



Student Organization Policies and Procedures

Introduction.

Student organizations can be a vital part of campus life and offer significant opportunities and benefits to their members, the institution, the professional network, and the community. Through participation in student organizations, students have the opportunity to develop leadership skills, enhance their understanding of professional perspectives, and have a profound positive impact on their classmates, their profession, and the community. The University of St. Augustine for Health Sciences encourages its students to become involved in student organizations.

Definition.

A student organization is a registered, student-led group of at least 10 actively enrolled students with a common interest and purpose. Generally, only registered student organizations are recognized by USAHS and eligible to use campus resources.

Registration requirements

In order to be recognized, to conduct USAHS-sanctioned activities, and to be eligible to access resources within the University community, student organizations must:

- be open to all USAHS students actively enrolled at the organization's campus,
- contribute to the advancement of the health sciences mission of the University,
- serve a purpose not already met by another student organization or department on campus where the organization is seeking recognition,
- assume responsibility for their actions and the activities they sponsor.

Student organizations are registered at a specific USAHS campus, and the campus must be included in the organization's name.

The University reserves the right to deny or suspend registration for student organizations that do not promote and adhere to the mission, values, and policies of the institution, including those student organizations which primarily have a social, religious, political, or athletic focus, rather than a health sciences mission.

Registration process.

To be considered for recognition as a student organization, the organization representative must complete the registration process outlined below:

- a. Submit a proposal to the Director of Student Life that includes a statement of purpose, demonstration of alignment to the University's mission, at least two goals for the first year of registration, and a list of at least 10 enrolled students who have expressed a commitment to joining if the organization is successfully registered. If the proposed student organization will be affiliated with an organization outside of USAHS, the proposal submission must also identify the external organization, contact

- information for a liaison at the external organization, and demonstrate likeliness of success for affiliation with the external organization.
- b. Upon completion, schedule a meeting with the Director of Student Life to review the proposal. The proposal will be assessed to determine eligibility to proceed with the registration process. The Student Success Advisor will generally notify the organization representative within 2 weeks if approved to proceed with registration.
 - c. If the proposal is approved, the organization representative must identify a Sponsor who agrees to function as the University liaison between the student organization and the University. The Sponsor must be a faculty member, program director, or senior administrator at the level of executive director or higher who will provide advice and oversight to all activities of the student organization. To ensure time availability, the Sponsor must have the written approval of his or her supervisor before committing to the role.
 - d. Complete and submit a registration form, including all required attachments such as proposed bylaws, goals, list of committed members, and Sponsor appointment. A template for bylaws is available on the Student Services tab of the MyUSA portal. Registration forms should be submitted to studentlife@usa.edu.
 - i. The student organization representative will be notified of the decision generally within 2 weeks of submission.

Annual renewal requirements.

Registered student organizations are required to submit an annual renewal of registration. To be considered for continued recognition as a student organization, complete the renewal process outlined below:

1. Submit the renewal registration form and all required attachments by October 1.
2. Provide updates to the existing bylaws or Sponsor appointment.
3. A confirmation that the purpose statement continues to support the University's health sciences mission.
4. Provide a roster of current members and officers, a statement of accomplishments for prior year, a statement of financial position, minutes from all meetings, and a statement of goals for the next year.
5. The student organization representative will be notified of the decision reasonably promptly following the due date for submission.

Resources.

Registered student organizations may have access to various resources of the University, including the ability to use campus space based on availability, and the ability to use the University name and images within the University guidelines. Funds are also provided to the registered student organization through the University's activity budget.

Operations.

Student organizations must function with integrity and professionalism and may be required to have a representative at certain University functions, such as Orientations.

Student organizations must adhere to federal and local law, University policies, and professional/industry standards of conduct. Reported violations of policy or behavior will be fully investigated and officers, members and/or the group may be held accountable for the activities of the student organization through the Code of Student Conduct and the Professional Misconduct Committee (PMC). Reported violations for which the PMC finds a student guilty of misconduct related to a student organization could result in temporary or permanent withdrawal of recognition and/or other disciplinary action.

Under no circumstances will student organizations or Sponsors be allowed to sign contracts on behalf of the University or as an official of the University.

Student organizations must not engage in activities that create safety, reputational, or financial risk to the University or its students, faculty, staff, or others, and student organizations must take reasonable steps to prevent any such risks.

Student organizations that will be receiving money through the University or through fundraising will be required to apply for an EIN and open a bank account.

For additional guidelines and access to forms and templates, navigate to the Student Services tab on the MyUSA portal.