



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

---

- I. Organization & Registered Peer Group Definitions & Guidelines**
- II. Campus Organization and Peer Group Approval Process**
  - Application
  - Examples
  - Approval Process
  - Committee Denial
  - Peer Group Advisory Board Denial
- III. Peer Group Disciplinary Actions/Losing Registered Status**
- IV. The Peer Group Advisory Committee**
- V. Sponsor/Advisor Practices**
- VI. Yearly Registration**
- VII. Scheduling Events**
- VIII. Funds**
- IX. Contacts**

**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. **Organization specific guidelines/rules:**
  - i. Organizations are Academic, Pre-Professional, Honor Society or National Affiliation 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 April 1<sup>st</sup>.
  - ix. Meetings and finances governed by the CU department the Organization falls under.
- j. **Registered Peer Group specific guidelines/rules:**
  - i. Peer Groups are interest 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. Have at least 10 active members.
  - v. 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.
  - vi. Must submit a semester & activity report twice a year
  - vii. Welcome any CU student to membership, meetings or events hosted.
  - viii. Send a Peer Group delegate to at least 3 SGA Senate meetings a semester.

- ix. Events can be funded through fundraising.
- x. Register all events to be approved
- xi. Approve all fundraising efforts through the Development Office using the Fundraising Activity Permission Form.
- xii. Deposit funds in CU Agency Account.
- xiii. Must register for CU registered status yearly by April 1<sup>st</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 TigerNet: CU Life > Student Services > Events, Organizations & Peer Groups > Organizations & Peer Groups

The application will request that the following be included:

- i. Statement of Purpose
- ii. Copy of Proposed Constitution
- iii. List of Officers
- iv. List of members including CU student ID number
- v. Letter 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.)

*List of members:* This list should simply contain the intended names and CU student ID numbers who plan to participate in the Organization or Peer Group.

*Advisor letter of agreement* needs to simply include the advisor's name and brief intention 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 Peer Group Advisory Committee.
- 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 infraction(s), location of infraction(s) and description of

infraction(s), including the specific provision of these Policies and Procedures which has been violated.

- ii. The Peer Group Advisory Committee chairperson will allow for a rebuttal letter from the peer group.
- iii. The Peer Group Advisory Committee will then meet and decide on any disciplinary action.
- c. Any Organization or Peer Group receiving disciplinary actions reserve the right to appeal the decision. Refer to the Campbellsville University Student Handbook *Appeals Process* for more information.

#### **IV. Peer Group Advisory Committee:**

- a. **Purpose:** This committee exists to function as a governing body for Organizations and registered Peer Groups.
- b. **Roles:**
  - i. Initial approval of Organizations and Peer Groups.
  - ii. Should any rules or guidelines or definitions failed to be met by Organizations or Peer Groups, the Peer Group Advisory Committee will consider disciplinary action or loss of registered status.
- c. **Members:** Committee should consist of representatives from the following areas of campus life:
  - i. Committee Chair: Dean of Students
  - ii. Student Activities
  - iii. Residence Life
  - iv. Center for Global Engagement
  - v. Diversity & Community
  - vi. Title IX Coordinator
  - vii. Academics
  - viii. SGA President
- d. **Meeting Times:** The Peer Group Approval Committee will meet as needed to approve or decline new proposals or to consider any disciplinary actions.
- e. **Duration of Service:** Committee members are asked to serve the duration of at least one school year.

- V. **Campus Organization or Peer Group Sponsor Practices:** The Organization or Peer Group sponsor serves as a liaison of the student group. The following are the basic guidelines expected of all campus organization or peer group sponsors.

- a. The sponsor must currently be employed by Campbellsville University as a staff, coach, or faculty person.
- b. Be adequately knowledgeable about the campus organization or peer group's mission, goals and objectives. Agree to support the mission and purpose.
- 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 TigerNet to ensure up to date information.

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

- a. Each organization and peer group are expected to register their organization each year by April 1<sup>st</sup> to provide accurate information concerning the organization or peer group. This form is located on TigerNet: CU Life > Student Services > Events, Organizations & Peer Groups > Organizations & Peer Groups
- b. If an organization or peer group does not register, they will be considered inactive.
- c. If an organization or peer group remains inactive for 3 consecutive years, they will lose their registered status and will have to reapply.

#### **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 on TigerNet: Forms > Event Registration > Online Event Registration 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 TigerNet: Forms > Other Forms > Transportation Requisition Form. Form must be submitted via email to: [CUTransportation@campbellsville.edu](mailto:CUTransportation@campbellsville.edu).
  - ii. Work orders are often needed for audio visual, food services or grounds when planning an event. To complete a work order, on TigerNet: Employee Resources > Information Technology > Help Desk > Help Desk ticket link
- 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. An Organization or Peer Group Sponsor is responsible for the Agency Account funds and must sign all Agency Fund Request forms. This form can be found on TigerNet: CU Life > Student Services > Events, Organizations & Peer Groups > Organizations & Peer Groups > Organization & Registered Peer Group Forms. Forms can be submitted in person in AD room 2 or electronically to [accountspayable@campbellsville.edu](mailto:accountspayable@campbellsville.edu).
- 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 Rusty Watkins, the Dean of Students at [rdwatkins@campbellsville.edu](mailto:rdwatkins@campbellsville.edu).