

## **College Recognized Organization (CRO) Policies and Guidelines**

Otis College has a comprehensive set of policies and guidelines for College Recognized Organizations (CRO) designed to support student clubs and organizations, whose members are Otis College of Art and Design students, and whose primary purpose is to engage students in developing meaningful connections with one another through inclusive and interactive meetings, programs, and initiatives. Becoming a College Recognized Organization (CRO) represents an organization's commitment and alignment to the mission and values of Otis College of Art and Design. In order to be recognized, the organization must comply with the nondiscrimination policy set forth by Otis College of Art and Design.- <https://www.otis.edu/non-discrimination-policy>, as well as all the guidelines stated in this document. All recognized student clubs and organizations are held to the same policies and standards outlined in the Code of Student Conduct.

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Otis College of Art and Design provides opportunities for student engagement that create contexts for student learning and a strong sense of community among students, faculty, and staff. One of the most powerful means by which this is accomplished is through participation in recognized student clubs and organizations.

The College understands that student organizations and activities are vital to the educational process and encourages all campus-affiliated groups to make full use of College facilities when their meetings are part of their college work, or a logical outgrowth thereof.

Being a member of a club or organization is a rewarding opportunity. Members of organizations obtain leadership skills, meet new people, and form lifelong relationships.

The information on this web-page is designed to serve as a training guide to leading a successful student organization and allow members of each club to understand what is expected, as a whole.

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### **RECOGNITION AND CONTINUATION AS A STUDENT CLUB/ORGANIZATION**

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The Office of Student Activities has been developed for the purpose of providing opportunities for student involvement and participation through student organizations, student activities and campus programming.

Students are encouraged to become involved in all aspects of campus life.

College recognized organizations will be afforded the following privileges:

- The use of campus facilities
- Ability to request funding
- The opportunity to participate in college activities and the ability to use "Otis College of Art and Design" as part of the organization name

In order for an organization to be recognized on campus, the following procedures must be followed prior to receiving college recognition:

1. Organizations must have at least one Otis College faculty or staff advisor.
2. Members must be current students (full-time or part-time) in good standing with the college.
3. Organizations **MUST** maintain a membership of at least five members, with 2-4 qualified Executive Officers.
4. Officers of each organization are to have a cumulative G.P.A. of 2.0, and not be on academic probation.
5. Organization officers are defined as leaders of the club who act as points of contact for the organization. This can be structured in any way that the club prefers. For example: President, Vice President, Secretary, and Treasurer.
6. In addition to the Executive board membership, the club/organization is encouraged to have additional members at large registered and participating actively in the group at all times.
7. Organizations are to operate under a constitution approved by the College and the Office of Student Activities; a copy of which must be kept on file in the Office of Student Activities at all times.
8. The organization's stated purpose must not promote hate, violence, or any cause that goes against the mission of Otis College of Art and Design.
9. Otis College of Art and Design receives federal funding, and therefore may not approve any organizations whose stated purposes violate federal, state, and local laws.
10. The organization must comply with the nondiscrimination policy set forth by Otis College of Art and Design.- <https://www.otis.edu/non-discrimination-policy>
11. No group will be recognized that serves a similar function as the Students' Union (SU) or Campus Activities Board (CAB).
12. Attend monthly Students' Union (SU) and/or Campus Activities Board (CAB) meetings to discuss the club/organizations activities/events.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve college recognition:

- At least one executive officer must attend the mandatory club leader training.
- At least one advisor for the club must attend the Club Advisor Info Session/Orientation.
- Every club/organization must submit and/or update their constitution and any bylaws of the organization to the Office of Student Activities in order to have on file.

The organization should continually keep the Office of Student Activities and CAB informed as to progress, updates, and any changes to the clubs structure.

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## **RE-REGISTRATION PROCESS:**

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After an organization has gone through the recognition process, it must re-register with the Office of Student Activities, at the beginning of the fall semester. Clubs/organizations re-registering must do so within the first four weeks of fall semester.

### **Steps for Re-Registration:**

1. Complete the [online registration form](#) and send it back to the Office of Student Activities. A completed form must also include a current membership roster with student ID numbers.
2. Deadline for filing re-registration is September 30th of the fall semester, or whatever final weekday falls at the end of September.
3. Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for derecognition.
4. A current list of officers' names, addresses and phone numbers must be on file in the Office of Student Affairs.
5. Any changes of officers or advisors should be reported in written form to the Office of Student Activities within 10 days of the change(s). The same is true of all constitutional changes.
6. Leaders of clubs must prepare to transition their club leadership during the Spring semester, and update the Director of Student Activities with the contact information for the new leadership before the end of the Spring semester.

### **Organizations Established by the College:**

All organizations established by the College are considered charter organizations and will be exempt from the criteria for recognition as determined by the College administration (For example Students' Union and CAB)

### **Advisor Qualifications:**

**An advisor should be an actively employed *exempt* faculty or professional staff member at Otis College of Art and Design.**

- An individual may serve as advisor to no more than two organizations.
- Serving as a club advisor is a *voluntary commitment*, akin to participation in an employee group like Staff Council or Academic Assembly, and does not include any additional compensation
- Club advisors must support their clubs outside of their required work responsibilities.

### **Role of Advisor:**

Advisors play an important role in the co-curricular experience, their guidance and participation in the organization assists and encourages students to become involved and to gain valuable experience on how to function in an organizational environment.

The college sees the advisor as a pertinent function to preserve the existence of an organization, including the following:

1. Advising the organization on college policy, including, educating the members and assisting them in their work within the college structure.
2. Providing direction, planning for activities and helping to create a budget proposal.
3. Assist with planning for the use of college facilities for those programs.
4. Attend meetings and activities involving the organization.
5. Assisting the organization in annually setting realistic goals and objectives, and then keeping the group focused on these.
6. The advisor is responsible for upholding the Code of Conduct and is the responsible employee for all sanctioned club/organization events.

There are other functions of the advisor that include providing continuity, facilitating growth, and serving as a teacher that are equally important. If any assistance is needed, please contact the Director of Student Activities at 310.846.2595.

**Scheduling Events/Activities:**

In an effort to support clubs/organizations and as a means of hosting a master calendar, all clubs/organizations must:

1. Register all activities whether on or off campus with the Office of Student Activities, at least, (21) days prior to the activity.
2. Provide liability waivers if the event/activity involves risk to participants and/or guests of Otis College of Art and Design community members are invited. Waivers can be obtained from the Office of Student Activities.
3. Please note that the registration of an event should be knowledgeable by the faculty or staff advisor, and overseen by the Director of Student Activities
4. The deadline for registering a social event will be fourteen (14), preferably twenty one (21) class days prior to the event. The Student Organization Program and Funding Request form must be completed prior to any and all activities, regardless of whether funding is being requested. Once the form is received the office will compile a Master Calendar of activities.
5. Provide security, staffing, and/or personnel, as needed.
6. Cancellation of functions and facilities is equally important and should always be made through the Office of Student Activities (310.846.2595). Failure to notify this office by 3:00 pm. the day before the event may result in disciplinary action.
7. The Director of Student Activities will provide information to student organizations regarding duties and responsibilities of advisors.

8. Register the event on Presence and create posters to advertise the event at least 14 days before the event.

**Suspension of Recognition:**

1. Failing to meet any one of the nine (9) criteria required for recognition at any time.
2. Group found in violation of the Code of Student Conduct and/or federal or state law and as outlined in the “Violations of Policy” section outlined within this document.
3. Failure to complete all steps for re-registration for one academic year. The organization must take appropriate steps necessary to be placed back in good standing by the Director of Student Activities prior to the end of the second semester.
4. Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the organizations constitution; e.g., evidenced by meetings and other activities.
5. An organization may voluntarily relinquish its recognition at any time by delivering to the Director of Student Activities a written notice signed by the remaining officers and advisor, stating that they are disbanding and explaining why.

If suspended, the organization immediately loses its privilege of being a college organization. A group may reapply for recognition by following the recognition process required of any student organization. If an organization is suspended by the Director of Student Activities, the members may appeal to the Dean of Student Affairs.

**Raffles:**

By Otis College of Art and Design policy, raffles are not allowed.

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**ORGANIZATION FUNDS REQUEST GUIDELINES**

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**SU/CAB Distribution Fund Guidelines:**

1. The amount of distribution money for each school year varies. Currently CROs are granted funding starting at \$200.00 for the academic year (fund-raising is encouraged). This amount may be subject to increases at the discretion of the Director of Student Activities in conjunction with Campus Activities Board based on the quality and significance of the student programming efforts made on campus.
2. Funding is available only to organizations recognized by Otis College of Art and Design.
3. Organizations can only be reimbursed for events or activities that benefit members of the organization and/or Otis College of Art and Design students. Events/Activities **MUST BE** pre-approved **BEFORE** purchases are made for the club/organization.

The following are the steps required to gain funding through the Director of Student Activities and/or CAB:

1. The organization must meet all of the criteria and requirements for clubs/organizations.
2. The organization's representative must attend a Campus Activities Board (CAB) open forum meeting to make a funding proposal and submit funding requests.
3. The organization must submit, in writing, a [Student Organization & Program Funding Request form](#), stating the reason(s) for the request and an estimated summary of expenses detailing how the money will be spent.
4. Campus Activities Board will notify the organization of the recommendation for funding after the decision has been made in person and via email addressed to the person who completed the Funding Request Form. The letter will contain the reason and justification for the committee's decision on the funding. The Director of Student Activities will be CC'd on the email.
5. If the group is approved for the funding, the group will be responsible for collecting receipts for all expenses incurred. All receipts must be turned into the Director of Student Activities. The total of the receipts must equal the amount requested by the group (groups will only be approved and/or reimbursed for the amount of money allotted for the event).
6. In order for organization members to avoid out-of-pocket expenses, the college can pre-purchase some items for the club provided there is a lead time of at least 21 Days. Speak with the Director of Student Activities for more information.
7. All organization funds must be approved PRIOR TO the event and/or spending money. Reimbursements will not be granted for funding not pre-approved by the Director of Student Activities and Campus Activities Board.

### **Fundraising Policy and Procedures for Otis College Clubs and Organizations**

1. Please carefully read and abide by the [Otis College Fundraising Policy](#).
2. Please submit a [Fundraising Request](#) in order to be approved by the Office of Student Activities.

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### **VIOLATIONS OF POLICIES**

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If a College Recognized Organization (CRO) violates college regulations or policy, the College has the responsibility of disciplining that organization, using the code of student conduct and the protocol outlined below. The Director of Student Activities is responsible for monitoring the compliance of student organizations with college regulations and policies. Complaints about a CRO should be forwarded to the Office of Student Activities for consideration and action by contacting the Director of Student Activities directly, or submitting a formal report using the [Student Conduct Reporting Form](#).

When a complaint or a report of a violation of a college regulation or policy is received by the Director of Student Activities, it shall be treated in the following manner:

1. The Director of Student Activities will follow up on the initial report and assess the validity of the violation.

2. If the alleged violation warrants a formal investigation, the Director of Student Activities will submit a formal [Student Conduct Report](#) and recommend to the Dean of Student Affairs that a conduct process ensue.
3. The Code of Student Conduct process as outlined in the Hoot will be followed, using the student organization as the “respondent” in the conduct case, with the named executive leaders of the student organizations as individuals responsible for responding to the Student Conduct process, attending hearings, and carrying out any directives outline by the College.
4. If the student organization is found responsible for alleged violations, disciplinary action will be taken against the offending college recognized organization, and its executive leadership members.
5. All appeal processes will remain as outlined within the student handbook, [The Hoot](#).

If the student organization is found responsible for the policy violation(s), the Student Conduct Panel adjudicating the case will make a recommendation to the Director of Student Activities and Dean of Student Affairs regarding appropriate disciplinary sanctions.

**Possible Disciplinary Sanctions:**

1. **Probation:** A CRO can be placed on probation for a specified period of time without the withdrawal of privileges granted to college organizations.
2. **Probation and withholding of College granted privileges:** A CRO placed on probation may be restricted from use of college facilities and/or all other privileges afforded a College Recognized Organization, including requesting club funds from CAB.
3. **Club Suspension:** Club is suspended for a time frame outlined by the Dean of Student Affairs. The club cannot function as an “active” club, which means no campus programs, no club meetings, etc. until the suspension period has been met.
4. **Withdrawal of Recognition:** A CRO may have its recognition completely withdrawn for a specified period of time. During this time Otis College will not recognize this club as an affiliated organization whatsoever.
5. Any sanction noted in the Code of Student Conduct.

*The disciplinary action taken against a College Recognized Organization does not exempt disciplinary action from being taken against individual members of the organization who were responsible for the violations of regulations and policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization and its members.*