



## **Campus Organization & Registered Peer Group Policies and Procedures**

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- I. Organization & Registered Peer Group Definitions & Guidelines**  
**ALL GROUPS SHALL MEET THE FOLLOWING REQUIREMENTS:**
- a. Seek to reflect the educational mission of Campbellsville University and provide benefit to our students and the campus as a whole.
  - b. Adhere to the Campbellsville University Student Handbook.
  - c. Adhere to all appropriate federal and state laws concerning non-discrimination and equal opportunity.
  - d. Consist of enrolled Campbellsville University students
  - e. Provide an environment at all meetings and events that promotes the health and safety of the participants and students.
  - f. Respect and protect CU property while meeting or hosting an event.
  - g. Avoid and prevent disruption to working environments, learning spaces and campus and community common areas.
  - h. Prohibit hazing.
  - i. Use CU app, social media platforms, member email lists and physical signage for event and meeting notifications and promotion. Use of official University-wide communication channels, including email, through the University Communications Office will not be permitted.
  - j. **Organization specific guidelines/rules:**
    - i. Organizations are Academic, Pre-Professional or Honor Society type of groups.
    - ii. Must have State or National or International Affiliation.
    - iii. No minimum number of members or inductees.
    - iv. Membership should be open to all students who meet criteria set by State, National or International governing bodies.
    - v. Register all events
    - vi. Approve all fundraising efforts through the Development Office using the Fund Raising Activity Permission Form.
    - vii. Deposit funds in CU Agency Account.
    - viii. Must register for CU recognized status yearly by September 15<sup>th</sup>.
    - ix. Meetings and finances governed by the CU department the Organization falls under.
  - k. **Registered Peer Group specific guidelines/rules:**
    - i. Peer Groups are interest or community based.
    - ii. Peer Groups are not officially affiliated with Campbellsville University.
      - 1. Peer Groups may not use Campbellsville University branding.
    - iii. Peer Group sponsor (a CU employee) must make meeting or event space reservation and be present at all meetings and events.
    - iv. Select a leadership team of at least 3 members who are in good academic and disciplinary standing with the University as defined in the Student Handbook.
    - v. Must submit an activity report by June 1<sup>st</sup>.

- vi. Welcome any CU student to membership, meetings or events hosted.
- vii. Send a Peer Group delegate to at least 2 SGA Senate meetings a semester.
- viii. Events can be funded through fundraising.
- ix. Register all events to be approved
- x. Approve all fundraising efforts through the Development Office using the Fundraising Activity Permission Form.
- xi. Deposit funds in CU Agency Account.
- xii. Must register for CU registered status yearly by September 15<sup>th</sup> to maintain active status.

## II. New Organization or Registered Peer Group Approval Process

### a. Application Forms

Application forms for Organizations & Peer Groups are located on the CU Hub: <https://campbellsville.sharepoint.com> > Departments > Student Services > Application for Organization or Peer Group

The application will request that the following be included:

- i. Name of Organization/Peer Group
- ii. Statement of Purpose
- iii. Copy of Proposed Constitution
- iv. List of Officers
- v. Confirmation from a member of the faculty or staff stating his/her intention to be the group's sponsor.

### **Examples :**

*Statement of Purpose:* The purpose/mission of (Name of Organization/Peer Group) is to provide for the student body (brief description of what the group desires to provide or needs intended to be met).

*Constitution:* The constitution will serve as the format of the organization and guidelines the group will adhere to. The SGA constitution is provided as an example. Constitutions are not required to be the same but must provide adequate structure for the campus organization.

*List of officers:* This list should simply contain the titles of intended offices of the organization such as (president, financial director, treasurer, etc.)

*Advisor confirmation* needs to include the advisor's name and contact information to confirm their willingness to serve and comply with sponsor guidelines provided in Section V.

- b. Approval Process: New Organization and Peer Group applications will be reviewed once a month by the Student Government Association and submitted to Organization and Peer Group Advisory Committee for final approval.
- c. Application Denial: New Organization or Peer Group proposals may be denied based on the following criteria:
  - i. Proposal fails to comply or meet policies and procedures in Section I.
  - ii. Application is incomplete or fails to meet proper standards.
  - iii. Organization or Peer group is determined to be unnecessary
    - 1. Example: Organization or Peer Group is a duplicate of an already existing organization or peer group simply using another name.

### **III. Organization and Peer Group Disciplinary Actions/Losing Registered Status**

- a. An Organization or registered Peer Group can, at any time, lose their registered status or face disciplinary action for failing to adhere to these Policies and Procedures. Disciplinary action can include:
  - i. Reprimands
  - ii. Probation – temporary loss of meeting and event privileges
  - iii. Loss of registered status
- b. Any Organization or Peer Group failing to adhere to Policies and Procedures described in Section I shall be reviewed by the Peer Group Advisory Committee. The following describes the process in which disciplinary action will be considered while applying the Steps in Judicial Process found in the Campbellsville University Student Handbook.
  - i. A written complaint is to be submitted to the Peer Group Advisory Committee chair person. The letter should identify the Organization or Peer Group, include date(s) of



- c. Provide guidance to student leaders in the process of decision-making, planning and organizing meetings and events.
- d. Help facilitate campus organization or peer group to increase the possibility of success.
- e. Be familiar and knowledgeable about campus policies and campus organization or peer group policies and procedures (see Section I).
- f. Approve and monitor expenditures (when applicable) and ensure practices comply with state, federal and university policies.
- g. Be present at all meetings, gathering or events.
- h. Secure meeting space for meetings, gatherings or events.
- i. Register all events for approval
- j. Communicate regularly with the Dean of Students.
- k. Responsible for completing yearly registration or application each year. Forms are located on the CU Hub to ensure up-to-date information.

#### **VI. Yearly registration**

- a. Each organization and peer group are expected to register their organization each year by September 15<sup>th</sup> to provide accurate information concerning the organization or peer group. This form is located on the CU Hub: <https://campbellsville.sharepoint.com> > Departments > Student Services > Application for Organization or Peer Group
- b. If an organization or peer group does not register, they will be considered inactive.

#### **VII. Scheduling events**

- a. Campus organizations are expected to comply with university policies when reserving and scheduling events for the student body.
- b. **How to register an event on the calendar:** Complete event form located at <https://www.campbellsville.edu> > Menu > Events > Event Request Form
- c. **How to reserve an area on campus:** By completing the event form you will have the option of requesting a specific room or area on campus. You will be notified of approval for use of the requested facility via email.
- d. **Other important forms:**
  - i. Campus organizations & Registered Peer Groups often use transportation request forms in order to reserve university vehicles for off campus trips. The transportation request form

is located on the CU Hub:

<https://campbellsville.sharepoint.com> > Open a ticket

- ii. Work orders are often needed for audio visual, food services or grounds when planning an event. To complete a work order, go to the CU Hub: <https://campbellsville.sharepoint.com> > Open a ticket
- e. Failure to properly schedule an event could result in disciplinary action. See Section III.

VIII. **Funds:**

- a. All Organizations and Peer Groups shall deposit their funds into a CU Agency Account.
- b. Student Organizations or Peer Groups can request payment from Agency Account funds through Workday by submitting Supplier Invoice Request that included the appropriate ORG-worktag.
- c. Should a Peer Group be inactive for 3 consecutive years, any unspent funds will be transferred to the SGA Activity Account.

IX. **Contacts:** For further questions, please submit them via email to Kylee Miller at [kamiller@campbellsville.edu](mailto:kamiller@campbellsville.edu).