Chapter 1:
Introduction

Dear Student Organizations (RSOs) & (CSOs):

The Student Organization Handbook was created by the Campus Activities Office to provide student leaders and their advisors with a resource to develop successful organizations. This publication compiles policies, procedures, and guidelines for student organizations and serves as a general guide for planning meetings, events, and programs.

The Campus Activities Office has designed this handbook to be the most comprehensive resource your RSO & CSO will need for success. We encourage you to make full use of it by circulating it among your officers and members when applicable.

Participation in student organizations is an integral part of the University’s commitment to educating the total person. The University’s student organizations offer participants the opportunity to meet new people, explore special interests, develop leadership skills, translate classroom knowledge and theories to practical application, and positively enhance the University community.

Each academic year, the University’s RSOs and CSOs sponsor seminars, lectures, performances, community service projects, cultural, social, and artistic events that allow students, faculty, staff members, and community leaders to interact and learn from one another. In so doing, you provide the University with a valuable service by enhancing leadership development, promoting community spirit, and ultimately aiding in recruitment and retention efforts.

On behalf of the Campus Activities Office, thank you for the time and energy you commit to the University’s Recognized and Chartered Student Organizations. Good luck as you plan another exciting year of events and activities.

Sincerely,

Catherine I. Fragoso
Assistant Director of Campus Activities

Mary F. Scotka
Director of Campus Activities/University Center
Our Lady of the Lake University
Mission Statement

The mission of Our Lady of the Lake University, an independent, Catholic institution sponsored by the Congregation of Divine Providence, is to provide excellent teaching through traditional and innovative educational programs; to develop its diverse, intercultural student bodies in Christian, person-centered learning communities; and to graduate individuals who are competent and committed to service.

Statement of Purpose

The educational philosophy of Our Lady of the Lake University is expressed in its official Statement of Purpose, approved by the Board of Trustees:

Our Lady of the Lake University is an independent Catholic coeducational institution of higher education founded by the Congregation of Divine Providence in San Antonio, Texas. Because it is a learning community inspired by the Catholic faith of its sponsoring religious order and informed by the strong spiritual values of the Catholic educational tradition, Our Lady of the Lake University expresses its continuing religious purpose in a commitment to the complete educational development of the individual: intellectual, moral, social, and spiritual.

It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students. In accord with the mission of the Congregation of Divine Providence, it also seeks to provide both on-campus and at selected off-campus sites-improved access to higher education for underserved groups, including women, Hispanic and other ethnic/racial minorities, persons with disabilities, and adults beyond the traditional college age.

Through its strong outcomes-oriented general education curriculum, Our Lady of the Lake University introduces its undergraduate students to varied approaches to the understanding of God, human experience, and the physical universe. It also assists each undergraduate to develop competence in communication, problem-solving, social interaction, values clarification, creative expression, and integration of knowledge - the skills essential for self-actualization, for lifelong learning, for the exploration of ultimate philosophical and religious questions, for ethical conduct, and for service to society.

In addition, Our Lady of the Lake University offers a variety of areas of concentration at both the undergraduate and graduate levels, with special emphasis on those fields that prepare professionals for direct service to others in schools, agencies, and other institutions or for service to the society as a whole through the sciences, government, and business. In all academic programs, good teaching has the highest priority, but emphasis is also placed on a number of select research and community service activities, especially those undertaken as auxiliary support for instruction.

Our Lady of the Lake University welcomes into its learning community all those who can profit from its programs and services, regardless of their ages, backgrounds, or beliefs. Leadership, high motivation, intellectual curiosity, educational creativity, and humanitarian involvement may be considered as indicators of probable success, along with more ordinary academic predictors. Selected developmental programs and services are provided for promising students with special needs. Just as the University's student population reflects the heterogeneity of the regional community, so the University's programs and services attempt to reflect, preserve, and enhance ecumenical and interfaith values and the rich intercultural heritage of Texas and the Southwest.

Students who participate creatively in Our Lady of the Lake University's person-centered community should find ample opportunity to grow in all the dimensions of their being and to learn how to make their eventual contribution to the well being of others.

Types of Student Organizations

Chartered Student Organizations

Chartered Student Organizations (CSOs) are groups sponsored under the umbrella of a University department and are directly funded by University funds. The mission statement, purpose statement or constitution of a CSO should be in accordance with both the departmental and University mission statement. Advisement and leadership development of CSOs is the responsibility of the departmental staff. Departmental CSOs provide activities and programs that benefit the department through awareness, recruitment, retention, and leadership development. All CSOs are held to the same policies and procedures outlined by the University for Student Organizations. The following organizations were chartered by the University. Listed in parenthesis are the organizations' departmental sponsors.
Recognized Student Organizations
Recognized Student Organizations (RSOs) are groups operating on a voluntary and self-governing basis. These groups are funded through membership dues, fundraising projects, and budget allocations from the Campus Activities Office. The University’s RSO’s offer students the opportunity to develop and explore special interests while working collaboratively with others. The University recognizes academic groups, honor societies, and special interest groups, including cultural, recreational, religious, and service organizations. Through participation in the Student Government Association and initiatives such as the Student Organization Handbook, the Advisor/Officer Workshops, Club Rush, Leadership Summit and various speakers on leadership, the Campus Activities Office works to increase the leadership development of RSO officers and members. For a complete listing of RSOs, contact the Campus Activities Office.

Emerging Student Organizations
Emerging Student Organizations (ESOs) are groups that are actively pursuing official University recognition through the Campus Activities Office. Groups are classified as emerging upon submission of completed “Emerging Student Organization Interest Form” to the Campus Activities Office. The ESO must then complete an Intent to Organize Packet and submit a hard copy and electronic copy to the Campus Activities Office. Deadline for packet submission is once a semester due before the fall or spring break (specific date and time subject to calendar). The ESO constitution is reviewed by the Student Government Association’s Constitution Review Committee. The ESO packet is reviewed by the Director of Campus Activities and the Vice President of Student Life. Once approved by the Vice President of Student Life the ESO is granted official University recognition. If the packet information is deemed insufficient or incorrect the ESO is contacted for revision changes. While in the ESO process the student organization is allowed to hold informational meetings only. ESOs are not allowed to publicize materials as an OLLU recognized organization or coordinate activities and programs, such behavior will jeopardize the official University recognition process.

Unrecognized Student Organizations
Unrecognized Student Organizations are groups that (1) do not seek official University recognition or (2) seek such recognition but are denied, and still operate on the University’s campus in violation of the “Policy for Recognition of Student Organizations.” Unrecognized Student Organizations are not allowed to take advantage of University services such as, posting policies, budget allocations, University distribution emails, organization fundraising, University facility reservations, Campus Activities Office services, organization credit through the Center for Service-Leaning and Volunteerism and various student organization functions. Additionally, members of unrecognized groups may not promote the goals, purposes, identity, or activities of those groups. Anyone with knowledge of Unrecognized Student Organization activity at OLLU violating student organization policy should report the behavior to the Campus Activities Office. Unrecognized Student Organizations and its members may be subject to University disciplinary action.
Policy for Recognition of Student Organizations

All members of the University community must be free to associate with any organization of their choosing, whether on campus or in the community. However, Our Lady of the Lake University will consider for official recognition only those organizations that support the mission and tradition of the University, are not a duplication of a current organization goals and whose practices are consistent with University goals, values, and policies.

A student organization shall be defined as "a group of Our Lady of the Lake students joined together in the pursuit of a common purpose." A student organization seeking official University recognition should have a goal, purpose, and identity that is both unique and singular. Any group whose purpose duplicates that of an existing organization will not be recognized. The limited number of potential members, dictated by the University's enrollment, will not support an infinite number of student organizations.

University recognition is offered to organizations as a privilege, with the expectation that organizations will demand, and their members will maintain, the highest standards of conduct. Recognition of a student organization may be withdrawn or suspended at any time, and any organization and its members may be subject to University disciplinary action.

In regard to fraternities and sororities, those groups that are nationally affiliated, through either the National Interfraternity Council or National Panhellenic Conference, and whose primary focus is service to others are eligible to seek official University recognition. Groups whose primary focus is of a social nature will not be eligible for official recognition.

The University does not endorse a social Greek system. As a person-centered community inspired by the Catholic faith of the sponsoring religious order, Our Lady of the Lake University creates academic and co-curricular learning opportunities that further the communal values of respect, caring, and honesty and that promote personal responsibility, an appreciation of differences, and an atmosphere of inclusion. Groups which promote exclusivity challenge these values and damage the integrity of the community.

Groups that either do not seek University recognition or that seek recognition and are denied, present a unique challenge to the University community. Their members individually maintain those rights extended to all University students, although collectively as an organization, those rights are denied. Such unrecognized organizations are extended none of the privileges extended to recognized groups.

As a group composed of representatives from Recognized Student Organizations and Chartered Student Organizations, the Student Government Association promises to work closely with those who are members of the General Council to keep the organizations informed and aware of all current University news. SGA is the voice of the student body.