Institute, in which case Parts (1) through (7) of this section are unnecessary and need not be followed.

**B. Greek Organizations**

1. In the case of social fraternities or sororities, Section 4 of this article may be replaced by procedures outlined in the constitution or bylaws of the chartering body.

**Section 5. Appeals Process**

**A. Student Organizations**

1. Any decision to suspend a charter made by the Joint Campus Organizations Committee may be appealed to the Undergraduate Student Council and/or the Graduate Student Senate.
  - a. in the case of graduate-student-only or undergraduate-student-only organizations, the appeal can be made only to the Senate or the Council, respectively.
2. Any decision to suspend or revoke a charter made by the Undergraduate Student Council and/or the Graduate Student Senate may be appealed to the appropriate judicial bodies of the Undergraduate Student Council and the Graduate Student Senate.
3. Any decision made by the Office of the Dean of Students, the Student Activities Committee of the Academic Senate, or the Academic Senate may be appealed to the President of the Institute, and subsequently to the Board of Regents of the University System of Georgia.

**B. Greek Organizations**

1. Any decision to revoke the charter of a social fraternity or sorority made by the InterFraternity Council, the Panhellenic Council, or the National Panhellenic Council may be appealed to the appropriate judicial body of the revoking Council per the constitution and bylaws of the Council.

**Article IV. Policy Changes**

**Section 1. Student Organizations**

**A. Notification**

1. The Joint Campus Organizations Committee shall notify organizations of any changes to this policy by written (hard copy) communication to the organization permanent mailing address or by electronic (e-mail) communication to the highest officer of the organization, as listed on the latest Student Organization Update Form. Any such notification will include procedures and a time limit for compliance with the changes.

**Section 2. Greek Organizations**

**A. Notification**

1. The Joint Campus Organizations Committee shall notify the InterFraternity Council, the Panhellenic Council, and the National Panhellenic Council of any changes to this policy by written (hard copy) communication to the Councils' permanent mailing addresses or by electronic (e-mail) communication to the Councils.