Guidelines for Hofstra-Recognized Undergraduate Student Organizations

The Office of Student Leadership and Engagement (OSLE) is responsible for supporting and managing student clubs and organizations at Hofstra University. All student organizations, including national, regional, or local organizations that have chapters hosted at Hofstra are only allowed to operate at the will of the University.

All Hofstra-recognized student organizations must adhere to the following guidelines:

- Abide by all applicable University policies in addition to all local, state, and federal laws
  - Be open to all eligible Hofstra students without regard to any legally protected characteristic
  - Comply with the University’s Anti-Hazing Policy and not conduct activities that violate the Policy
- Maintain a minimum four person executive board (e-board) with roles of President, Vice President, Secretary, and Treasurer
- Maintain an active roster of at least 15 members from various class years
- Complete all training requirements, including mandatory Title IX and Student Organization Leadership Training. All executive board members must complete these trainings during the first semester serving in those roles and then annually thereafter.
- Maintain and regularly update as needed an organizational GetInvolvedHU (GIHU) page
- Meet with the assigned administrative advisor twice (2) per semester
- Review, update, and follow an organization constitution
  - Current constitutions must be uploaded on GIHU page
  - Changes to constitutions need to be approved by the organization’s administrative advisor
  - Hold regular e-board and general member meetings, which must be identified on GIHU page
- Host at least two (2) events or initiatives per semester
- Log all service hours completed by the organization through the Community Service Tracking Form located on GIHU
- Operate as a not-for-profit group without personal financial gain for individuals
- Satisfy all other organization requirements as set by the club category administrative advisor.
- For Student Government Association (SGA) recognized clubs, additional requirements are be found in the SGA Policy Series.

Where student clubs and organizations fail to meet expectations; fail to comply with guidelines, policies, procedures, or constitutions; or violate the Code of Conduct, the Dean of Students may suspend or withdraw the group’s recognition and permission to operate at the University. Student organizations may also be placed on probation, outlining limitations to their activities. Organizations will be notified in writing about warnings and/or updated status; when applicable, notifications will outline an appeal process. If an organization loses recognition, that organization is unable to seek recognition from the University for a minimum of two academic semesters.

Questions? Email OSLE@hofstra.edu