



STUDENTS AFFAIRS

Student Leadership and
Integral Development

Procedures Manual for the Approval
and Operations of Student Associations





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Approval and Operations of Student Associations**

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Ana G. Méndez University (AGMU) does not exclude from participation, deny benefits, or discriminate against any student based on age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political affiliation, political or religious ideas, for being a victim or being perceived as a victim of domestic violence, sexual assault or stalking, for serving or having served in the Armed Forces of the United States or for holding a veteran status, or for any other category protected by law.

I. Introduction

Student associations are an integral component of the AGMU campus community. These organizations contribute substantially to students' integral development by promoting their leadership, direction, planning, civic sense, and social skills.

This manual aims to guide students interested in directing and participating in associations. The procedures for creating a student association are described below.

II. Rules for the approval and operation of student associations

➤ Section 1

Any group of ten (10) or more students may apply to create a recognized student association by submitting documents outlined in Article IV of this Manual to the Dean of Student Affairs and by complying with the criteria found in this Manual. A student must be in good standing to participate in a student association.

➤ Section 2

The Dean of Students Affairs, or designee, is responsible for approving each student association. An academic-related student association must also have the approval of the relevant Division Dean or director of the academic division.

➤ Section 3

After receipt of required application materials, the Dean of Student Affairs, or designee, will review the student association to determine if the association is approved, deferred to a later term, or denied.

➤ Section 4

Student associations may carry out activities consistent with their approved purposes that do not interrupt class schedules or programs, security, and institutional order. The Dean of Students Affairs, or designee, may also authorize the use of the campus facilities in coordination with the Administration department. The use of the facilities must be requested before the scheduled date for the meeting or event.

➤ **Section 5**

Student associations may create and develop printed material, electronic material, or social media pages. All printed materials, electronic material, or social media pages must receive approval the Dean of Student Affairs, or designee, prior to posting or publishing and be consistent AGMU policy and Article VII of this Manual.

➤ **Section 6**

To use a logo or trademark of AGMU, a student association must receive prior approval from the Associate Vice President for Marketing. All logo or trademark uses must comply with AGMU's Trademark Policy.

➤ **Section 7**

Each student association must annually renew its approval by a date established for that organization. The Dean of Student Affairs, or designee, as appropriate, relevant academic dean) shall review the application. Re-approval may be denied or revoked if it does not comply with the institutional policy and procedure or any other AGMU provision.

➤ **Section 8**

A student association cannot be affiliated with any political party or political party entity. Approval will be canceled if it is shown that the student association has participated in any affiliation prohibited by this manual. Further, no student association may make alliances, collections, or request sponsorships and collaborative agreements with external agencies without prior authorization of the Dean of Students Affairs or designee .

➤ **Section 9**

All student organizations and their members must comply with AGMU policies. Any student association that violates AGMU policies, including promoting or practicing any type of violence or discrimination, will not be approved, or will have their approval revoked in the discretion of the Dean of Student Affairs.

By way of example but not limitation, Hazing activities are strictly prohibited. Hazing means “any method or act of initiation to a group or individual, club, association, or team that may inflict harm and that subjects another person, either voluntarily or involuntarily, to abuse, humiliation, discrimination, harassment, physical and psychological intimidation to gain entry or acceptance to a group or organization is prohibited.” Examples of Hazing include the following:

- Requiring action on the part of the student means incurring an action or conduct contrary to a university policy.
- Forcing or requiring unnecessary physical activity or exercise.
- Forcing or requiring unnecessary isolation or exposure to the elements of nature.
- Physically abusing and beating the initiated person.
- Depriving of sleep, study time, or ability or opportunity to communicate with others.
- Requiring the use of ridiculous, extremely flashy, embarrassing, uncomfortable, or unusual objects against the person's will.
- Forcing and requiring the intake of alcohol or any other liquid, solid matter, or in a gaseous state and use of drugs or controlled substances.
- Prohibiting the initiated person from performing his hygiene.

Any decision to revoke the approval of a student organization may be appealed within ten (10) business days of the decision to the Vice President of Student Affairs, who will issue a decision to that effect within ten (10) business days. This decision shall be final.

Individual members of student organizations may also be subject to disciplinary action, as appropriate.

➤ **Section 10**

Every association and the Student Council must have a mentor who is a member of the administration or faculty. Among the mentor's responsibilities are to:

- a. Advise association members and the Student Council on drafting activity plans and regulations.
- b. Assure that the required signatures are on the association's documents submitted for accreditation.
- c. Know the Student Regulations and the Procedures Manual for the Accreditation and Development of Student Associations.

- d. Encourage student participation.
- e. Participate in the activities coordinated by the association and the student council.
- f. Motivate and advise association members.
- g. Monitor, keep, and update any electronic page developed by the student association.
- h. Review and authorize the material to be published by the student association.
- i. Monitor the student association's finances.

IV. Application

Student associations must submit the following materials to apply to be approved by AGMU:

- a. A copy of the association's constitution
- b. A list of members of their board and their respective responsibilities, and the name and position of their mentor
- c. A list of the student association members
- d. Selection criteria for membership (if any). Note, selection criteria for membership must comply with applicable law and AGMU's policies.
- e. A statement of purpose and work plan signed by the association's president and mentor (can be delivered per semester)
- f. A copy of the association's rules and regulations
- g. Authorization for the disclosure of the student association's directory information
- h. The Association's certification of compliance

V. Student Board

Each student association must annually elect its board, which will be composed of:

1. The President, who represents the association in activities, chairs the meetings, delegates and supervises the fulfillment of the work plan, and delivers the activity plan, achievement report, and budget report to the Dean of Student Affairs, or a designated representative.
2. The Vice President, who assists the President, replaces the President if necessary, and collaborates in preparing the work plan and achievement report.

3. The Secretary, who prepares the meeting minutes and protects and files the association's documents.
4. The Treasurer, who prepares the budget, tracks income and expenses, manages the collection of dues (if the association has an assigned quota), and prepares and delivers the budget report to the President.
5. Members (2), who act as liaisons between board members and association members and perform the functions assigned to them.
6. Public relations officer (optional), who is responsible for fostering the best relationships between the association and other organizations and collaborating in disclosing matters that the association deems convenient or necessary.

A student association's board is responsible for keeping its registration updated and sending any changes to the director of the Campus or a designated representative.

Students who do not comply with the Satisfactory Academic Progress Standard, have a pending disciplinary case, or have received a disciplinary sanction will not be able to apply for or occupy positions on a student association board. The board is responsible for the association's management and ensures compliance with the activities set out in the work plan. It also works to foster harmony among its members and submits the required reports to the Dean of Students Affairs or designee.

VI. Activities and events

Once approved, student associations may carry out activities or events as part of their work plan. Activities or events must comply with the following prior to the event of activity:

- a. Complete an authorization form to carry out activities, which must be authorized by the Campus Director and endorsed by the Dean of Students Affairs or designee.
- b. After the authorization form is approved, provide the form to the Administration Department to coordinate any corresponding process.
- c. Coordinate a request for audiovisual equipment, if necessary.

For all events and activities, the respective student association and/or individual members, as appropriate, will be responsible for any damage they have caused.

VII. Publications

Student associations can prepare publications for promotion through leaflets, invitations, pamphlets, and posters. Publications must comply with AGMU policy and meet the following requirements:

- include the name of the student association
- articles must be signed by their author
- must not contain advertisements for alcoholic beverages, tobacco, controlled substances, pornographic material, or defamatory information.
- must not alter the institutional logo (AGMU Trademark Policy).

The Dean of Students Affairs or his representative will verify that the promotion is written correctly and complies with the norms of institutional order before its authorization.

VIII. Achievement Report

Each student association must deliver an achievement report to the Campus Director for the activities or events held on or before May 15th of each year. The association's president and mentor must sign the report.

APPENDIX

DEAN OF STUDENT AFFAIRS

STUDENT ASSOCIATION ACCREDITATION APPLICATION

Academic year: _____

New

Delivery date: _____

Renewal

Association name

Category of the association

Academic Religious Recreational Social

Environmental Sport Cultural Other: _____

Campus or university to which it belongs

**Association email
(Correspondence will be sent to this address)**

Correo electrónico de la asociación

**Mentor name
Mentor email**

Association Overview

Purpose of the association

Objectives of the association

Requirements for the admission of members (description of the entry form)

We certify that we have read and will comply with the Procedures Manual for the Approval and Operations of Student Associations.

President's name Signature

Vice-President's name Signature

Secretary's name Signature

Treasurer's name Signature

Member's name Signature

Member's name Signature

Name of the Public Relations Officer
(optional) Signature

Mentor's name Signature

Name of the academic Dean or division director Signature

Name of the Campus Director Signature

It is a requirement that the members of the board maintain satisfactory academic progress both at the undergraduate and graduate levels. The academic load of each member will depend on the curricular sequential.

Position	Name	Student ID	Postal address (while studying)	Phone Number	Email @email.agmu.edu	Credits per semester
President						1 st sem.
						2 nd sem.
Vice-president						1 st sem.
						2 nd sem.
Secretary						1 st sem.
						2 nd sem.
Treasurer						1 st sem.
						2 nd sem.
Member						1 st sem.
						2 nd sem.
Member						1 st sem.
						2 nd sem.
Public Relations Officer						1 st sem.
						2 nd sem.

LIST OF MEMBERS

NAME	STUDENT ID NUMBER

Student Association _____

Academic year accreditation application _____

ACTIVITIES WORK PLAN

Activity	Date	Description

Student Association _____

Academic year accreditation application _____

AUTHORIZATION TO RELEASE INFORMATION

Authorization for the disclosure of directory information of accredited student associations for the academic year _____.

I, _____ president of the student association _____, authorize the Deanship of Students Affairs to use and include the following information in the student association's directory:

Association name: _____

President's name: _____

Mentor's name: _____

Association email (@email.agmu.edu): _____

Mentor's email: _____

Board members' names, telephone numbers and emails:

	Name	Phone Number	Email
President			
Vice-president			
Treasurer			
Secretary			
Member			
Member			
Public Relations Officer			

*The association will be responsible for keeping this information updated and providing it to the Dean of Student Affairs or representative.

President's name

Signature

Date

Mentor's name

Signature

Date

**DOCUMENTATION CHECKLIST
STUDENT ASSOCIATION CERTIFICATION or RENEWAL**

Academic year: _____

New

Renovation

Association name: _____

Campus: _____

Required documents for accreditation (verification):

DOCUMENT	COMPLETED	NOT COMPLETED	REMARKS
Reading Certification on Student Association Standards			
Accreditation Application Board			
List of Members (Must be 10 or More Members)			
Activities Plan			
Funds Form			
Information Authorization Form			
Dean or Campus Director Endorsement Letter			
Student Association Compliance Certification			

***I certify that I have verified the application and that it includes these the above completed documents.**

Mentor's Name

Signature

Representative's Name (AGMU)

Signature

COMPLIANCE CERTIFICATION

I certify that the student association _____ complies with the rules established in the Procedures Manual for the Approval and Operations of Student Associations

I also certify that all board members are maintaining satisfactory academic progress. I understand it is my responsibility to notify the Dean of Student Affairs of any changes to our board or regulations.

In addition, I certify that the information provided is correct. I authorize the Dean of Students to use it and include it in the directory of accredited student associations published on the AGMU website.

President's name: _____

President's signature: _____

Date: _____

For official use of the Dean of Students Affairs or representative

The Dean of Student Affairs certifies that this student association meets the criteria established for its accreditation.

Name of the representative

Signature of the representative

Date

Ana G. Méndez University, _____ Campus
Dean of Student Affairs

REQUEST FOR THE USE OF PHYSICAL FACILITIES

Application date: _____

Activity date: _____

Student association name: _____

Applicant's name: _____

Student association position: _____

Telephone: _____

Institutional email: _____ @email.agmu.edu

AREA TO BE USED FOR THE ACTIVITY	(x)	TYPE OF ACTIVITY
Conference room		
Classroom		

Applicant's signature: _____

Mentor's signature: _____

The application will be evaluated by the Deanship of Student. The decision will be notified to the applicant.

Approved **Not Approved**

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Ana G. Méndez University, _____ Campus
Deanship of Students



AUTHORIZATION FOR PUBLICATIONS

I, _____, representative of the student association, request authorization for the publication of:

Documents	Social Networks	Edict Boards	Distribution
Brochure			
Flyers			
Promotion Cards			
Other:			

Applicant's signature: _____

Mentor's signature: _____

The application will be evaluated by the Deanship of Student. The decision will be notified to the applicant.

Approved
 Not Approved

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

Ana G. Méndez University _____ Campus
Dean of Students Affairs

ACHIEVEMENT REPORT

Student Association: _____

Month: _____

Signature of association president: _____

Objective	Activity	Achievement

Ana G. Méndez University, _____ Campus

Dean of Students Affairs

LOGO AUTHORIZATION FORM

Date: _____

Name of the student association president: _____

Telephone: _____

Institutional email: _____@email.agmu.edu

Student association name: _____

Campus: _____

Applicant's name: _____

Applicant's signature: _____

Please attach the logo art with the application. The art logo you design must also include the AGMU logo and follow the recommendations established in the AGMU Trademark Use Guide.