

POLICY WITH RESPECT TO STUDENT ORGANIZATIONS

POLICY NUMBER:	2017-09-002
TITLE OF POLICY:	Policy on Student Organizations
DATE OF ADOPTION:	
DATE OF IMPLEMENTATION:	Fall 2017
PROJECTED DATE OF REVISION:	Fall 2019
PURPOSE OF POLICY:	To provide the standards by which Student Organizations will operate at the University of The Bahamas
SUPERCEEDS:	
REVISION NUMBER:	
ACCOUNTABILITY:	Chief Student Affairs Officer
RELATED POLICY:	Student Code of Conduct Policy on Fraternities and Sororities University of The Bahamas' Logo Guidelines Policy on Visiting Dignitaries and Distinguished Persons.

1.0 Preamble

The University of The Bahamas aims to enrich the positive co-curricular experiences. Student organizations support this concept through their engagements in social, cultural, spiritual, and recreational student development programmes.

2.0 Scope

This policy outlines the regulations and guidelines that govern the conduct of all student organizations at the University of The Bahamas. It presents the process for starting new student organizations and the procedures for maintaining recognition.

3.0 Privileges of Student Organizations

3.1 Privileges of student organizations at the University of The Bahamas are solely at the discretion of the University. Such privileges are but not limited to:

- 3.1.1 The recognition as an official registered student organization at the University of The Bahamas.
- 3.1.2 The use of the University of The Bahamas' name, trademarked images and logo. Student organizations must ensure that they adhere to the University of The Bahamas' Logo Guidelines. Requests for

the placement of the University's logos on merchandise including attire and other paraphernalia must be directed to the Office of University Relations for approval.

- 3.1.3 A registered UB email account for the student organization.
 - 3.1.4 The opportunity to engage in recruitment drives on campus.
 - 3.1.5 The opportunity to access University facilities to host meetings and functions on campus.
 - 3.1.6 The opportunity to promote approved student events/activities throughout the campus on approved advertising spaces.
- 3.2 Student organizations should note that all planned activities should be in accordance with University policies.

4.0 Recognition of Student Organizations

- 4.1 Recognition of student organizations at the University of The Bahamas is solely at the discretion of the University. Recognized student organizations will be classified as follows:
- 4.1.1 Academic Organizations.
 - 4.1.2 Cultural and International Organizations.
 - 4.1.3 Greek Organizations.
 - 4.1.4 Health and Wellness Organizations.
 - 4.1.5 Multicultural Organizations.
 - 4.1.6 Leadership and Honour Organizations.
 - 4.1.7 Performing Arts Organizations.
 - 4.1.8 Religious Organizations.
 - 4.1.9 Service and Social Action Organizations.
 - 4.1.10 Special Interest Organizations.
 - 4.1.11 Sports and Recreation Organizations.
- 4.2 To be recognized, a student organization must:
- 4.2.1 Have two approved advisors. One shall be a primary advisor and the other a secondary advisor.
 - 4.2.2 Submit an annual Organization Registration Form with the signatures of at least fifteen students to the Campus Life Department. The form must include an accurate student number, address, telephone number and email address of all students.
 - 4.2.3 Submit a constitution and bylaws to the Campus Life Department which should also be updated regularly to reflect changes in University policies and procedures.
 - 4.2.4 Submit an annual Student Organization Registration Form to the Campus Life Department at the start of each academic year. The form must include signatures of approved advisors and student organization executives.
 - 4.2.5 Comply with the University's policies and laws of the Commonwealth of the Bahamas. Failure to abide by the aforementioned may result in disciplinary actions by the University or intervention by relevant law enforcement agencies.

- 4.2.6 Submit a calendar of events to the Campus Life Department.
- 4.2.7 Submit all required forms to the Campus Life Department on all announced due dates.
- 4.2.8 Submit an end of semester report, an annual report and Preliminary Registration Packet to the Campus Life Department on the announced due date in order to be recognized the following academic year. Failure to submit the aforementioned documents may result in suspension of the student organization's recognition for the following academic year.

5.0 Holds on Student Organizations

- 5.1 Non-recognized student organizations will not be allowed to execute any activities in the name of the University of The Bahamas until all relevant forms have been submitted and approved by the Campus Life Department. Failure to comply will result in disciplinary action by the University.
- 5.2 No activities can be held or executed by a non-recognized student organization both on and off campus in the name of the University of The Bahamas until the student organization is officially recognized by the University. The activities include, but are not limited to the following:
 - 5.2.1 Displaying or wearing any organization paraphernalia on the campus as an organized group.
 - 5.2.2 Displaying or wearing any Greek-lettered paraphernalia on the campus as an organized group.
 - 5.2.3 Participating in any student organization activities on campus or personal self-executed event as an organized group.
 - 5.2.4 Distributing fliers on and off campus promoting events in the name of the University of the Bahamas.
 - 5.2.5 Any form of membership intake.
- 5.3 Any student that violates this policy may be subject to disciplinary action.

6.0 New Student Organizations

- 6.1 Students are encouraged to form new student organizations particularly where similar interests have been identified among their peers. To be recognized a new student organization must:
 - 6.1.1 Contact the Campus Life Department to obtain the New Student Organization Recognition Form.
 - 6.1.2 Identify two advisors. One must be an employee of the University of The Bahamas.
 - 6.1.3 Obtain the commitment and signatures of at least fifteen prospective members. The organization can conduct at most three recruitment meetings on the campus after approval from the Campus Life Department. Prospective student organizations with fewer than fifteen members will only be considered under certain circumstances.

- 6.1.4 Submit a constitution and bylaws.
- 6.1.5 Conduct elections to identify executive board members.
- 6.1.6 Submit completed new student organization packet to the Campus Life Department for approval.
- 6.2 The new student organization packet will be reviewed by the Campus Life Department, the Office of Student Affairs and referred to the Administrative Council, who will make the final decision.

7.0 General Membership Eligibility of Student Organizations

- 7.1 Only students who are enrolled at the University of The Bahamas may join student organizations that are recognized by the University.
- 7.2 Students must comply with the following anti-hazing statement:
Hazing is not permitted by student organizations at the University and will not be tolerated. Students who experience hazing must make a report to the Chief Student Affairs Officer. Hazing violates the Penal Code of The Commonwealth of The Bahamas Section 20: 1, 2 a-e. The University reserves the right to contact law enforcement to address any hazing allegations.
- 7.3 More specific standards, policies and procedures for students seeking membership in Greek organizations can be referenced in the Policy with Respect to Fraternities and Sororities.
- 7.4 More specific standards, policies and procedures for students seeking membership in Academic Organizations and Leadership and Honour Organizations may exist.

8.0 Eligibility to hold office in Student Organizations

- 8.1 All students desirous of holding any office in student organizations whether elected or appointed must:
 - 8.1.1 Have a minimum term or cumulative grade point average of 2.0.
 - 8.1.2 Be enrolled during the semester(s) in which the office is held.
 - 8.1.3 Be in good standing with the University.
- 8.2 Student officers who fail to meet and maintain these requirements shall be ineligible to hold office. A letter of notification confirming ineligibility shall be sent by the Campus Life Department to the student, student organization president, student organization advisors and where applicable to national or international headquarters of student organizations.
- 8.3 More specific standards, policies and procedures for students seeking office in Greek organizations can be referenced in the Policy with Respect to Fraternities and Sororities.

9.0 Active Status of Student Organizations

- 9.1 Any student organization may be placed on inactive status by the Campus Life Department for the following:
 - 9.1.1 Breach of University policies.

- 9.1.2 Breach of policies and procedures governing recognized student organizations.
- 9.1.3 Failure to submit student organization registration packet by the official due date each academic year.
- 9.1.4 Failure to submit revised student organization packet within thirty days after an electoral process of new officers or any change in organizational leadership.
- 9.2 Inactive status will automatically be assigned to student organizations who fail to submit the student organization registration packet for two consecutive semesters to the Campus Life Department.

10.0 Student Organization Advisors

- 10.1 Advisors are crucial for the successful operation of student organizations as they have the capacity to offer invaluable contributions toward program development, organizational sustainability and advancement. Upon selecting advisors student organizations must consider the following:
 - 10.1.1 Two advisors must be selected in which the primary advisor must be employed by University of The Bahamas.
 - 10.1.2 A secondary advisor should also be employed by the University, however, exceptions may be accommodated based on special circumstances and the unavailability of a university employee. Only University employees are permitted to sign documents on behalf of the University.
 - 10.1.3 An advisor may not serve as the primary advisor for more than three student organizations.
 - 10.1.4 An advisor may not serve as the secondary advisor for more than three student organizations.
 - 10.1.5 Advisors should be available to attend organization meetings and/or activities.
 - 10.1.6 Advisors must approve events sponsored by their organization(s).
 - 10.1.7 There will be two advisors' training workshops and two advisors' general meetings each academic year. Advisors are required to attend at least one workshop and one meeting.
 - 10.1.8 Advisors must be aware of University policies.
 - 10.1.9 Advisors must be aware of the policies pertaining to student organizations at the University of The Bahamas.

11.0 Definitions

Academic Organizations: Organizations established for the affiliation or alignment with the academic needs of the university, but not restricted to academic departments.

Cultural Organizations: Student organizations established for the affiliation or recognition of special cultural groups.

Cultural and International Organizations: Organizations established to celebrate the uniqueness of other countries and cultures.

Good Standing: A student who is not on academic probation, academic suspension or disciplinary hold.

Greek Organizations: Organizations which fall under the umbrella of the National Pan-Hellenic Conference or the North American Inter-Fraternity Conference.

Hazing: actions taken by students during initiations on university campuses that may humiliate or physically harm or create emotional trauma to students that are seeking membership into a student organization.

Health and Wellness Organizations: Organizations interested in the promotion of healthy lifestyles and overall wellness.

Inactive Status: Organizations ineligible to conduct any activity on or off campus for a specified period of time.

Leadership and Honour Organizations: Organizations celebrating the academic and leadership accomplishments in specific areas.

Performing Arts Organizations: Organizations celebrating creative interests through the expression of drama, music, dance or other activity.

Religious Organizations: Organizations associated with a specific religious belief.

Service and Social Action Organizations: Organizations formed to provide service to the campus and wider community and the broader awareness of specific social issues.

Special Interest Organizations: Organizations established with unique ideologies that differ from pre-established categories.

Sports and Recreation Organizations: Organizations established to engage the special interest of enthusiasts regarding particular sporting disciplines and other activities.

Student organizations. Organizations established by students whose membership only comprises of enrolled students at the University of the Bahamas.