



# Becoming a Registered Student Organization

Student Activities

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VIRGINIA STATE UNIVERSITY

## **Becoming a Registered Organization at VSU**

- Step 1: Identify at least 1 other person interested in creating the organization.
- Step 2: Complete the attached documents
- Step 3: Return documents to Director of Student Life and Engagement for review
- Step 4: Director of Student Life and Engagement Approve/Deny
- Step 5: Present to Leadership Council (5-7 minutes)
- Step 6: An email will be sent to prospective President regarding the approval/denial and rationale. If denied you may make modifications and present again with the DSLE permission.



## STUDENT ORGANIZATION REGISTRATION FORM 2024-2025

Submit Form to: Foster Hall, 1<sup>st</sup> Floor Information Desk

Name of Organization: \_\_\_\_\_

Registration of student organizations is an ANNUAL process and must be completed each school year.  
Registration for all returning student organizations is due by Friday, September 16, 2016, 5:00pm.

### **CHECKLIST:** Please ensure that you have completed ALL of the following:

- ☐ **Name of Organization**
- ☐ **Mailing Preference**
- ☐ **Category** (up to TWO categories that best describe your organization)
- ☐ **Organization Email** (and website if applicable). This information will be available to the public as a way to communicate with your organization.
- ☐ **President's Name, Contact Information and Signature**. Your signature indicates that you have read all information carefully and that your organization is in compliance with all policies.
- ☐ **Additional Officers**
- ☐ **Advisor(s) Name and Contact Information** (must be VSU faculty /staff member)
- ☐ **Statement of Purpose/Mission**
- ☐ **Roster of Members** (include Student V#s and classifications)
- ☐ **Advisor Commitment Agreement** (must be signed by organization's president and VSU advisor)
- ☐ **Constitution** *The constitution must be submitted with your packet yearly.* (A sample constitution is attached which can be used as a guideline for your organization.)
- ☐ **Student Organization Code of Conduct**
- ☐ **S.M.A.R.T. Goals Form**
- ☐ **Keep a copy for your files!**

### **Membership and Officer Requirements:**

- The organization must be created and controlled by **currently enrolled** students of VSU.
- A minimum of two currently enrolled VSU students is required to register a student organization.
- Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at VSU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member.
- All officers must be in good academic and judicial standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regards to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e. age, ethnicity, gender, disability, color, national origin, race, sexual orientation or veteran status).

*If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted to registered student organizations and you are obligated to inform the Department of Student Activities.*

**Name of Organization.** If you would like to include “VSU” in the title, make sure it is only used to indicate location affiliation (in the form of “at VSU”). EXAMPLE: Trojan Movie Club at VSU

Full Name of Organization (as identified in the organization’s constitution):

**Mailing Preference:** Indicate where organization mail should be sent. **Please indicate only ONE mailing address.**

<input type="radio"/> VSU Dept. Mailbox: Check with your advisor to see if mail can come to their departmental mail box before using this designation. Dept. Name _____ P.O Box _____		
<input type="radio"/> DSA Mail Box: Current Box # _____ We would like a mail Box ____		(For Official Use Only) Mail Box Assigned:

**Category:** Check **up to TWO** categories that best describe your organization.

<i>DSA reserves the right to modify categories.</i>			
<input type="checkbox"/> Arts – Visual <input type="checkbox"/> Arts – Performing <input type="checkbox"/> Business <input type="checkbox"/> College Council <input type="checkbox"/> Community Service <input type="checkbox"/> Design <input type="checkbox"/> Education <input type="checkbox"/> Engineering	<input type="checkbox"/> Fraternity & Sorority Life -Fraternity <input type="checkbox"/> Fraternity & Sorority Life - Sorority <input type="checkbox"/> Gay/Lesbian/Bisexual/ Transgender <input type="checkbox"/> Governance <input type="checkbox"/> Graduate <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Hispanic <input type="checkbox"/> Honors	<input type="checkbox"/> Journalism & Communication <input type="checkbox"/> Law <input type="checkbox"/> Liberal Arts & Sciences <input type="checkbox"/> Multicultural <input type="checkbox"/> Music <input type="checkbox"/> Para-Professional <input type="checkbox"/> Public Programs <input type="checkbox"/> Religious	<input type="checkbox"/> Residence Hall <input type="checkbox"/> Scholastic/Honorary <input type="checkbox"/> Socio-Political <input type="checkbox"/> Special Interest <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Sustainability <input type="checkbox"/> Technology <input type="checkbox"/> Women

**Contact Information:** President’s name, organization’s email address and purpose/mission statement will be made available on the DSA website and on hard copy lists produced by the office. Much of the communication provided by DSA will be conducted via email; thus it is imperative that student organization leaders check email regularly.

Organization Email (President’s email will be used if not specified.)	Organization Website Address
Local, Regional and National Office Contact Name/Address	Local, Regional and National Office Contact Phone/Email

*Your signature on the registration form means that you have read this information carefully and that your organization is in compliance with all policies, rules and regulations adopted by the Department of Student Activities and the university, including the Student Code of Conduct and Student Organization Code of Conduct.*

President’s Name (Primary Contact Person)		V #
President’s Signature	Phone Number (      )	Email
Vice President’s Name		V #
Vice President’s Signature	Phone Number (      )	Email

**Additional Officers:** Officers must be currently enrolled students in good academic and judicial standing. All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) they serve as officers.

Name	Position/Title	V #
Name	Position/Title	V #
Name	Position/Title	V #
Name	Position/Title	V #
Name	Position/Title	V #
Name	Position/Title	V #
Name	Position/Title	V #

**Advisor:** Primary advisors must be faculty or staff persons currently employed (full-time) by VSU. The advisor should be available to consult with the student organization. Advisors are required to attend meetings, activities, functions and events as well as provide on-going academic and social leadership support. DSA reserves the right to approve all student organization advisors. ***The Advisor Commitment Agreement must be signed by the VSU faculty/staff advisor and president and included in this packet.***

Provide contact information for the advisor and secondary advisor if applicable.

Advisor's Name	Department	Mail Box
Title (On campus)	Phone Number (       )	Email
Secondary Advisor (optional)	Department	Mail Box
Title (On campus)	Phone Number (       )	Email

**Statement of Purpose/Mission:** Provide your organization's mission statement. (This will be used on website)

*Information collected through this process is recorded in a database which supports the DSA website at*

*<http://www.vsu.edu/student-life/student-activities/index.php>*

*Officer names and positions, the advisor's name, a description/mission statement, contact email and web link (if organization maintains a site) will be displayed on the DSA website. In addition, historical records are kept by DSA and University archives.*

FOR OFFICIAL USE ONLY	DSA APPROVAL	DATE

**ROSTER OF MEMBERS 2024-2025**

**Name of Organization:** \_\_\_\_\_

**A registered student organization must have a minimum of two members registered for at least one credit hour at Virginia State University.** A printout of an organization roster may be attached to your registration packet, if it includes students' V #'s.

V Number	First Name	Last Name	Classification	Male/Female/

## **STUDENT ORGNANIZATION ADVISOR COMMITMENT AGREEMENT**

The Department of Student Activities (DSA) appreciates your commitment to serve as an advisor to a registered student organization at Virginia State University. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

### **As an advisor you agree:**

- If serving as primary advisor, that you are currently a full-time employee (faculty or staff) of Virginia State University, and that you will notify DSA immediately if your employment status changes.
- To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- To serve as a liaison between the university and the student organization.
- To attend executive office, general meetings, and organization events.
- To receive and review monthly financial reports from the organization's treasurer.
- To encourage the officers of the organization to share information with the general membership.
- To assist in the orientation of new members and with the transition process each year.
- To be familiar with the VSU Student Code of Conduct, VSU Student Organization Code of Conduct, VSU Student Organization Handbook, and other institutional guidelines that establish expectations for student behavior and activities.
- To guide the group and its officers in establishing policies, answering policy questions, and explaining the consequences-of choosing to deviate from existing institutional, local, state and federal policies, procedures, rules and regulations.

The Department of Student Activities will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the Department of Student Activities will continue to provide information about student/organization risk management. Resources will include information such as event planning, travel, fundraising, and organizational development. In addition, the Department of Student Activities will also provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year.

**By signing this commitment agreement you have affirmed that you have read and understand the role of an advisor and that you are willing to serve as an advisor to the student organization named below.** If you have any questions regarding the information presented in this document, please contact the Director of Student Activities at [mwmartin@vsu.edu](mailto:mwmartin@vsu.edu).

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**Name of Organization**

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**Organization President's Signature**

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**Organization Advisor's Signature**

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**Print Name**

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**Print Name**

---

**Date**

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**Date**

# Sample Constitution

This document is intended to serve as a model for you to follow when writing the constitution for your organization. Your actual constitution may be expanded or modified, as long as the group abides by all state and federal laws, rules, and regulations adopted by the Department of Student Activities and the university, including the Student Code of Conduct. Keep in mind that an organization's constitution outlines the basic rules governing the organization, allows for continuity, and addresses situations that may arise within the organization.

## PREAMBLE

**We the members of** (name of organization), **and subscribing to the regulations and policies of Virginia State University, establish this Constitution to govern the matters within our organization.**

### Article I – Name

- Section 1**     **The name of this organization shall be** (provide complete, official name, specific and variations on the name which the organization might use in the business it conducts).
- Section 2**     Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

### Article II – Purpose

- Section 1**     **The purpose of this organization shall be to** (be as detailed as possible since your group will be limited to the purpose listed here. Use action words such as: promote, recognize, and serve)

### Article III – Membership

- Section 1**     **Members** (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated).  
*Note: Membership in a registered organization is limited to students enrolled for at least one (6) semester hour of University credit at VSU.*
- Section 2**     Associate/guest member's status if any. This would include alumni, staff, and faculty or community members. A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

### Article IV – Officers

- Section 1**     **The officers of this organization shall consist of:** (state the number of officers, their titles, and their general duties and responsibilities. Officers must be VSU students).
- Section 2**     Qualifications for each office, if any (GPA requirement, necessary experience, etc.)
- Section 3**     **Term of office shall be:** (state the period of time that the office will be held).
- Section 4**     **Provisions for removal of an officer shall be,** (state how an officer is removed, such as who initiates, what type of vote is required, what steps for an appeal)

### Article V – Elections

- Section 1**     **Election of officers shall be held** (state the method and frequency of elections; requirements or other conditions that members must meet before becoming candidates for office).
- Section 2**     **Provisions for filling vacancies.** (Specify when elections are held, if there are special elections, how positions are posted, who is eligible to vote, and percentage of membership for a legal election).
- Section 3**     **The procedure for voting shall be** (list any other provisions, who is eligible to vote, if there is a secret ballot or hand/verbal vote, the number of members present such as a quorum for the vote to be valid).

### Article VI – Meetings

- Section 1**     **Regular meetings of this organization shall be held** (monthly, bimonthly, etc. Specify the person responsible for notifying members of upcoming meetings and the method of notification).
- Section 2**     **A quorum shall consist of (X) voting members or a percentage of voting members present at any meeting.** (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

### Article VII – Advisors

- Section 1**     **There shall be** (1, 2, or more) **faculty/staff advisors who shall be members ex-officio with no voting privileges.**  
*Note: VSU requires each registered student organization to have full-time faculty or staff persons as an advisor for a registered student organization. An Advisor Agreement Letter is included as part of the registrations process for student organizations and outlines the advisors role.*
- Section 2**     Method of selecting advisor

**Section 3** Duties or responsibilities of advisor. Include the groups' expectations for involvement and refer to the Advisor Agreement Letter.

**Article VIII – Amendments**

**Section 1** **The constitution may be amended by a vote of** (be specific – majority, 2/3, etc., include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).

**This is a SAMPLE constitution. Do Not Sign.**

XXXXXXXXXXXXXXXXXX  
Signature of 1<sup>st</sup> Officer

Date \_\_\_\_\_

\_\_\_\_\_  
Officer Title

\_\_\_\_\_  
Print Name

XXXXXXXXXXXXXXXXXX  
Signature of 2<sup>nd</sup> Officer

**This is a SAMPLE constitution. Do Not Sign.**

Date \_\_\_\_\_

\_\_\_\_\_  
Officer Title

\_\_\_\_\_  
Print Name

**Submit Form to: Foster Hall 1<sup>st</sup> Floor Information Desk**

## Standards for Student Organization Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff.

Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

## Student Organization Member Responsibilities

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and the University; to be civil to one another and to others within the campus community; and to contribute positively to student and University life.

Virginia State University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests.

## Application of This Code

The Office of Student Conduct and the Department of Student Activities will exercise jurisdiction over recognized student organizations and member conduct, including fraternities, and sororities. Action by the Office of Student Conduct does not preclude action by one of the Greek Councils, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include, but are not limited to, actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus.

## Student Conduct Process

The Director of Student Activities and/or designee will meet with the President and Advisor of the organization to discuss the allegations. If the advisor is not available, the meeting will proceed. If the allegations warrant the need to include the Office of Student Conduct, the Director will provide a written statement to the Director of Student Conduct to proceed with a hearing. The Office of Student Conduct has the responsibility for adjudicating cases based on allegations of misconduct. All allegations are to be submitted in writing. The University will proceed with written complaints but reserves the right to proceed without a written complaint. The Office of Student Conduct sends a letter to the president and advisor informing them of the charge(s) and requesting their appearance at a pre-hearing conference. The president is advised of his/her/their rights at the pre-hearing conference. The president and advisor then will appear to the hearing, which is recorded. If either party fails to appear to the hearing,

the hearing will proceed. It is the president's right to accept or reject any imposed sanctions. If the president believes his/her/their due process rights have been violated or the sanction was too excessive, he/she/they may submit a written request of appeal to the Vice President of Student Success and Engagement within three days of the notice of sanctions, to have the case reviewed. The Vice President of Student Success and Engagement shall review the allegations and all evidence relating to them, and shall have the discretion to further interview the organization's leadership, advisor, and student members. The Vice President's decision shall be final. The President of the organization will be notified of the University's final decision within 10 business days.

## **Governance**

All student organizations are required to be registered with the University through the process administered by Student Activities. Registered student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities, are held responsible. Policies and procedures developed by the Greek Councils are managed as outlined in the respective constitutions and do not preclude action by the Office of Student Conduct.

## **Unacceptable Student Organization/Member Behaviors**

The following defined behaviors are unacceptable and subject to disciplinary sanctions:

### **(1) Aiding and Abetting**

(A) Assisting a group that has lost University recognition, or facilitating the existence of a

group that does not have University recognition;

(B) Aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law;

(C) Encouraging, permitting, or assisting another to do any act that could subject him, her, or they to discipline.

### **(2) Alcohol Use and Possession**

The Virginia State University Alcohol and Drug Policy prohibits the possession, use, manufacture, distribution, selling or consumption of alcohol anywhere on campus. The Policy pertains to the activities of all students on University property, and the activities of students at University sponsored events or at off-campus activities while representing the University community. Students, faculty and staff are expected to comply with all state, federal and local alcohol and drug related laws. Underage drinking is strictly prohibited by Virginia State University.

### **(3) Damage to Property**

Willful or careless destruction, defacement of, or tampering with University property, or the property of others.

### **(4) Unlawful Discrimination**

Discrimination because of race, religion, color, ancestry, ethnicity, gender, gender identity, marital status, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status is prohibited. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other University living groups.

### **(5) Disorderly Conduct**

(A) Behavior that disturbs the campus peaceful environment, or which offends public morals, or undermining public safety, is prohibited;

(B) Harassment, threats, bullying, physical abuse, intimidation or the threat of physical abuse, including bias related incidents, and;

(C) Excessive noise which is disruptive to the campus or surrounding community are prohibited.

**(6) Drugs**

(A) Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia or the misuse of legal pharmaceutical drugs.

(B) Sponsoring/hosting an activity at which substances noted above are used.

**(7) Endangerment**

Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.

**(8) Failure to Comply**

(A) Failure to comply with the directions of University officials acting in the performance of their official duties;

(B) Resisting or obstructing University officials acting in the performance of their official duties;

(C) Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the Student Organization Handbook.

**(9) False Alarms and Fire Safety**

Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

**(10) Falsification of Information**

(A) Willful falsification of information on University records, to University officials, or to local government officials;

(B) Willfully providing false information for the purpose of obtaining services;

(C) Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services;

(D) Possession, manufacture or distribution of false or altered instruments of identification;

(E) Initiating or causing to be initiated any false report, warning or threat.

**(11) Firearms, Fireworks, Weapons and Explosives**

(A) Possession of firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off campus is prohibited;

(B) Possession or use of fireworks on campus or at group sponsored events off-campus is prohibited.

**(12) Guests**

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

**(13) Harassment and Abusive Behavior**

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited, as defined in the Student Handbook.

**(14) Hazing**

*Hazing in every form or conspiracy to haze is prohibited. Virginia State University takes a zero tolerance approach to hazing.* Commission of hazing can be considered either a misdemeanor or a felony. Participation in a hazing practice may result in both individual and organizational disciplinary action. Section § 18.2-56 of the *Code of Virginia* states "It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor." If injuries would be such as to constitute a felony, punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Section 18.2-56 further states, "Any person receiving bodily injury by **hazing** shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants."

**The following non-exhaustive list of activities meets this criterion, and accordingly, they are considered forms of hazing:**

(A) Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress.

(B) Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home.

(C) Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids.

(D) Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/or humiliation.

(E) Requiring individuals to walk, march, or run in single file against their will.

(F) Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform.

(G) Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger.

(H) Intense interrogation of pledges; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags.

(I) Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature.

(J) Inability to talk to members of the opposite gender.

(K) Peer pressure to engage in activities against the individual's will.

(L) Carrying or wearing any item(s) setting pledges/new members apart from the

members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously.

(M) Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members.

(N) Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior.

(O) Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring "take home" assignments that interfere with academic work. At no time may a group violate the City noise ordinance.

#### **(15) Misuse of Computer Facilities or Resources**

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

(A) Accessing, sending, or displaying offensive messages pictures, or damaging computer equipment, networks or systems;

(B) Violating copyright laws;

(C) Using false and unauthorized identifications or passwords or trespassing into another student's work;

(D) Using University equipment, supplies, systems, or networks for illegal activities as defined by Virginia or federal law.

#### **(16) Obstruction of University Activities**

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study,

teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.

**(17) Violation of New Membership Intake**

Fraternities and Sororities that are not in compliance with new-member education requirements as outlined in their local and national constitutions and/or by-laws or University policy.

**(18) Violation of Open Membership**

Student Organizations that are not in compliance with open membership requirements as outlined in their organization's constitution and/or by-laws or University policy.

**(19) Theft**

Stealing or attempting to steal any money, property, or item of value belonging to the University or member of the University community or campus visitor.

**(20) Trespass**

Unlawful entry into a University facility, regardless of its location. The term shall also include the unlawful entry into the property of others, not owned by the organization.

**(21) Use of the University Name**

Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative.

**(22) Violation of Student Organization Conduct Procedures and Sanctions including:**

- (A) Falsification, distortion, or misrepresentation of information related to a discipline matter;
- (B) Disruption or interference with the orderly progress of a student organization discipline proceeding;

(C) Initiation of a student organization discipline proceeding in bad faith;

(D) Attempting to discourage another from participating in the student organization discipline matter;

(E) Attempting to influence the impartiality of any participant in a student organization discipline matter;

(F) Verbal or physical harassment or intimidation of any participant in a student organization discipline matter;

(G) Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).

**(23) Violations of Civil or Criminal Law**

Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.

# STUDENT ORGANIZATION HANDBOOK

Department of Student Activities – Student Organizations  
P.O. Box 9076  
Virginia State University, VA 23806  
804-524-5517

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2024-  
2025

***As a student organization president/leader/advisor, I have read and understand the conditions of the Student Organization Handbook.***

Name of Organization: \_\_\_\_\_

President (*print*): \_\_\_\_\_

President (*sign*): \_\_\_\_\_ Date: \_\_\_\_\_

Advisor (*print*): \_\_\_\_\_

Advisor (*sign*): \_\_\_\_\_ Date: \_\_\_\_\_

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## SMART Goals Form

**Name of Organization:**

**Academic Year:**

**President's Name:**

**Advisor's Name:**

**Date:**

**President's Signature:**

**Advisor's Signature:**

Setting goals is an important action for effectively carrying out the purpose and mission of your organization. Please use the table below to establish a minimum of two SMART goals that your organization will implement for a successful year. A S.M.A.R.T. goal is a goal that is specific, measurable, attainable, relevant, and time-based. After using the template please state your organization's goals for the upcoming academic year.

	<b>INTENTION</b>	
<b>S</b>	<b>SPECIFIC</b>	<i>What will be accomplished?</i>
<b>M</b>	<b>MEASURABLE</b>	<i>How will progress be measured? (How much, How many etc.)</i>
<b>A</b>	<b>ATTAINABLE</b>	<i>Is it realistic? Is it achievable?</i>
<b>R</b>	<b>RELEVANT</b>	<i>What is the benefit of accomplishing the goal? Is the goal in line with the organization's mission and purpose?</i>
<b>T</b>	<b>TIME-BASED</b>	<i>What is the timeframe for the completion of the goal? (3 months, 6 months?)</i>

**Example Goal:** The Unity Club will increase unity and support among student organizations by co-sponsoring at least one activity with another organization per semester by May 1, 2019.

**Goal 1:**

**Goal 2:**