



Haverford College Recognized Student Organization Recognition, Review, and Removal Policy

Introduction

Official recognition of Haverford College Student Organizations status is a joint decision of the Students' Council and the Office of Student Engagement (Student Engagement), the latter on behalf of the College. The College reserves the right to make ultimate determinations about an organization's recognition status and/or removal. Recognized student organizations (RSOs) are approved by and in good standing with Students' Council and Student Engagement. Recognition is a privilege, one that is evaluated regularly to ensure that all parties are in compliance with laws, policies, and the high standards of ethical, responsible student leadership set by Students' Council in the spirit of the Honor Code and upheld by Student Engagement.

Scope

This policy establishes the standards and procedures for recognizing, reviewing, and if necessary, removing student organizations' official recognition at Haverford College. It ensures organizations operate responsibly, maintain alignment with College values, abide by College policies and all applicable laws, and contribute positively to campus life.

Policy & Procedures

1. Recognition Criteria for Student Organizations:

- a. To be officially recognized by Student Engagement and Students' Council, a student organization must:
 - i. Register or re-register their organization with Student Engagement and the Students' Council Co-Treasurers during the posted registration or re-registration period each year. New Organization Registration and Returning Organization Re-Reregistration workflows are both available in Squirrel Space.

1. Prospective organizations, including those that were previously “removed” are required to apply to become a RSO at the start of the following semester, unless otherwise noted in the removal process.
- ii. (For new organizations only:) receive approval from Student Engagement and the Students’ Council Co-Treasurers after successfully completing the New Organization Registration process.
- iii. Have at least **five (5)** active members who are current Haverford College students.
- iv. Designate a Haverford student as **Treasurer** to manage finances. This student cannot also serve as Co-Head, but they do count toward the 5 total member minimum.
- v. Designate one or more Haverford students as **Head or Co-Head** to provide leadership and serve as primary contact. This student cannot also serve as Treasurer, but they do count toward the 5 total member minimum.
- vi. Attend/complete mandatory training(s) (frequency and expectations communicated by Student Engagement).
- b. Recognition is required for access to funding opportunities, event support, use of space, and certain other campus resources.
- c. Without recognition, students are unable to advertise or post on behalf of the organization or club or otherwise claim to represent Students’ Council, the Students’ Association, or the College. For example, prospective or non-recognized organizations are prohibited from utilizing the College’s name, logos, or other brand elements to represent themselves.

2. Retaining Recognition Annually following initial Approval

- a. In order to retain status as a recognized organization, each RSO must re-register by doing the following:
 - i. Submit an updated membership roster and officer list annually.
 - ii. Submit an updated mission statement annually.
 - iii. Submit updated objectives each semester.
 - iv. Register or re-register, as applicable, anyone serving as an advisor. Working with an advisor is optional, but student organizations must register their advisor in order for that person to be authorized to serve in a Student Organization Advisor capacity.
 - v. Participate in any required training(s) organized by Student Engagement and/or Students’ Council.
- b. Failure to complete the above steps by Fall Break of each academic year (this is the earliest an annual review by Student Engagement & Students’ Council will occur) may result in temporary suspension of recognition until remedied. Failure to submit updated objectives with each budget

request may result in that budget request not being considered until objectives are updated and submitted.

3. Grounds for Off-Cycle Review

- a. Review of organizations' recognition status is conducted regularly through the re-registration process at the beginning of each academic year.

Student organizations may be reviewed off-cycle for:

- i. Repeated and/or severe violations of Student Engagement and/or Students' Council policies in the implementation of organization events or activities, including the Budgeting & Funding Guidelines.
- ii. Violation of College policies, including but not limited to the Honor Code and other policies that govern student conduct.
- iii. Misuse or abuse of College resources or funding.
- iv. Failure to maintain required membership or officer roles (Treasurer, Co-Head).
- v. Non-attendance at required meetings or failure to complete required training.
- vi. Activities that pose a risk to campus safety or violate institutional policies, or local, state, or federal laws.
- vii. Conduct inconsistent with the College's values, mission, or community standards.
- viii. Significant changes to the mission statement, purpose, or activities of the organization that deviate from what was originally approved.

4. Off-Cycle Review Process

- a. Off-Cycle Review is initiated by any person sharing concerns with Student Engagement staff.
 - i. Any person with concerns about potential policy violations by a student organization should contact hc-engage@haverford.edu.
- b. Off-Cycle reviews will be overseen by the Review Committee, composed of at least 2 members of Student Engagement staff and at least 2 members of Students' Council Budgeting Committee, the latter to be determined by the Students' Council Appointments Committee.
 - i. If this body is unable to reach consensus, the matter will be referred to the Joint Panel described in Section 6: Appeals
 - ii. Matters that prompt off-cycle review must have occurred within 12 months of the notification.
- c. The organization will be notified in writing regarding the concerns from the Review Committee and will have an opportunity to respond to the notice and provide relevant information.
- d. In some cases, the Review Committee will invite organization leaders to a meeting.

- e. The Review Committee will decide on the appropriate action based on the relevant facts, policies, and state and federal law, including possible referral to the Associate Director for Investigations in Campus Safety.
- f. Organizations will be notified of the review outcome and provided with a timeline for remedy.
- g. If applicable, the organization may be referred to Honor Council in addition to the review process.

5. Disciplinary Actions

- a. Following a review or investigation, Student Engagement will provide organization leaders with an outline of actions required to regain recognition and may impose:
 - i. **Warning:** Formal notification requiring corrective action.
 - ii. **Probation:** Recognition maintained with specific restrictions on privileges (possibly including access to funding opportunities, event hosting, room reservations, etc.).
 - iii. **Suspension:** Temporary loss of recognition and associated privileges, potentially including access to Students' Council funding, for a defined period.
 - iv. **Restitution:** Student organization members may be held financially responsible for damage to College property, excessive cleaning costs, unauthorized alterations to facilities, or misuse of physical spaces resulting from organization-sponsored activities.
- b. If the violations are pervasive or severe, the organization will instead receive an outline of violations and be notified of:
 - i. **Removal of Recognition:** Permanent revocation of recognition; the organization must cease operating under College auspices and would need to re-apply in order to regain recognition.
 - 1. In the event of Suspension or Removal of Recognition, the organization may not participate in any budgeting processes to receive funding via Students' Council. Access to funding opportunities may be impacted by Probation as well.
 - ii. **Interim Suspension:** If there is an immediate risk to safety or violation of law, interim suspension of recognition may be enacted by the Dean On Call, pending an investigation or full review by the Review Committee, and will be in effect until the review is complete, for up to one week (7 days).

6. Appeals

- a. Any decision made by the Review Committee regarding a warning, probation, or suspension may be appealed.

- b. Appeals may be initiated either by leaders of the organization(s) in question or by members of the Review Committee in the absence of consensus.
- c. Appeals are reviewed by a Joint Panel led by a designee of the Dean of the College and one of the Honor Council Co-Chairs, as described in the Honor Council Charter.

7. Reinstatement

- a. Organizations removed from recognition may apply to the Review Committee for reinstatement after a minimum of **one academic year** and must demonstrate understanding of and commitment to College policies and values.
- b. Organizations placed on probation or suspension will be notified at the end of their probationary period or suspension term by the Review Committee if their suspension or probation are to be lifted, or if additional information is needed.
- c. If a violation has been so severe as to have warranted other proceedings, investigations, or reports, including but not limited to the Honor Code, student conduct, Bias Incident, Title IX, local police, or Campus Safety, it may be determined by those proceedings that an organization is ineligible for reinstatement for a significant amount of time or even permanently.

8. Communication and Transparency

- a. Student Engagement will maintain records of recognition status and disciplinary actions. Organization leaders will be notified of changes to status and violations. Information on recognized organizations and their status will be accessible on Squirrel Space.

9. Posting and Advertisement

- a. Organizations that have not complied with the requirements in Sections 1 and 2 above and/or have been notified of actions detailed in Sections 4 or 5 above may not post or advertise as active, recognized organizations.
 - i. Any public postings must include language that the organization is “prospective” if the requirements of Sections 2 and 3 above are unmet (yet are intended to be met the following semester) or “suspended” if notified of a suspension.
 - ii. Organizations whose recognition was removed may, after a period of one year, advertise as “prospective” as they prepare to apply for reinstatement.
 - iii. Falsely representing itself as an active, recognized organization may prolong the suspension period/delay reinstatement.

Definitions

1. ***Inactive Organization*** - An organization that does not meet the requirements for recognition and/or does not intend to apply for recognition or reinstatement within one semester.
2. ***Interim Suspension*** - Immediate temporary suspension pending investigation or review.
3. ***Off-Cycle Review*** - A review conducted outside of either the new organization application nor the annual re-registration processes, which is brought about by policy violations or related concerns.
4. ***Prospective Organization*** - An organization that is planning to apply for recognition the following semester, but has not yet done so. This includes those organizations whose status had been previously removed and who, after a period of one year, are preparing to apply for reinstatement.
5. ***Recognized Student Organization (RSO)*** - A student organization approved by and in good standing with Student Engagement and Students' Council.
6. ***Suspension*** - Temporary loss of recognition and associated privileges.

References, Related Resources, or Appendices

1. [Haverford College Honor Code](#)
2. [Student Engagement Policies](#)
3. [Squirrel Space](#) (login required)
4. [Haverford College Honor Council Charter](#)

First approved/Last revised September 15, 2026

Effective date September 15, 2026

Next review required by September 15, 2031

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Contact Student Engagement with any questions.*