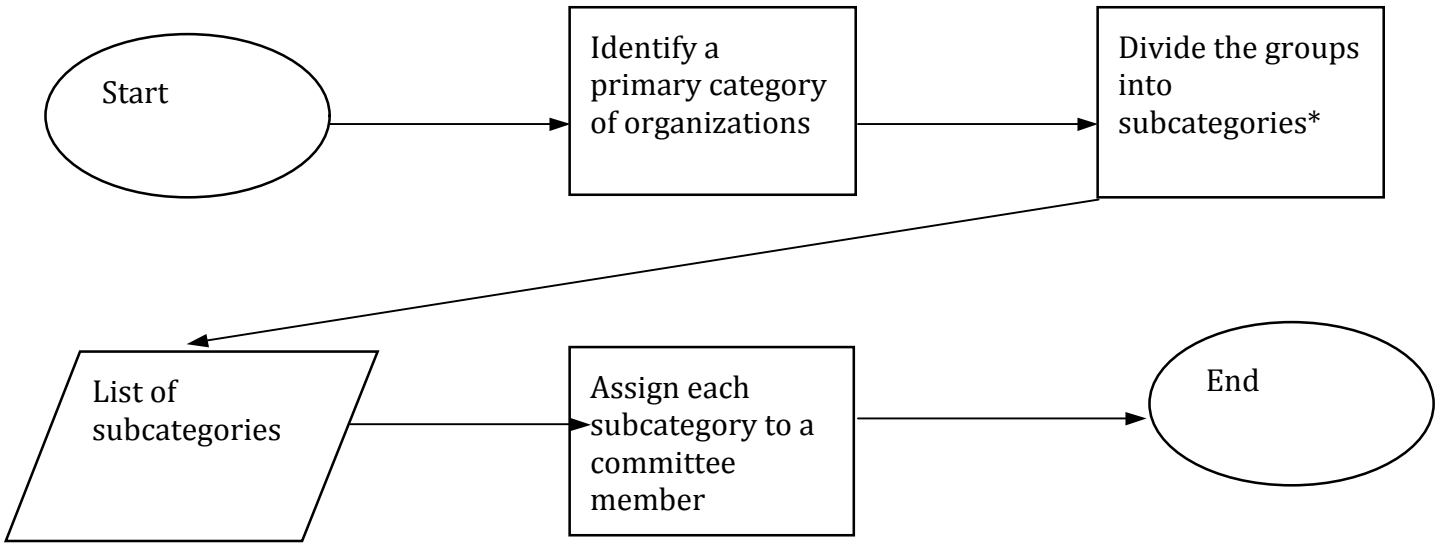
<u>Student Assembly Organizational Review Committee:</u> Review Process Guidelines

This document will outline the procedures followed by the SAORC during the academic year 2010-2011.

As per the operations of the SAORC in the academic year 2009-2010, all campus organizations can be sorted into the following categories (henceforth known as primary categories): Colleges, Graduate (Grad), Johnson Graduate School of Management (JGSM), Law, Vet, Academic, Pol & Soc Action, Arts, Business, Cultural, Health, Honorary, Housing, Minorities, Publications, Religious, Service, Special, Sports, and Other. The proposed review process is outlined below.

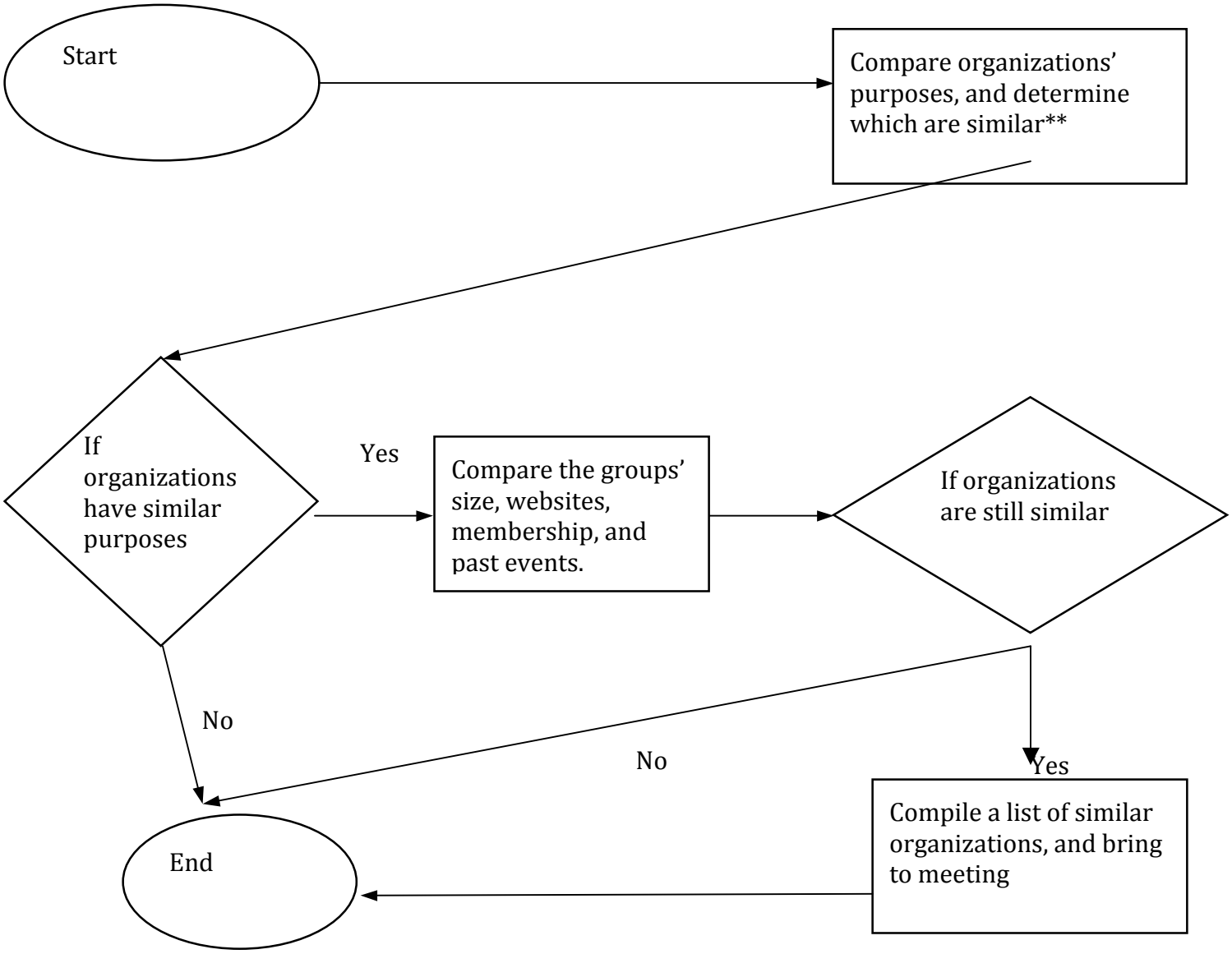
<u>A- For Existing Student Organizations:</u>

Step 1: (Conducted jointly by the committee at meetings)



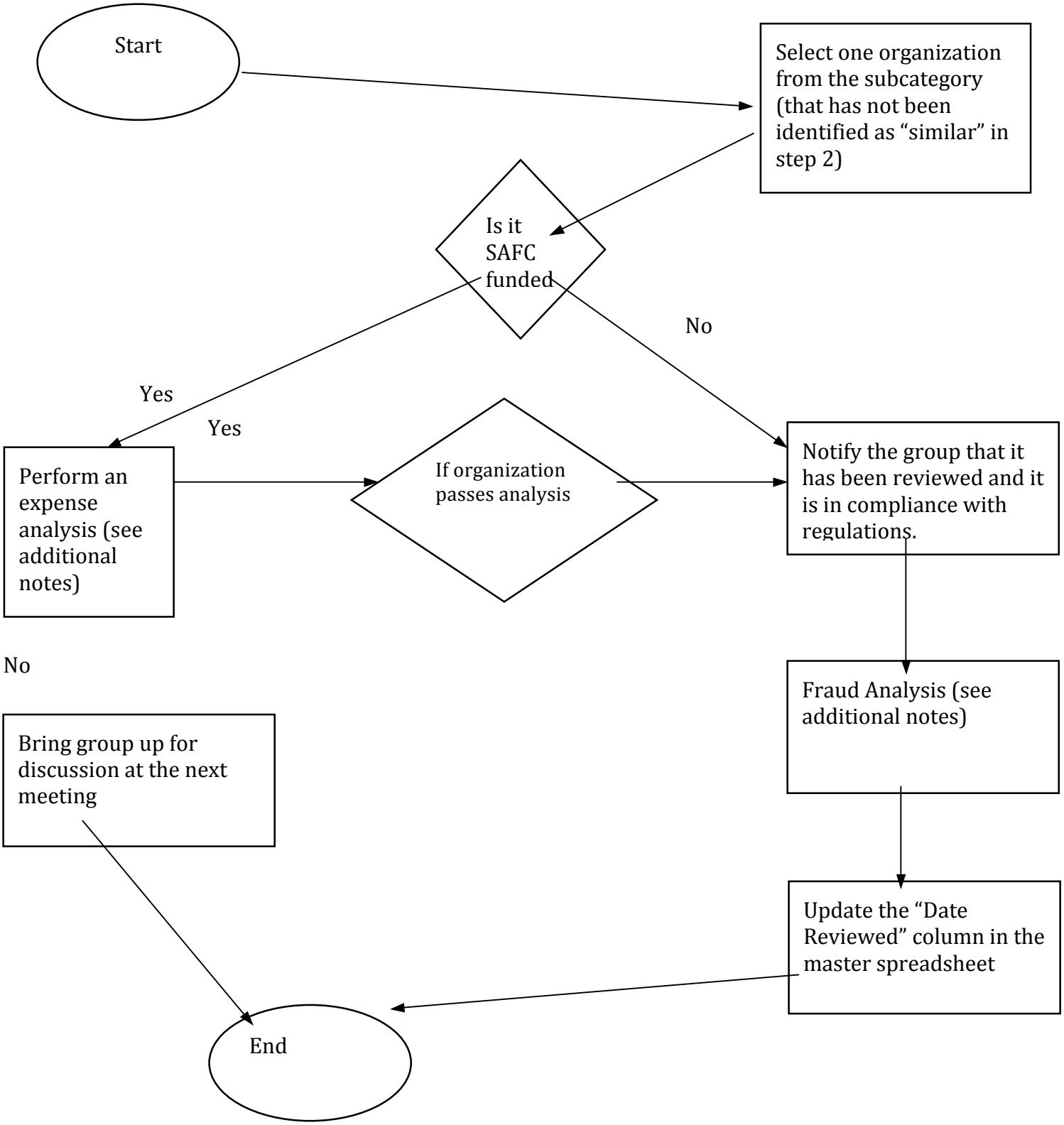
*Note: Each subcategory should be no larger than 15 groups, for convenience sake. Also, subcategories should not contain graduate/professional student groups.

Process 2: (Process for each subcategory assigned to individual committee members).



**Note: Two organizations are similar when they compete for resources other than money (members, room availability), or when they duplicate resources for no apparent purpose.

Process 3: (This process must be conducted for every organization in the subcategory assigned to a committee member.)



Additional Notes:

1-When an organization has been brought up for discussion: either because this organization has a similar purpose to another organization, or because it did not meet the conditions specified in the funding analysis, it will be discussed by the committee as follows: the committee will compare it to the other organizations (if any), and allow every committee member to voice his/her opinion. We will then take an informal hand vote, on whether the organization(s) is (are) wasting/duplicating/competing for resources. If the committee feels as though this is the case, emails will be sent to all the organizations in question, notifying them that the SAORC is reviewing them, and requesting a meeting to explain the circumstances. Sufficient opportunities will be offered for the group(s) in question to stake it (their) claim(s), before the thought of a merger/collaboration is even mentioned. From this point on, I will use my discretion, and act in the best interests of the SAORC and the Student Assembly. I will also notify the Executive Board of the Student Assembly, and the Student Activities Office (on the same day as the organizations are notified) should more than two organizations appear to be redundant. If the committee feels that the organization(s) in question are not redundant/wasting resources, then they will be notified that they had been reviewed by the SAORC, and there were no complications.

2- After evaluating each primary category of student organization (i.e. one of the 20 categories listed above the SAORC will submit a comprehensive report to the Student Assembly, the Student Activities Office, and the Student Assembly Finance Commission.

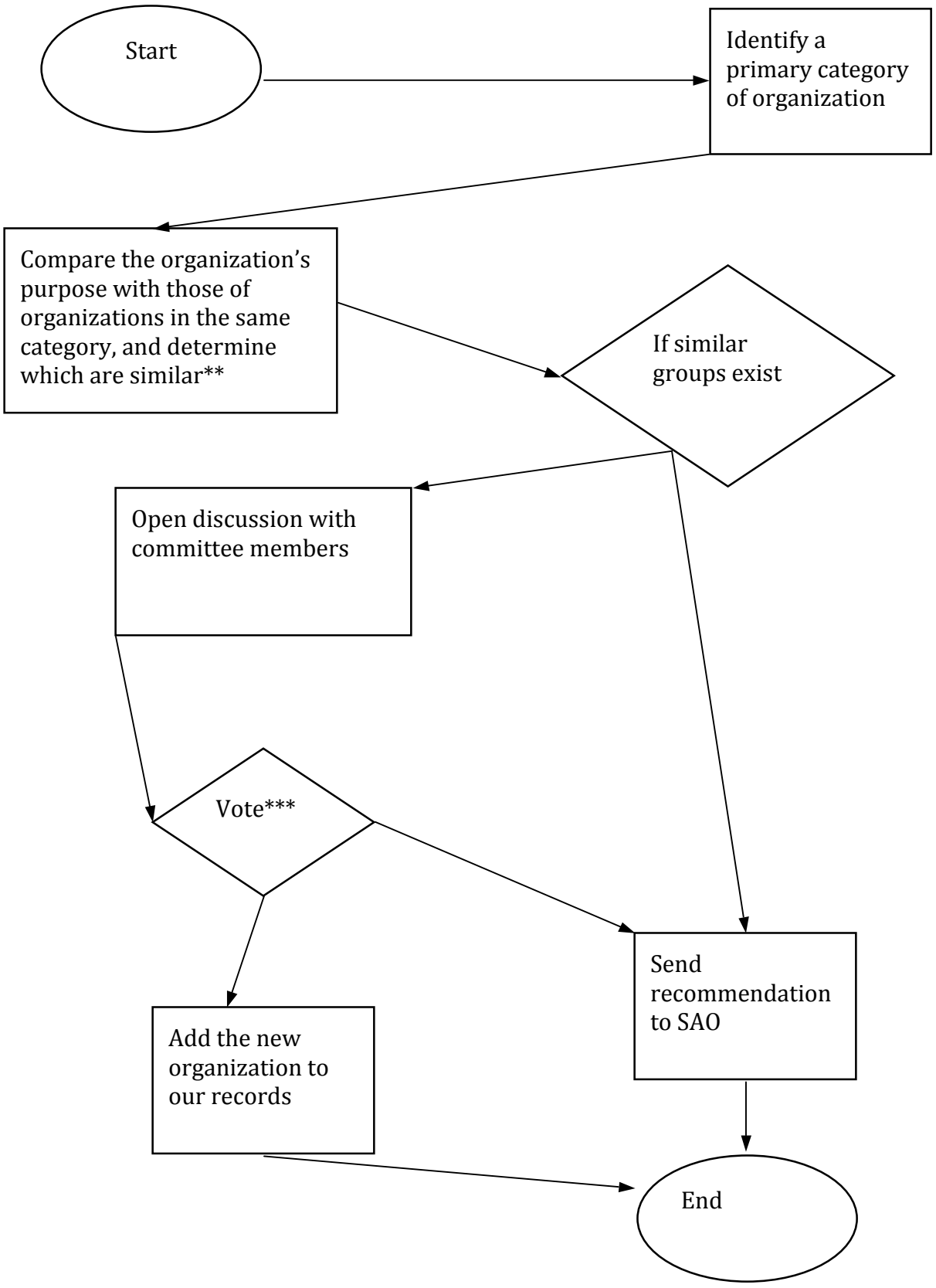
3- The SAORC will not review Honor Societies, and will take due notice of University Groups, and

4- It will take a simple majority of the members present at the meeting to win a vote, except for a vote to disband a group, which requires a four fifths majority as stated in Resolution 29 of the academic year 2009-2010

5-Expense Analysis: Pay close attention to durable goods spending, and groups that have a high per funding member ratio.

6-Fraud Analysis: Each fraudulent case will be unique. General guidelines for catching fraud would be to identify anything out of the ordinary, and bring it up at a committee meeting.

B- For New Student Organizations:



***Note: This vote will be a simple majority, as we are not disbanding the group, however, simply just sending our recommendation to the Student Activities Office.