

**By-Laws of the SMU Student Senate Organizations Committee
(Amended 03/16/2021)**

Article I. Name

The name of the committee shall be the Student Senate Organizations Committee.

Article II. Purpose

The purpose of this committee is to:

- A. Recommend to the Senate those organizations that meet the criteria for
Temporary, Full, and Honor Society Chartered status as listed in the Student Senate By-Laws.
- B. Review organizations which fail to fulfill the requirements of a Chartered Organization, and take the necessary steps before charter revocation.
- C. Review organizations that have violated the Student Code of Conduct or their Constitution.
- D. Serve as a resource and information center for all organizations.
- E. Plan and execute a yearly Presidents' Reception for organizations' leaders.

Article III. Purview

- A. All graduate student organizations specific to one School will not be recognized by Student Senate but must seek recognition through their respective School or graduate council. All graduate student organizations not specific to one School may seek charter through this process.
 - i. No restrictions or requirements in Article V Section 4(4) of these By-Laws shall apply or be held to apply to the graduate councils or any organization chartered under a graduate council.
- B. All organizations comprised of students in SMU certificate programs will not be recognized by Student Senate but must seek recognition through their respective schools.

- C. Religious organizations applying for temporary or full chartered status must have a written recommendation from the Office of the Chaplain and Religious Life before appearing before the Organizations Committee. The Office of the Chaplain and Religious Life reserves the right to require religious organizations to participate as a member of the Campus Ministry Council.
 - i. Campus Ministry Organizations may seek chartered status through the Student Senate.
 - ii. Any non-chartered organizations that are members of the Campus Ministry Council shall receive the rights of a full chartered organization except:
 - 1. The right to request funds from the Semester Budget process or Chartered Organizations Fund;
 - 2. The right to use the University's name ("Southern Methodist University" or "SMU") as part of the organization's name.
- 1. General policies:
 - A. All student organizations must abide by all University policies and procedures, including, but not limited to:
 - i. The Student Code of Conduct
 - ii. The University Policy Manual
 - iii. Various documents published by the Division of Student Affairs
 - iv. Student Senate governing documents (e.g. Policies and Procedures)
 - B. Student organizations may not discriminate based on sex, gender, gender expression, sexual orientation, race, color, religion, disability, age, veteran status, genetic information, or national origin. Due to the University's commitment to freedom of speech and expression, discrimination is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Temporary or full chartered organizations which violate this policy, as confirmed by a certificate of investigation, a report of the facts of a violation, or other equivalent documentation from the SMU Office of Institutional Access and Equity (IAE) or Office of Student Conduct and Community Standards that certifies that their investigation concludes that a violation of SMU anti-discrimination policy or Title IX protection has indeed occurred shall

have their charter reviewed by the Organizations Committee at the first meeting of the committee following receipt of aforementioned documentation.

- C. No chartered student organization is authorized to act or make statements on behalf of the University, the SMU Students' Association, or the Student Senate.
- 2. The responsibilities and requirements of student organizations are as follows and must be adhered to by all temporary and full chartered organizations:
 - A. Student organizations may not use monies allocated by the Finance Committee to purchase alcohol. Doing so may result in a recommendation from the Organizations Committee to the full Student Senate for a one-year suspension or a revocation of the organization's charter. In addition, disciplinary action may be taken by the Office of Student Conduct and Community Standards or another University office/department.
 - B. All members of a student organization must be SMU students, faculty, or staff, unless specifically approved by the Vice President of Student Affairs. In order to be officially recognized as a member of a student organization, one must be on an organization's membership roster maintained on the electronic platform set forth by the Division of Student Affairs.
 - C. All persons holding office in a student organization must be currently enrolled, full-time students and have a cumulative GPA of at least 2.0, unless specifically approved by the Vice President of Student Affairs. Each organization may include within its Constitution additional requirements for officers.
 - D. All student organizations must have an SMU faculty or staff advisor for the purposes of risk management and general support. This advisor shall not have the authority to control policy or funds of the organization they advise.
 - E. An organization must have at least four student members and one advisor complete the online Mandatory Organizations Meeting (MOM) training each year per Texas State law (SB-1138)
 - i. If a student organization fails to complete the requirements for a Mandatory Organizations Meeting (MOM) training, the Organizations Committee is obligated to review said student organization's charter.

- F. All student organizations shall utilize whichever electronic platform is set forth by the Division of Student Affairs as the official means of record keeping. This includes, but is not limited to:
- i. Registration of the student organization;
 - ii. Maintaining an accurate membership roster, including accurate officer information;
 - iii. Providing annually updated copies of organization documents, including, but not limited to, a constitution, by-laws, event advertisement materials, etc.
 - iv. Maintaining a calendar of events.
- G. Groups designated as sports clubs must have an advisor from the Department of Recreational Sports. Due to the unique nature and activity of sports clubs, additional requirements may be imposed before the University will sanction their activities.
- H. All funds of the organization must be administered in accordance with the guidelines set by Student Senate. Organizational financial records are subject to review by the Students' Association Comptroller. Organizations receiving moneys from the student activity fund must meet the following guidelines:
- i. All funds must be held in a Students' Association account and administered by the Students' Association Comptroller.
 - ii. All appropriated student activity fee monies not encumbered at the end of the fiscal year shall revert to the Students' Association.
 - iii. All revenue generated by a student organization shall be kept in a Students' Association checking account and shall be retained by the organization at the end of each semester.
 - iv. If a temporary or full chartered student organization disbands or has their charter revoked, all assets of the organization will revert to the Students' Association. Upon appeal, an exception to this clause may be granted by the Vice President for Student Affairs in consultation with the Student Body President.
 - v. Neither the Students' Association, the Student Senate, nor the University is responsible for the debts incurred by a student organization.
 - vi. All equipment purchased with Students' Association funds is the property of the Students' Association. It is subject to

inventory and must be surrendered to the Students' Association upon request.

- I. Any contract that is to be entered by a student organization authorized to spend University funds, including student activity fees, must be submitted to the Department of Student Involvement to be processed for review by the Office of the Vice President for Legal Affairs and signature by the Vice President for Student Affairs or other University designee. Contracts must be submitted to the Department of Student Involvement at least 60-days prior to the date of the event. Student Organizations are not permitted to promote the event, activity, or speaker prior to the contract being signed by the adequate University designee.
 - J. All student organizations are required to feature their organization name and the Student Senate logo on all advertising materials for Student Senate funded events, as stated in the Advertising Standards of the Student Senate Communications Committee.
 - K. All student organizations shall have an executive membership comprised of officers that includes, but is not limited to, a President, a Vice-President, a Treasurer, and a Liaison to Student Senate. A member may only serve in one officer position, except in the case of the Liaison to the Student Senate in which a member may serve as both the Liaison and another officer position.
3. Recognition of student organizations:
- A. Student organizations must be temporarily or permanently chartered in order to receive recognition from the University or funding through Student Senate, unless otherwise stated in the By-Laws of the Student Senate Finance Committee.
 - B. All groups must adhere to the Student Senate By-Laws as they relate to organizational operations. All student organizations that wish to become chartered must submit an application for a new organization, which shall be generated by the Chair and includes the submission of the following (as well as any other elements the Chair deems necessary):
 - i. A Constitution, which must include a nondiscrimination clause compliant with Article II Section 4 of the SMU Student Body Constitution;
 - ii. An officer roster, which must include the email and phone number of each officer;
 - iii. A membership roster, including at least ten SMU student members;

- iv. The name and contact information of an SMU faculty or staff advisor.
- C. Temporary Chartered Status: Upon receipt of the application, the Organizations Committee Chair shall invite the organization's leadership and advisor to a committee meeting. In order to receive Temporary Charter status an organization must demonstrate to the committee that it shows promise that it will be beneficial to the University community, that it will be a good financial steward of the Students' Association monies, and that it will contribute to the University in a manner different than any existing student organization.
1. During the Temporary Charter period the Organizations Committee will provide support and guidance to the organization as needed.
 2. One semester after Temporary Chartered Status is granted, organizations are required to respond to a Charter Review with the Organizations Committee to ensure that they are continuing to meet all requirements. Failure to do so may result in a recommendation of the committee to the Student Senate to suspend or revoke their charter.
- ii. Full Chartered Status: After the one-year Temporary period, the Organizations Committee will meet a second time with the organization's leadership. At this point the Committee will recommend to extend or to terminate temporary status, or that the organization will advance to chartered status. If the committee determines the organization has met the necessary requirements, it may make a recommendation to the Student Senate that the organization be granted Full Chartered status. Requirements of Full Chartered status include that student organizations:
1. Must hold an event aimed at membership growth during Temporary period.
 2. Must experience a leadership transition during Temporary period.
 3. Must have a minimum of ten student members.
 4. Must demonstrate adherence to the organization's Constitution.
 5. Must be an ongoing benefit to the University Community.
 6. Must maintain compliance with the general policies of the Committee.
- D. Privileges of student organizations:

- i. Student organizations with Temporary Status:
 1. May request meeting space in the Hughes-Trigg Student Center;
 2. May advertise on campus in accordance with the Advertising Standards of the Student Senate Communications Committee and any existing relevant University regulations, including:
 1. Postings in residential buildings
 2. Postings in Hughes-Trigg Student Center,
 3. Stake signs,
 4. "The Friday Update,"
 5. Additional privileges may be available from other SMU offices/departments.
- ii. Student organizations with Full Chartered Status:
 1. May request meeting space in the Hughes-Trigg Student Center;
 2. May advertise on campus in accordance with the Advertising Standards of the Student Senate Communications Committee and any existing relevant University regulations, including:
 - a. Postings in residential buildings,
 - b. Postings in Hughes-Trigg Student Center,
 - c. Stake signs,
 - d. "The Friday Update,
 - e. Additional privileges may be available from other SMU departments; please consult each department for more information.
 3. May include "SMU" or "Southern Methodist University" as part of the name of the organization; however, the "SMU" or "Southern Methodist University" portion may not precede the name of the club. Furthermore, the organization may not under any circumstances use the name "SMU" or "Southern Methodist University" in such a way as to imply that the organization is authorized to act on behalf of the University (e.g. when negotiating or signing contracts).
 4. May request a semester budget from the Students' Association as outlined in the Student Senate Policies and Procedures.

E. Definitions:

- i. Suspension (of a student organization's charter): a temporary status which restricts certain aspects of operation, restricts all privileges of a student organization, and disallows funding from the Student Senate Finance Committee.
 1. A suspended student organization is not officially recognized by the University as a student organization so long as they are suspended and may not hold any Student Senate or SMU sponsored events.
 2. While suspended, student organizations may establish additional membership and academic eligibility requirements.
 3. A suspension may remain in effect no longer than one year.
- ii. Revocation (of a student organization's charter): a permanent status which entirely disaffiliates a student organization from the University, removes all aforementioned privileges, and dissolves its charter.
 1. Upon a majority vote of the Student Senate to approve a recommendation to suspend a student organization's charter, the charter shall immediately be suspended; upon a majority vote of the Student Senate to approve a recommendation to revoke a student organization's charter, the charter shall immediately be revoked.
 2. A student organization whose charter is revoked may reorganize and restart the chartership process under the same name in the future.
 3. Upon revocation of a student organization's charter, all assets of the organization will revert to the Students' Association and all privileges of the student organization will be removed.
- iii. Appeal (of a decision of the Student Senate to suspend or revoke a student organization's charter): the plea of a student organization to have the decision of the Student Senate to either suspend or revoke the organization's temporary or full charter reconsidered by the Vice President of Student Affairs.
 1. A suspension or revocation of a student organization's charter may be appealed by the organization. An appeal must be filed with the Office of the Vice President of

Student Affairs no later than two weeks after the student organization's charter has been suspended or revoked.

2. If the Vice President of Student Affairs determines that a student organization's charter should not be suspended or revoked, the charter will be reinstated, and the Organizations Committee shall meet with the organization's officers and adviser.

Article IV Charter Recommendation Process

- A. Any group of students may complete the *Application to Initiate the Chartering Process*, which is available online at Connect (connect.smu.edu)
- B. The group of students must develop a Constitution and By-Laws for the proposed organization, according to the guidelines specified in the charter application. A non-discrimination clause must be included in the membership article, in accordance with the Student Code of Conduct. If a group is applying for an Honor Society Charter, the group must also submit a signed letter of authenticity from their advisor.
- C. When all required materials have been submitted to Connect, a representative from the organization will be required to attend an Organizations Committee meeting, unless the group has applied for an Honor Society Charter, in which case no member is required to attend. The committee will then conduct an interview to gain additional information on which to base a status recommendation to the Student Senate.
- D. The Organizations Committee Chair or designee will present the committee's recommendation, reasons for the recommendation, and voting results to the Student Senate as New Business.
- E. The next week, the Senate will vote to grant a Temporary, Full, or Honor Society Charter. The organization will be eligible for the privileges and will be held accountable for the responsibilities thereof.
- F. If the Senate votes to not grant a Temporary or Full Charter, the organization will not be eligible for the privileges in accordance with the status for which they applied.

Article V. Charter Review Process

- A. Committee expectations of Chartered Student Organizations are as follows:
 - 1. Review their constitution and by-laws annually, and follow the policies and procedures therein
 - 2. Adhere to Student Senate's by-laws for chartered organizations
 - 3. Annual completion of the Mandatory Organizations Training by four officers and one advisor
 - 4. Register and update the organization on Connect regularly
 - 5. Provide ongoing benefit to the university
- B. If an organization fails to complete the above requirements, their privileges will be frozen until the requirements are met. Freezing of privileges includes but is not limited to, the denial of access to funds, room reservations, use of grounds and sign postings
- C. An organization that fails to complete any of the requirements listed above will be subject to review. This review process may result in the revocation of an organization's chartered status by the Student Senate. The Organizations Committee will take the following steps to communicate with the organization under review:
 - 1. Attempted verbal, phone, or electronic contact with at least two officers
- D. If an organization does not respond to these contacts within twenty-eight (28) days, it will automatically lose its chartered status. The organization will be eligible to reapply at any time after losing its charter, but must follow the Charter Process. Any organization with the same name or purpose will be construed ineligible to apply for chartered status. The Organizations Committee will inform the Senate of the organizations that automatically lost their chartered status, and the committee decision will stand unless appealed. The Senate does not vote on this matter, as it is automatic.
- E. If an organization does respond to contacts, the committee decides whether it is necessary to interview the organization and will initiate one of two courses of action:
 - 1) If from an interview and/or documentation the organization demonstrates that it had fulfilled the requirements of a chartered organization and shows potential for future fulfillment of those requirements, the committee can vote to maintain the chartered status of the organization. The Senate will not be notified during the Chair's Report about charters that are maintained.

- 2) If from an interview and/or documentation the organization does not demonstrate or show potential for future fulfillment of those requirements, the committee can vote to recommend to the Senate the revocation of the chartered status of the organization.
- F. Any appeals of the Organizations Committee decisions will be directed to the Student Involvement Office which will decide whether to hear the appeal and how to proceed. The decision of this office is final.

Article VI. Membership

- A. The Organizations Committee shall be led by a Chair selected according to the processes outlined in the Student Senate By-Laws, Article V, Section 14.
- B. If desired, Vice-Chairs shall be selected by the Chair of the committee.
- C. Members of the committee shall be selected and appointed by the Chair.
- D. Senators and General Members are eligible to serve on the committee.
- E. The Program and Events coordinator of Student Involvement shall serve as an advisor to the committee. This is a non-voting position.

Article VII. Meetings

- A. Meetings shall be held on a weekly basis. Special meetings can be called by the Chair or by a petition of 1/3 of the current membership.
- B. Quorum shall be defined as being at least 2 Senators and 3 General Members.
- C. The committee Chair shall vote only in the case of a tie or to establish quorum. The advisor to the committee is ineligible to vote.
- D. The absence policy as listed in the Student Senate By-Laws shall also apply for the Organizations Committee.
- E. All questions of procedure shall be answered according to Robert's Rules of Order, Revised and all meetings shall be conducted accordingly.

Article VIII. Amendment

These By-Laws may be amended by a 2/3 majority vote of the Student Senate Organizations Committee.

Article IX. Ratification

Amendments to these By-Laws shall take effect immediately upon a majority vote of the Student Senate.