

Office of Student Life
Policy of Good Standing for Student Organizations

The Office of Student Life requires that all recognized student organizations adhere to certain policies and procedures to remain in *good standing*. Organizations must remain in good standing to:

- a) Reserve space on campus.
- b) Apply for and spend college funds.
- c) Utilize college services (i.e. group website and email address, transportation, etc.).
- d) Travel.

Those policies and procedures referenced above include:

- a) The organization and its constitution must have approval from the Extra-Curricular Activities Committee and Campus Life Board.
- b) The organization must designate a president (or equivalent) and treasurer who will serve as contacts for administrative and financial matters.
- c) All officers or executive board members must maintain a GPA of 2.0 or higher.
- d) The organization must identify and maintain communication with a Hope College faculty or staff advisor.
- e) A representative of the organization must be present at Student Leader Training each semester (coordinated by the Office of Student Life).
- f) The organization must submit a Student Organization Re-Registration Form each spring for approval by the Office of Student Life.
- g) Organizations receiving college funds through the Student Activity Fee must adhere to the Fiscal Responsibility Policy as outlined by Student Congress.
- h) All fundraising activities for the organization must be approved by the Office of Student Life and College Advancement.
- i) The organization must abide by all Risk & Responsibility policies set forth by the college when planning student travel.
 - i. A faculty or staff advisor must accompany the group for any overnight travel.
- j) The organization must identify and register a web designer with the Office of Student Life in order to maintain the group website (if applicable).
- k) The organization must follow proper procedures to reserve campus space through the Office of Events & Conferences, which include:

- i. Utilization of the online room reservation system.
 - ii. Completion of the Outside Event Planning Application (when applicable).
 - iii. Use of Creative Dining for food service needs.
- l) The organization must abide by all college policies including those outlined for sexual, racial and ethnic harassment.

If an organization fails to meet the requirements outlined above it will be subject to review by the Office of Student Life. Action will be taken if deemed necessary and may include the issuing of a warning, probationary period or suspension of the organization.