

# Student Organization Policy

## Introduction

University recognition is a privilege granted to student organizations by Golden Gate University. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for student groups. The University supports the formation of and grants recognition to student organizations whose purpose and activities enhance the social, cultural, and academic functions of the University. The university strongly believes that such organizations foster a valuable learning experience for students that help create a community and contribute to the community at large. These activities and experiences complement the formal curriculum and provide opportunities for enhancing personal skills. Recognition of a student organization creates an official relationship with the University.

The Dean of Student Affairs, the Associate Director of Student Life and the Assistant Director of Student Life administer these and other policies and procedures governing student organizations.

## Recognition Procedure

In order to become a recognized student organization/ club, you must:

- Find 4 officers and preferably 10 additional members.
- Elect the officials of the club as a President, VP of Administration, VP of Finance and VP of Public Relations.
- Decide on the club's mission statement and the bylaws for the organization.
- Register online
- Attend the New Student Club Orientation.

## Requirements for Continued Recognition

- All organizations/clubs are required to submit a plan for the term and their officer roster form the 1<sup>st</sup> week of classes of each trimester. Failure to do so may result in the organization/ club being inactive for that trimester.  
To submit the Club Roster Form follow these steps. Go to:
  1. GGU4YOU
  2. Student Services
  3. Community
  4. Students Clubs
  5. Maintaining a Club
- All organizations/clubs must have an updated mission statement.
- Must host a **minimum of three activities per school year** (June – May). At least one of the activities must be academic. However, sport clubs are exempt from the academic event requirement.
- Each club/student organization must participate in at least one GGU Community Day (e.g. New Student Orientation per academic year) All academic clubs should participate in the ELEVATE Event. Days and times will be announced throughout the year.
- Each club/student organization must attend all meetings called by the Student Government Association, Dean of Student Affairs and/or, the Associate Director of Student Life and the Assistant Director of Student Life.
- Each club/student organization must participate in events called by the Office of Student Life and SGA.
- Each club must be in charge of and maintain the space assigned to it in the GGU App. The club members should download the app on their phones or mobile devices.
- Each club/student organization that fails to comply with these requirements is subject to probation by the Office of Student Life.

## Recognized Student Organization Benefits

- Use of University facilities, services, and resources according to established policies.
- Participation in University activities and events.

- Assistance and advisement from the Office of Student Life and other University staff and faculty.
- Eligibility to receive funding from Student Government to assist in the cost of hosting university-related events that are open to the entire Golden Gate University's community.
- Have a place in the GGU Mobile App
- Use of the University's name for identification purposes. (See information on Business Card use.)

### **Criteria For Student Organizations To Be Recognized**

#### **A. Purpose of the Organization**

Students are free to affiliate and organize for educational, social, religious, or cultural purposes. Such purposes must be related to the academic, social, or cultural mission of the University.

#### **B. Required Documents**

All organizations are required to have a constitution/ bylaws and a mission statement on file. It must be submitted prior to the beginning of each academic year. In addition, all additional required forms must be completed and submitted each trimester.

#### **C. Liability**

Recognized organizations must not engage in high risk activities. Group activities must provide for the safety of members and participants.

Organizations and individual members must not represent themselves or their organization as an agent or agents of the University and must take active steps to clarify that their contractual agreements and opinions are their own and not those of the University.

#### **D. Membership/ Participation**

Membership must be open to all currently registered Golden Gate University students. Recognized organizations may not discriminate on the basis of race, color, gender, religion, age, sexual orientation, marital status, disability, veteran status or national or ethnic origin.

## **E. Affiliations**

Recognized organizations choosing to affiliate with a national, state, or regional organization must maintain active control over the operation and activities of their chapter.

## **F. General Expectations and Responsibilities**

Organizations are expected to show respect for the rights of all students as stated in Student Code of Conduct. Organizations are expected to conduct their financial and contractual affairs, as well as their behavior, in accordance with the policies listed in the Student Handbook and this document.

## **G. Other Applicable Policies**

### ***Outside Bank Accounts***

Student organizations may not have outside banking accounts that refer to or are affiliated with Golden Gate University/ GGU/ Golden Gate.

### ***Business Cards***

Student organizations/ clubs must order business cards through the Dean of Student Affairs. Monies for the card will come out of each organization's budget as designated by the Student Government. Clubs/organizations cannot use the GGU logo on non-approved business cards. It is copyrighted and to use it would be illegal.

### ***Alcohol Policy***

If student organizations/ clubs are planning to serve alcohol at an event they are required to:

- Have a mandatory alcohol training
- Adhere to the university's alcohol policy.

***Please refer to the Alcohol Policy section.***

### **Event Planning**

- Organizations must submit an Event Request Form at least four weeks prior to their anticipated event. This allows enough time to reserve facilities, approval for funding the event, marketing, and to ensure that the event does not conflict with any other events.

To submit the Event Request Form follow these steps. Go to:

1. GGU4YOU
2. Student Services
3. Community
4. Students Clubs
5. Event Management

### **Support from the Office of Career Planning**

For professional development or career-related events (ex. employer presentations, professional association visits; skill-development workshops), contact the Office of Career Planning for support. OCP can help you with attendance management and marketing.

E-mail: [careers@ggu.edu](mailto:careers@ggu.edu)

Phone: 415-442-7299

### **Funding**

Each student organization may request funds for events and other club related expenditures. Fund requests are reviewed and approved by the Student Government Association (SGA). Any unused funds will not “roll over” into the next trimester or academic year.

In order for an event to be funded, it must be open to all students. Exceptions to this policy will be made on a case by case basis, please see Dean of Student Affairs.

Student organizations must get pre-approval of funding prior to hosting an event. If the event and funding has not been pre - approved, the student organization **will not be reimbursed**. To get reimbursed, each student organization must designate a financial officer. The financial officer, oftentimes called the VP of Finance, must submit a Check Request for reimbursement to the Office of Student Affairs after having it signed by the Student Government Association’s VP of Finance.

Each check request must include all receipts for which you are requesting a reimbursement for. If you do not have prior approval and receipts you will not be reimbursed. **In addition, you must identify which event and/or the purpose of the check request.**

For questions please contact the Office of Student Life 415.442.7298 or send an email to [studentlife@ggu.edu](mailto:studentlife@ggu.edu).