Trinity College Recognition Process for SGA Organizations

Student Organization Oversight Committee

A. The Student Organization Oversight Committee (SOOC) will review applications submitted to S.A.I.L. from students that formally apply to form a student organization.

B. SOOC will also review existing student organizations on an annual basis to ensure that rosters are current and that members attend all required trainings developed by S.A.I.L and in coordination with the SGA executive board.

C. Membership shall consist of students selected by SGA executive board and two administrative staff from S.A.I.L. The administrators will be assigned by the Dean of Students office in consultation with the SGA executive board. Each member shall have one vote in determining whether to approve an application. Organizations approved by SOOC become eligible for SGA recognition, pending a majority vote from the full senate.

Responsibilities

The Student Organization Oversight Committee has the following responsibilities:

A. To develop criteria and guidelines for the recognition of student organizations at Trinity. The criteria and guidelines must be approved by the Dean of Students office, SAIL, and SGA. The criteria and guidelines shall be reviewed annually and shared with the student body.
   a. Criteria as of October 2019 includes:
      1. Submission of a completed proposal packet to the S.A.I.L. Office
      2. Confirmation that there is not an existing organization on campus
      3. Confirmation that the group agrees to abide by the non-discrimination policy set forth by the college.
      4. Consideration given to funding aspects of the organization. Does the group receive external funding? Will they require funds from the SAF?

B. To approve or deny applications from students seeking to form a new student led organization.
   a. Approval - Club proposal advances to Senate for recognition decision
   b. Denial - the SOOC will provide the reason for the denial of recognition. In some cases, group will be granted the opportunity to make corrections in their proposal and resubmit. Group will be limited to ONE re-submittal per semester.

C. To periodically correspond with organizations about club-related activities/requirements in partnership with S.A.I.L. (re-registering in the fall semester, updating rosters on Bantam Link, etc.)

D. Hold organizations accountable to the requirements/expectations set forth by the SGA and the College.

E. To request a formal disciplinary review by the College if there is good reason to believe that a student organization has potentially violated College policy. This process is outlined in the Student Handbook. The SOOC will be given a report of a disciplinary decision involving a student organization following the completion of the disciplinary process.

F. Please note: SOOC does not have oversight for Greek Letter Organizations. Greek Letter Organizations are supervised by the Director of Campus Life Initiatives. A separate policy exists to recognize Greek Letter Organizations at Trinity. The SOOC also does not have oversight over student organizations affiliated with campus departments/academic departments.

Criteria for approval

A. Any group seeking recognition as a student organization must pledge in its charter that the organization will be open to all members of our community and will comply with the college's non-discrimination policy.

B. All members of a student organization and the organization as a whole shall abide by the policies set forth in the student handbook.

C. The organization presents an articulated set of goals and purpose that does not duplicate the mission of existing student organizations.

D. The organization is led by Trinity students and without direction, interference, pressure from, or obligation to, any entity external to the Trinity community. The student organization cannot operate as a fundraising vehicle for an outside entity.

E. The student organization must have a faculty or staff advisor that can help ensure leadership continuity from year to year. The advisor is required to attend at least one training per semester that is facilitated by S.A.I.L.

F. Trinity College has a commitment to encourage open debate and dialogue in a responsible manner as part of our educational mission. Thus, SOOC shall not deny a group because of political or religious ideology and neither shall gender or sex (including pregnancy), gender identity or expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, and any other category protected by law of potential members affect the decisions made by SOOC. The SOOC is also subject to the non-discrimination policy and must act in accordance with the terns therein.

<u>Process</u>

A. Students interested in forming a new organization at Trinity College must meet with a S.A.I.L. staff member before receiving the Registration Packet and submitting their materials for review. The staff member will discuss:

1. The history of the group in question (if inactive);
2. Whether or not the group would fit under the umbrella of a currently active organization;
3. The purpose and goals of the new organization and if they are consistent with the mission of Trinity College; and
4. Whether or not there is enough student interest in the new organization (confirm number of student signatures)
    a. 5 active board members and include 50 signatures from student across campus.

B. Within ten (10) business days after receiving an application, the S.A.I.L. office will provide organizational guidance and determine whether it is complete and whether the proposed student organization submitting it conforms to these regulations and requirements. S.A.I.L. gives the proposed student organization's application to move forward for SOOC review and approval. Organizations are able to present to the SOOC a maximum to once a semester (one original presentation and one presentation if a resubmittal is granted; the second presentation is not required if the club wishes to only resubmit a corrected packet).

C. After receiving complete documents from S.A.I.L., the SOOC will invite the organizations representatives to present at their earliest convenience. This date will be known within 10 business days of receiving the proper paperwork from SAIL.

D. After the presentation is made, the SOOC will deliberate whether to approve the application.

1. Ordinarily, SOOC will make its decision within 14 days of the presentation, unless it deems that further discussions or information is needed in order to make an informed decision, in which case the committee may vote to postpone their decision.
    i. Within the 14 day timeframe, the SOOC has the option to advance the packet to the full Senate for consideration and a vote if they cannot make a decision on approval.
2. The SOOC can vote the following ways:
    i. Yes: Submission passed to SGA for recognition vote
    ii. No: SOOC denies recognition; The SOOC will provide the reason for the denial of recognition. In some cases, the group will be granted the opportunity to make corrections in their proposal and resubmit. Group will be limited to ONE re-submittal per semester.

> a. If group is denied after second proposal submittal or not granted the opportunity to resubmit, the group can appeal the SOOC's decision. (see appeal process)

    iii. Postpone: Postponement of a decision can happen if the SOOC cannot conclusively agree if an organization meets the requirements to pass on to senate for a vote. The SOOC then has the option to open up the submission to the full senate for review and consideration. The senate will then render a decision via a vote. Postponement will be until next semester.
Please see appeal process for a vote of "no recognition granted" from the senate.

3. Notification of status will be given within five business days of the vote, along with reasons for the vote if anything other than yes.

    i. Grounds for Appeal:
- a. A group can submit an appeal once it has received denial of recognition from either the SOOC or senate.
- b. A group cannot appeal to the appeal committee's decision, which is final.
- c. A group can only submit one appeal per semester, unless the decision was made by the appeal committee. In which case, the decision cannot be appealed.

    ii. Appeals Process:
- a. The student(s) who submitted the proposal can appeal within 1 week of receiving the decision from Senate or the SOOC, depending on what stage the decision was made.
- b. Students must submit their appeal in writing via email to the Chair of the SOOC.
- c. Once the appeal is received, the Chair of the SOOC will convene the appeal committee which will consist of: 1 Student on the Honor Council (not affiliated with SGA), the Director of Campus Life Initiatives and Social Houses, and 1 Member on the Executive Board (not affiliated with SOOC). The Vice President of Student Affairs also holds a seat on the committee and can be included in the discussion when deemed necessary.
- d. The appeal committee will review the appeal and grant a decision within 14 days of receiving the appeal letter.
- e. The committee's decision of recognition is considered final once voted upon.

4. Benefits of SGA Recognition include:

    i. Right to submit request for funding from the Student Activity Fund (SAF) by petitioning the Budget Committee.

    ii. Club information featured on Bantam Link with verified SGA recognition.

    iii. Professional staff support through the S.A.I.L. office to assist with event logistical support, purchases, and general advisement.