

**University of Maine
Student Government, Inc.**

**Student Organization Recognition Policies
(SORP)**

Last Revised: 44S-POL-45-03-28-2023
44S-POL-43-03-21-2023, 44S-POL-44-03-21-2021
43S-SOC-98-10-04-2022,
42S-POL-57-03-16-2021, 42S-POL-59-03-16-2021
41S-POL-67-11-10-2020, 39S-POL-38-03-06-2018

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University of Maine Student Government, Inc. Student Organization Recognition Policies (SORP)

ARTICLE I *DEFINATION OF ORGANIZATIONS:*

SECTION 1 – NO RECOGNITION

- A. An organization that does not have recognition is one that has failed to seek recognition from and is not known to UMSG, Inc., one that is Direct-Funded as outlined in the Student Organization Administration Policy of the Student Handbook, one that has been denied recognition by the Student Organization Committee (SOC) or the General Student Senate (GSS), or one that has had its recognition rescinded by the GSS. Organizations without recognition shall not be entitled to any of the rights and privileges of recognized organizations. These rights and privileges are outlined in the Student Handbook.

SECTION 2 – PRELIMINARY RECOGNITION

- A) Organizations that have been granted preliminary recognition by the GSS shall be recognized as such by UMSG, Inc. and be entitled to:
- 1) Use *The University of Maine* as part of their name.
 - 2) Use University facilities, equipment, and services, as available and according to prescribed policies and procedures.
 - 3) Recruit membership and hold meetings as a student organization on the campus of the University of Maine.
 - 4) Be represented in matters concerning the University of Maine, the surrounding community, and the County, State, and Federal Government by the UMSG, Inc. Representation is restricted to the resources available to the UMSG, Inc.
 - 5) To apply to the University of Maine for funds designated by the University of Maine for use by student organizations (e.g. Program Fund).
 - 6) Request professional advising and other services from the Office of Student Organizations and Leader Development (SOLD).
 - 7) Receive awards of honors presented to college organizations and members.
 - 8) Be listed in University/student publications.
 - 9) Participate in University/student activities.
 - 10) Apply for student organization office space.
 - 11) Distribute literature and organizational materials according to established University policies and procedures.
 - 12) Utilize the University mail service
 - 13) Request assistance from the Department of Public Affairs to promote organizational activities.
 - 14) Post materials on designated University bulletin boards within the parameters of existing guidelines.

SECTION 3 – FINAL RECOGNITION

- A) Organizations that have been granted final recognition by the GSS shall be recognized as such and entitled to:
- 1) All privileges granted to organizations with preliminary recognition.
 - 2) Apply to UMSG, Inc. for funding (See UMSG, Inc. Financial Policies).

SECTION 4 – INACTIVE

- A) Organizations that fail to fulfill the duties and responsibilities of a recognized organization or violate policies of UMSG, Inc. will be considered inactive. Inactive organizations shall have the same status as organizations with no recognition and as such shall not be entitled to any of the rights and privileges of recognized organizations. Inactive organizations can request to be reactivated.

SECTION 5 – REPRESENTATIVE BOARDS AND COMMUNITY ASSOCIATIONS

- A) Representative Board and Community Association executives shall maintain communication with the Vice President of Student Organizations (VPSO). Regular meetings, with frequencies to be determined by the VPSO, are to be scheduled in order to maintain a connection and show that the organization is serving its mission to its constituency. Failure to do so can result in disciplinary action to be determined by the VPSO and executive board of UMSG, Inc. Possible consequences could include placing the board or association on preliminary status which would prevent the Community Association or Representative Board from requesting any additional funding from UMSG, Inc. until final approval is reinstated at a date to be determined by the VPSO – no longer than five academic weeks from the date of reassignment to preliminary status.
- B) Representative Boards and Community Associations may be created with the consent of the VPSO and VPFA, which includes transitioning from one label to another. These groups will be held to the same final recognition processes as other student organizations recognized by UMSG, Inc. The VPSO may deny a group from becoming a Representative Board or Community Association, but must present rationale behind that decision to the GSS and the organization requesting final recognition as a Representative Board or Community Association.
- C) iation.
- D) Representative Boards and Community Associations may request office space in the Representative Boards Office (161 Memorial Union.) The space may be granted upon approval by the SOLD Office, wherein keys may be granted to the space, so long as there is room available. Spaces may be reassigned if necessary, in order to accommodate more Representative Boards and Community Associations or better meet their needs. These decisions will be made by the SOLD Office, and will be discussed with the VPSO and leaders from the board(s) or association(s) that would be affected by these revisions.
- E) The Commission shall conduct annual reviews of the election practices of all Representative Boards and Community Associations in accordance with the Student Government Constitution.
- F) These reviews shall be presented to the General Student Senate and submitted directly to the President of Student Government.

ARTICLE II

RECOGNITION OF AN ORGANIZATION

All student organizations must complete the following process to be recognized as an organization on the University of Maine campus.

SECTION 1 – PRELIMINARY RECOGNITION

- A)** Preliminary recognition shall grant the organization a (7) academic week (does not include summer session, or May term) probationary period of recognition by UMSG, Inc. During the probationary period the organization will be entitled to all the rights and privileges, with the exception of funding, and be responsible for all duties required of an organization.
- B)** In order to be considered for preliminary recognition, the organization seeking it must complete a preliminary recognition application and submit it. After this application has been completed and submitted a meeting must be scheduled with the Vice President for Student Organizations (VPSO) and times will be set for the organization to undergo an interview with the Student Organization Committee (SOC) and to speak before the General Student Senate (GSS).
- C)** If a request for preliminary recognition has been approved by the SOC the organization can then present the application to the GSS.[1] Acceptance of a request for preliminary recognition requires a majority vote of the GSS at a regular meeting in which a quorum is present. If the request for preliminary recognition is denied by the GSS, the organization will not be able to reapply until meeting with the VPSO to correct any issues brought up by the GSS.
- D)** At the meeting of the GSS in which the organization's application are to be considered, the preliminary application will be distributed to all senators and will be subject to the GSS's review and approval. The organization should have one (1) undergraduate member present at the meeting to give a brief description of the group and its mission, as well as respond to any questions from the GSS.
- E)** The purpose of preliminary recognition is to provide a probationary period for the organization to prove that it complies with the requirements of, and can meet the responsibilities and duties imposed upon organizations granted recognition by UMSG, Inc. Preliminary recognition shall serve as a period in which to prove that the organization will succeed in its goal and develop sustainability and the ability to exist for a reasonable period of time with a reasonable number of active members. All student organizations must complete the following process to be recognized as an organization on the University of Maine campus.

SECTION 2 – FINAL RECOGNITION

- A)** Following the end of the preliminary period, the organization may apply for Final Recognition by submitting a completed Final Recognition Application to the Vice President for Student Organizations. After this application has been completed and submitted, a meeting may be scheduled with the Vice President for Student Organizations (VPSO) and times will be set for the organization to undergo an interview with the Student Organization Committee (SOC) and speak before the General Student Senate (GSS).
- B)** At the meeting of the GSS in which the organization's application is to be considered, the final application will be distributed to all senators and will be subject to the GSS's review and approval. The organization shall have at least one (1) undergraduate member present at the

meeting to give a brief description of the group and its mission, as well as respond to any questions from the GSS.

- C) If a request for final recognition has been approved by the UMSG, Inc. members of the SOC the organization can then present the application to the GSS². Acceptance of a request for final recognition requires a two-thirds (2/3) vote of the GSS at a regular meeting in which a quorum is present. If a request for final recognition has been denied by the GSS, the organization will not be able to reapply until meeting with the VPSO to correct any issues brought up by the GSS.
- D) Final recognition will entitle an organization to request funding from the UMSG, Inc. through a resolution, completing the request for funding forms, or by participating in the Annual Budget process during the spring semester.

SECTION 3 – REACTIVATION

- A) An organization that fails to complete an organization update form with UMSG, Inc, for over one year will be moved to inactive.
- B) In order to be reactivated, an organization must go through the preliminary and final recognition process.

ARTICLE III LOSS OF RECOGNITION

SECTION 1 – INACTIVE

- A) An organization may be considered inactive by the VPSO if the organization violates policies of UMSG, Inc., fails to comply with the duties and responsibilities outlined in this document, or is no longer active on campus. An inactive organization shall have the same status as an organization with no recognition and as such shall not be entitled to any of the rights and privileges of a recognized organization. A condensed version of a referendum question may be placed on the ballot, in the place of the full text.

SECTION 2 – SUSPENSION

- A) An organization may be suspended by the VPSO for violations of UMSG, Inc. policy. The length of suspension shall be determined by the VPSO, but shall not exceed one year. The VPSO may suspend final and/or preliminary recognition. If only final recognition is suspended, an organization may continue to function with preliminary status. If all recognition is suspended, an organization shall not be entitled to any of the rights and privileges of recognized organizations. At the end of the suspension period, an organization may be automatically restored to its pre-suspension status.
- B) An organization will be immediately suspended upon being found to have breached the UMaine student/organization code of conduct as outlined in Section IV – Sanctions of the University of Maine System Conduct Code. The organization will be ineligible for reactivation until they meet the requirements for re-authorization set by the University, Conduct Committee, or Officer and may remain suspended indefinitely if that is the conclusion of the conduct investigation. Organizations whose recognition is suspended in this way are not eligible for emergency recognition and must start with the preliminary recognition process if deemed eligible for reactivation.

SECTION 3 – REMOVAL OF RECOGNITION

- A) Any and all organization recognitions may be rescinded by a two-thirds (2/3) vote of the GSS, provided a quorum is present. Not less than seven (7) days prior to such a vote, the affected

organization must be notified of the date and time of the meeting, and the intent to remove recognition.

- B) A loss of recognition will result in a loss of affiliation.

SECTION 4 – MORATORIUM

- A) At the discretion of the VPSO, an organization may elect to take a moratorium due to extenuating circumstances. The organization must meet with SOC to discuss the reasons for the moratorium. The moratorium will last for up to one calendar year until the organization returns to SOC to resume their recognition. If the organization fails to meet with SOC before the end of the moratorium, they will be deactivated. The VPSO and SOC reserve the right to deny the moratorium to any organization.

ARTICLE IV DUTIES AND RESPONSIBILITIES

In order to maintain its recognition on the University of Maine campus, an organization must comply with the following duties and responsibilities.

SECTION 1 – ORGANIZATION UPDATE FORM

- A) The organization update form must be completed and submitted once annually to the VPSO. This annual form must be submitted after the organization has transitioned to new officers.
- B) A new organization update must also be submitted within two weeks of any changes to the officers or advisor. If an organization fails to follow these guidelines it will be considered suspended and lose all rights and privileges associated with recognition. Random audits of group membership and activity may be conducted by the VPSO.
- C) This organization update form will include but is not limited to a list of current officers, a list of members and their classification, an updated copy of the organization's constitution or bylaws [2], and an equipment list [3].
- D) The purpose of the organization update form is to ensure that the organization is active on campus, that it is continuing to comply with the duties and responsibilities of organizations recognized by the UMSG, Inc., and that the VPSO can refer prospective members to the organization's officers with current information on file.

SECTION 2 – OFFICER/MEMBERSHIP REQUIREMENTS

- A) The president/primary officer and treasurer must be undergraduate students. Occasionally a club elects a graduate student as president or treasurer without realizing the above requirement. Under these circumstances, the club should elect co-presidents (graduate and undergraduate with the understanding that any contact with UMSG, Inc. will be done with the undergraduate president and treasurer). In order to remain active or become recognized, an organization must maintain a minimum of ten active undergraduate members or if the membership exceeds 20, then 50% must be undergraduate students. If the club receives funding from UMSG, Inc., the moneys will only cover the undergraduate student members of the club.

SECTION 3 – MEETING REQUIREMENTS

- A) An organization should meet on a regular basis according to its bylaws or constitution. Information regarding finances and organization activities *must be* made available to all members.

SECTION 4 – NAME, PURPOSE AND CLASSIFICATION

- A) An organization must continue to function under the name and within the purpose and classification detailed on its most current recognition form. Failure to do so will result in the organization being placed on inactive status.

SECTION 5 – LEGAL RESPONSIBILITIES

- A) It is the organization’s responsibility to comply with all applicable laws and policies from all levels of government, the University of Maine, and the UMSG, Inc.

SECTION 6 – FACULTY OR STAFF ADVISOR

- A) All organizations are required to maintain at least one advisor who is a member of the faculty or staff/GA’s of the University of Maine. A primary purpose of the advisor is to provide a permanent contact for the organization in case the student leadership of the organization cannot be reached. The faculty/staff advisor should never have control of the organization or its finances. In the event that it is discovered that the faculty/staff advisor does have such control and/or is impeding on the control of undergraduate leaders of the organization, the VPSO has the right to place the organization on inactive status or preliminary status, until the situation is remedied. Faculty/staff advisors can be removed upon the request of undergraduate members of the student organization. A meeting between the VPSO, advisor, and anyone else deemed appropriate by UMSG, Inc. shall be held to discuss the situation.

ARTICLE V

CHANGES IN NAME, PURPOSE AND CLASSIFICATION

If an organization wishes to change its name, purpose, or classification it must submit a letter signed by the officers stating the reasons and how the club will benefit from the name change. The letter and updated constitution or bylaws must be submitted to the VPSO of UMSG Inc. After meeting with the VPSO to discuss changes, an agreeable meeting date to appear before the GSS will be scheduled. If the request for changes in name, purpose, or classification is denied, the organization may only continue to exist under the information detailed in its original recognition and constitution or bylaws.

ARTICLE VI

FORMS

The construction and content of all forms mentioned above shall be determined by the VPSO.

ARTICLE VII

PROVISOS

SECTION 1 – DATE OF EFFECT

- A) The policies herein stated shall become effective upon approval of the GSS, upon passage of an amendment to the GSS Standing Rules allowing for the existence of the SOC, and shall render all previous policies null and void.

SECTION 2 – AMENDMENTS

- A) These Student Organization Recognition Policies (SORP) may be amended by a two-thirds (2/3) vote of the GSS, provided a quorum exists at any regular meeting.

[1] A denied organization may appeal the decision of the UMSG, Inc. members of the SOC to the GSS by notifying the VPSO in writing of the intent to do so within fourteen (14) days of the denial date. GSS may overturn the denial of recognition by a two-thirds (2/3) vote in a meeting in which a quorum is present.

[2] In order to remain active, an organization must continue to supply the UMSG, Inc. with a current version of the organization's constitution or bylaws. The VPSO may reject the changes upon submission. Changes in an organization's constitution or bylaws must be reported to the General Student Senate (GSS) by the VPSO. Community Associations and Representative Boards recognized by UMSG, Inc. must receive approval from their voting body on any constitutional or bylaw revision. In addition, said changes must be approved by the VPSO in order for them to take effect. If the VPSO does not approve the changes, the Community Association or Representative Board may appeal the decision of the VPSO to the GSS by notifying the VPSO in writing of the intent to do so within fourteen (14) days of the VPSO's decision not to approve the amendment in question. GSS may overturn the VPSO's decision by a two-thirds (2/3) vote in a meeting at which a quorum is present. (A sample of bylaws can be obtained in the Student Organizations Office)

[3] Every organization that has purchased equipment with UMSG, Inc. funds must keep receipts and a current inventory list with the location of such on file in the UMSG, Inc. FAO. Organizations receiving any Student Activity Fee money may be subject to an audit, of that money only, by the FAO of UMSG, Inc. at any time.

ARTICLE VIII

EMERGENCY RECOGNITION

SECTION 1 – AMENDMENTS

Student Organizations who find themselves inactive due to lack of proper procedures followed by previous officers, shall be able to present a case to the VPSO and SOC. If they are found to be in a position where recognition is required immediately in order to receive funding, SOC may grant this final recognition, effective immediately. The Student Organizations who do not follow proper procedures for two (2) consecutive academic years will have to go back through the preliminary and final recognition process.