



ASSOCIATED STUDENT GOVERNMENT

STUDENT ORGANIZATIONS COMMITTEE BY-LAWS

Article I. NAME AND PURPOSE

Section 1 The name shall be the Student Organizations Committee.

Section 2. The purpose of the Committee is to:

- A. Be a resource to support student organizations and leaders at the University of San Diego.
- B. Review new student organizations, and if approved, present the organizations to the Senate for final approval.
- C. Address issues surrounding student organizations in an attempt to help correct concerns.
- D. Work in collaboration with Student Activities and Involvement staff to make recommendations on processes and policies.

ARTICLE II. STUDENT ORGANIZATION REGISTRATION

Section 1 At the start of each academic year, every undergraduate student organization (also referred to herein as a “club” or “group”) must register with Associated Student Government (ASG). ASG continues to accept registration applications from student organizations until April 1st of every academic year. Registration defines an organization’s relationship to the



University through affiliation with ASG. Registered status gives an organization certain privileges and responsibilities.

Section 2 The following steps are required to register a new student organization with the Associated Student Government at the University of San Diego:

- A. In order for a proposed student organization to be eligible for registration, the proposed organization must have: a USD staff or faculty advisor, a minimum of ten (10) undergraduate student members, and a written constitution or bylaw.
- B. At least one representative from the prospective student organization must attend the Student Organization Conference or a club registration meeting.
- C. At least one representative from the prospective student organization must complete the online registration form via the Torero Orgs website. The Assistant Director of Associated Student Government or their designee and the ASG Student Organizations Committee will review all new organization registration forms to ensure compliance with University mission and policies.
- D. A proposed student organization is required to have a representative attend an ASG Student Organizations Committee (SOC) meeting to present the mission and values of the proposed organization and to answer any questions that the committee may have.
 - a. If the SOC approves a proposed student organization that is externally affiliated, they will then be sent to the External Affiliation Committee (EAC) for review.



- E. If approved by the SOC/EAC, the organization then will be presented to the ASG Senate for final approval by a simple majority vote. If and when the ASG Senate has voted to approve the registration, that club becomes a registered USD student organization, with all the privileges and responsibilities outlined in the Student Org Handbook. The Assistant Vice President of Student Affairs or their designee reserves the right to grant provisional registration status to organizations.

Section 3 The following procedures are required for re-registering student organization with the Associated Student Government at the University of San Diego:

- A. All returning student organizations must re-register every academic year to be considered a USD registered student organization. If an organization has not been reestablished at USD in the past 2 years, it must go through the new club registration process.
- B. At least one representative of every continuing student organization must attend the Student Org Conference or a club registration meeting in order to initiate the re-registration process. Each existing club that has not completed its registration by September 30th must complete the New Club Registration Process.
- C. At least one representative from the returning student organization must complete the online registration form via the Torero Orgs website. The Assistant Director of Associated Student Government or their designee and the ASG Student Organizations Committee will review all organization registration forms to ensure compliance with University mission and policies.



- D. If the registration form is approved by September 30th, the Student Organization Committee will present the organization to ASG Senate for final approval by a simple majority vote. The Vice President for Student Affairs or their designee reserves the right to grant provisional registration status to organizations.

Article III. STUDENT ORGANIZATION COMMITTEE APPEAL PROCESS

- Section 1 The following is in the case that the student organization is not approved by the Student Organization Committee and outlines the procedures for appealing the decision.
- A. In the event that the Student Org Committee (SOC) determines that the proposed student organization does not meet the criteria for registration, the organization in question may appeal the decision by submitting an appeal, in writing, to the ASG Speaker of the Senate, within five (5) school days of written notification of the SOC decision.
- B. The appeal must provide a rationale based on the following grounds for their appeal:
- a. There is significant new information; and/or
 - b. The SOC review process was not followed properly.
- C. The ASG Speaker of the Senate will then present the appeal at the next scheduled Senate meeting. A representative from the proposed student organization may be invited to be present at the Senate for this appeal to answer any questions.
- D. The ASG Senate will vote to approve or deny the proposed student



organization's appeal based on a simple majority vote.

Section 2 The following outlines subsequent steps after the vote is conducted in the Senate and the implications of that vote.

- A. If the appeal is denied, the Student Org Committee's decision is upheld and the Senate's decision is final.
- B. If the appeal is approved and the student organization does not have any external affiliation, the Senate will vote to approve their registration.
- C. If the student organization has an external affiliation, the proposed student organization will be referred to the External Affiliation Committee (EAC) for review.

Article IV. External Affiliation Committee Review

Section 1 All new student organizations that are affiliated with an external organization are subject to review by the External Affiliation Committee (EAC). Each new student organization must gain the approval of the EAC prior to completing the steps required to register a new student organization at USD.

Section 2 In the event the External Affiliation Committee (EAC) determines that the proposed organization does not meet the criteria for registration, the student organization may submit an appeal in writing to the ASG Chief Justice, within five (5) business days. (Please see EAC Appeals Process).

Section 3 In the event the External Affiliation Committee (EAC) determines that the proposed organization meets the criteria for registration, said organization will be presented at the next Senate meeting for final approval.



- Section 4 A proposed competitive Sport Club must meet with a professional staff member in the Campus Recreation department to receive approval prior to having its application presented to the ASG Student Org Committee.
- Section 5 A proposed social Fraternity or Sorority must first meet with a professional staff member in the Fraternity and Sorority Life department to receive approval prior to having its application presented to the ASG Student Org Committee.
- Section 6 In the case of proposed religious organizations, a panel composed of the Assistant Vice President for Student Affairs or their designee, a representative from Mission and Ministry, and a student appointed by the Associated Student Government President will review the request. The panel will review the request to ensure that the activities engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University. The panel will then determine if the proposed organization is a church-affiliated group or a student club. A proposed church-affiliated student group must complete an application for recognition within the Division of Mission and Ministry. Final approval for religious organizations with outside affiliation rests with the Vice President for Mission and Ministry. Once approved, religious organizations with outside affiliation may also apply to be a registered student organization.
- Section 7 In the event the External Affiliation Committee (EAC) determines that the proposed organization does not meet the criteria for registration, the



student organization may submit an appeal in writing to the ASG Chief Justice, within five (5) business days. (Please see EAC Appeals Process).

ARTICLE V. EXTERNAL AFFILIATION COMMITTEE

APPEAL PROCESS

Section 1 Procedures for Appeal

- A. In the event the EAC determines that the proposed student organization does not meet the criteria for registration, the group may appeal the EAC decision by submitting an appeal, in writing, to the ASG Chief Justice within five (5) business days of written notification of the EAC decision.
- B. In the appeal, the organization must provide a rationale based on one or both more of the following grounds for their appeal:
 - a. There is significant new information; and/or
 - b. The EAC review process was not followed properly.
- C. The proposed student organization will be invited to present its rationale for appeal at the ASG EAC Appeals Committee meeting.

Section 2 Composition of ASG External Affiliation Appeals Committee

- A. The ASG Chief Justice will then assemble the ASG EAC Appeals Committee, which shall be composed of:
 - a. One (1) Chief Justice, who will act as chair
 - b. Two (2) Associate Justices
 - c. Two (2) members from the Student Organization Committee



- B. The Appeals Committee will be advised by an Assistant Dean of Students from the Office of Ethical Development and Restorative Practices.

Section 3 External Affiliation Appeal Committee Meeting Procedure

- A. The meeting shall be held within 10 business days of the ASG Chief Justice's receipt of the appeal.
- B. The group may send up to three student representatives for the meeting's purpose.
- C. Following the presentation, members of the ASG EAC Appeals Committee may question the representatives.
- D. After the initial round of questioning, the representatives will be asked to leave the meeting and the ASG EAC Appeals Committee will deliberate.
- E. Should there be more questions, the representatives will be brought back into the meeting for the second round of questions.
- F. After all questions have been addressed, the representatives will be excused and the ASG EAC Appeals Committee will deliberate and make its recommendation, based on a simple majority vote.

Section 4 The ASG EAC Appeals Committee will present its recommendation to the ASG Senate at the next scheduled meeting. The ASG Senate will then vote to approve or deny the ASG EAC Appeals Committee recommendation based on a simple majority vote. A written copy of the ASG Senate final decision shall be given to the applicant organization's representative, the Assistant Vice President for Student Affairs, the Director of Student Activities and Involvement, and the proposed organization's University advisor. The decision shall include a brief summary of the rationale for the



decision.

Section 5 The Assistant Vice President for Student Affairs, or their designee may, in their sole discretion, review the ASG Senate final decision, and either reverse or uphold it. The Assistant Vice President for Student Affairs, or their designee will notify the proposed organization and the proposed organization's University Advisor in writing of their decision. A copy of this decision will also be sent to the ASG Chief Justice and the Director of Student Activities and Involvement. The decision of the Assistant Vice President for Student Affairs, or their designee shall be final.

ARTICLE VI. STUDENT ORGANIZATIONS COMMITTEE

Section 1 Members

- A. Permanent voting members consist of all assigned ASG Senators (including the chair of the committee).
- B. Permanent non-voting members consist of at least one ASG advisor.

Section 2 Responsibilities of members of the Student Organizations Committee

- A. Student Org Committee Chair
 - a. Provides the working agenda.
 - b. This person must schedule and facilitate the Student Org Committee meetings.
 - c. They oversee the functions of the Student Org Committee.
 - d. They present weekly updates of what the Student Org Committee is working on during Senate Meetings.
- B. Secretary



- a. This person must take minutes during Student Organization Committee Meetings.
- C. Presenter for Senate
- a. This person must present information on the proposed student organization, including but not limited to their mission and goals, and present the organizations to the Senate body stating the recommendation of the Student Org Committee (in favor or opposed).
- D. Scheduler
- a. This person must invite proposed student organizations to the Student Org Committee meetings explaining the process in detail.
 - b. This person must invite proposed student organizations to the Student Org Committee meeting at least one week prior to the meeting.
 - c. Organization will be invited by the scheduler twice. If the organization does not reply, then they will not be invited to present to the committee until they reach out to the scheduler.
- F. Committee Members
- a. All committee members are responsible for supporting student organizations on campus.

Section 3 Voting and Quorum

- A. Two-thirds ($\frac{2}{3}$) of the voting members of the Committee shall constitute a quorum.
- B. All motions require a simple majority vote unless otherwise stated herein.



- a. A voting member from the Committee must abstain from voting if said member is affiliated with the group being voted on.

Section 4 Committee Reviewing a Student Organization

A. Criteria for New Clubs

- a. All student organizations must align with USD and ASG's mission and values.
- b. Proposed student organization is not a duplicate of a currently registered student organization.

Section 5 Presentation Process for New Student Organizations

- A. There must be only one student organization presenting at a time
- B. The presenter(s) should answer the following questions:
 - a. What is the mission of your organization?
 - b. How does your mission align with the mission of USD?
 - c. How does your club differ from other ones on campus?
- C. The Student Org Committee can then ask any further questions regarding the organization as they see fit to make a decision regarding the club.
- D. Each organization will be invited twice to present. Should they not reply to email, the organization is responsible for reaching out to the Student Organization Committee to schedule a meeting to present in order to continue their registration process.

Section 6 Next steps after the Student Organization Committee Presentations



- A. If the student organization gets approved by the Student Org Committee, it will then be presented at the next Senate meeting, if the organization does not have an external affiliation.
- B. Any proposed New Student Organization with an external affiliation will be sent to the External Affiliation Committee for review. Once they receive EAC approval, then the Student Org Committee will present it at the next Senate meeting.
- C. If the student organization is approved by the Senate with a simple majority vote then, the student that submitted the Torero Orgs registration form will receive an email notifying them of the decision via Torero Orgs.
- D. If the student organization is not approved by the Student Org Committee, the club will be presented to the Senate with the disclaimer that they do not recommend approving the club. The Senate will be able to vote on the proposed student organization to support the SOC's decision or overturn it and approve them. If denied, the student that submitted the Torero Orgs registration form will be notified via Torero Orgs with an explanation provided.

ARTICLE VII. EXTENUATING CIRCUMSTANCE CLAUSE

Section 1 In the case of extraordinary circumstances caused by nature or the University itself, including but not limited to pandemics and sudden changes to the University's usual on-campus attendance, the Associated Student Government's Student Organizations Committee reserves the right to make temporary changes to these bylaws for the sake of better supporting student organizations. Any changes must pass the Student Organizations Committee with a two-thirds ($\frac{2}{3}$) majority, as well as with



the approval of an advisor and a two-thirds ($\frac{2}{3}$) majority of all active ASG Executive Board members. All changes made due to extenuating circumstances will last for the duration of the semester during which the changes were made, and shall revert back to the original format upon completion of said semester.

Section 2 In the case that the Student Org Committee cannot convene due to extraordinary circumstances caused by nature or the University itself, including but not limited to pandemics and sudden changes the University's usual on-campus attendance, the executive team, will act in place of the student organizations committee.

Article VIII. AMENDMENTS

Section 1 These By-Laws may be amended in the following way:

- A. Any member of the Student Organizations Committee or member of the ASG Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or ASG Senate, submit a proposed amendment.
- B. The Student Organizations Committee Secretary or the ASG Chief of Staff must then keep the proposed amendment posted publicly for a period of five (5) class days.
- C. A two-thirds ($\frac{2}{3}$) majority of the ASG Student Senate shall be necessary for the adoption of an amendment to these By-Laws.

Article IX. RATIFICATION PROCEDURES

Section 1 These By-Laws shall be submitted to the ASG President yearly for



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administrative approval and be subjected to the right of appeal by the President of the University of San Diego and the Board of Trustees.

Section 2 Final ratification of these By-Laws will be affected by a two-thirds vote of the entire ASG Student Senate yearly.

*Ratified on April 15th, 2021
Last amended on October 28th, 2021*