

Article I. Club Affairs

Section I.01. Recognition of Student Clubs

A. Definition

- i. Recognition of a student club at Lehigh University implies an acceptance, though not an endorsement, of the purposes, objectives, and policies of the organization.
- ii. Recognition grants the club the rights to conduct business on the Lehigh University campus.

B. Criteria of Eligibility for New Clubs

- i. The club must draw a majority of its membership from the undergraduate student body.
- ii. Membership in the club must be open to any member of the undergraduate student body.
 - a. Membership cannot be denied on the basis of race, color, religion, creed, national origin, ancestry, handicap, gender, sexual orientation, or academic performance.
 - b. Organizations are allowed to host try-outs or other auditions at the discretion of the Club Affairs Committee.
 - i. The guidelines for auditions must be outlined in the club's Constitution.
 - ii. All undergraduate students must be eligible to audition.
 - c. An organization that does not meet this requirement is still permitted to receive recognition from Student Senate at the discretion of the Club Affairs Committee. However, this organization is at no time eligible to receive funding.
 - i. All the members of the executive board of the club must be from the undergraduate student body.
 - ii. The club must have no goal or purpose which violates the Constitution or Laws of the United States or the Commonwealth of Pennsylvania.
 - iii. The club must have no goal or purpose which violates the mission, principles, or rules of Lehigh University.
 - iv. The club must have no goal or purpose which violates the Constitution or Bylaws of the Lehigh University Student Senate.
 - v. The club may not be a social fraternity or sorority.
 - vi. The club must not profit any individual, group, or organization with the exception of not-for-profit, philanthropic groups.
 - vii. The club must not have any goal or purpose which intentionally endangers the physical health or safety of an individual.
 - viii. An existing club cannot lose recognition due to eligibility requirements established after the time of recognition.

C. Procedures

- i. A club requesting recognition by the Lehigh University Student Senate must submit an application through LINC to the Club Affairs Committee. This application shall include the following:
 - a. A proposed Constitution for the club;
 - b. A list of the club's officers, addresses, e-mail addresses, and phone numbers;
 - c. A petition of names of students supporting the club.

- i. Upon receiving a completed application, the Club Affairs Chair will contact the organization to arrange a meeting between the club officers and the Club Affairs Committee. At this meeting, the organization will present its plans to the committee and address topics such as purpose, goals, membership, events, and finances.
 - ii. After meeting with the prospective club, the Club Affairs Chair must propose a bill at the next scheduled Student Senate meeting with a recommendation to either approve or deny preliminary recognition.
- i. The club's officers must be notified of Student Senate's decision within five (5) academic days in writing by the Club Affairs Chair.
- ii. If denied, organizations are permitted to re-apply immediately, but must submit a new application through LINC.
- iii. Having been approved for recognition by Student Senate, new clubs are placed in a fifteen (15) academic week trial period of preliminary recognition.
- iv. During this time, clubs open to all undergraduate students will have access to a limited budget, enjoy other Student Senate recognized club resources, and are permitted use of university facilities to host their meetings.
- v. Clubs will be assigned a liaison from the Club Affairs Committee. All preliminary clubs are required to meet with their liaison at least once to notify the Club Affairs Committee of club happenings and progress and to learn more about their role as a Student Senate recognized organization.
- vi. At the end of the trial period, clubs are then eligible for full recognition. To do so, the club must again meet with the Club Affairs Committee. In addition to explaining club goals and purposes, the organization should also highlight what it has accomplished during its time as a preliminarily-recognized club. In addition, clubs must explain how their allocated funds were spent.
- vii. After this meeting, the Club Affairs Chair must propose a bill at the next scheduled Student Senate meeting for full recognition. The Club Affairs Committee must also supply a recommendation to approve budgeted recognition, extend the trial period, or deny recognition.
 - a. Budgeted recognition ends the application process and grants the organization all rights of a Student Senate recognized club. However, a club that did not receive funding during its trial period is ineligible for this type of recognition.
- viii. Extension of the trial period neither denies nor approves recognition. Instead, the club must wait another fifteen (15) academic weeks until they will be eligible to be reconsidered for full recognition.
- ix. Denial of full recognition ends the application process without granting recognition. Clubs denied full recognition are eligible to re-apply after a minimum of fifteen (15) academic weeks and then must start the application process anew.

Section I.02. Privileges and Responsibilities of Recognized Student Organizations

A. All organizations recognized by the Lehigh University Student Senate shall have the following privileges:

- i. Eligibility to use Lehigh University facilities in accordance with University policy.

- ii. Sponsor and promote activities; distribute literature, flyers, posters, and banners in accordance with University guidelines.
- iii. Solicit funds on campus through programs and fundraisers in accordance with University guidelines.
- iv. Use University services or resources such as purchasing, student printing, physical plant, transportation, computer services, mail services, and central stores in accordance with University guidelines.
- v. Be listed in University/Student Activity publications, including the directory of student organizations.
- vi. A personal liaison from the Club Affairs Committee
 - a. A liaison is defined as a member of the Student Senate who serves on the Club Affairs committee. The liaison is responsible for maintaining communication and serving as a resource for clubs.
 - b. A liaison must be appointed to each club in order to provide accountability of actions to the Student Senate. The liaison is required to introduce themselves to the club and encouraged to meet with the club and club officers. Ideally, liaisons should be aware of all club happenings.

Section I.03. All recognized student organizations must:

- A. Register with the Office of Student Activities via LINC by the second Friday of each semester in order to maintain their recognition. The registration process requires that each organization submit a listing of the names, addresses, and phone numbers for each of the officers and the advisor. Any student organization, which fails to meet the deadline, may be required to re-initiate the recognition process with the Lehigh University Student Senate.
- B. Submit a Quality Review and current Constitution to the Club Affairs Committee during the spring semester by a deadline set by the committee.

Section I.04. Revocation of Student Organization Recognition

- A. Recognition of a student organization may be revoked for:
 - i. Failure to comply with Lehigh University guidelines;
 - ii. Failure to comply with the Lehigh University Code of Conduct;
 - iii. Failure to comply with the requirements of the S.S.C.R.R. of the Lehigh University Student Senate;
 - iv. Failure to comply with its own Constitution and Bylaws;
 - v. Irresponsible use of funds, including failure to adequately document the expenditure of such funds. Insufficient activity over one academic year as determined by the Club Affairs Committee;
 - vi. A written request by the club to the Club Affairs committee.
- B. Recognition shall be revoked only by a two-third (2/3) vote of the members of the Senate present and voting.
- C. A student organization's officers shall be given no less than ten (10) days written notice of Senate's consideration of the revocation. The organization shall be given the opportunity to present its case before the Club Affairs Committee.
- D. In the event that recognition is revoked, the organization may appeal to the Club Affairs Committee.
- E. If the Allocations Committee chooses to place a Club under a "Review Period," the club will need to:

- i. Regularly meet with their assigned representative from the Club Affairs Committee semesterly;
 - ii. Participate in one workshop/semester with the Leadership Consultants;
 - iii. Meet with their Club Affairs representatives prior to and after each major event that they hold;
 - iv. Meet with a member of the Office of Student Activities to discuss progress.
- F. At the end of the "Review Period," the Club Affairs Committee will make a presentation and recommendation to the full Student Senate. The motion will be subject to a majority vote. This presentation will include:
- i. A club recognition form;
 - ii. Membership roster including an elected executive board (Note: all officers must be undergraduate students enrolled at Lehigh University);
 - iii. A club constitution;
 - iv. Identifying a faculty/staff advisor (This must be a full-time Lehigh faculty or staff member. A faculty/staff advisor is mandatory).