

# Office of Campus Ministry

## Student Group and Student Ministry Guide 2007-2008

### Access to Benefits Introduction

Georgetown University is built on a two-hundred year commitment to a Jesuit, Catholic understanding of undergraduate education. In this tradition the appropriate context for undergraduate education is within a community. Community is characterized by an ethos, a shared, common vision, in our case as a shared set of moral commitments and a shared understanding of the nature of undergraduate education. As a Jesuit, Catholic university Georgetown is committed to an understanding of education that comprises not merely the transmission of knowledge and skills, but the cultivation of virtues and the formation of character respectful of the Catholic vision.

It is our intention that Georgetown University's Campus Ministry Student Groups and Student Ministries will provide opportunities for religious celebration and expression, the development of faith tradition knowledge and experience, and the cultivation of virtues and the formation of character consistent to the ethos of Georgetown University and the Office of Campus Ministry. We hope these groups and ministries will be the source of community building and an opportunity for celebrating our tradition and commitment to diversity.

Access to benefits is open to any other groups which have open membership, have at least twelve (12) currently enrolled full-time students as members, do not duplicate any existing group, have a proper constitution, and agree to comply with university policy as outlined in the Student Group and Student Ministry Standards of this guide and complete the [CM New Student Group and Student Ministry Program](#). All religious groups who want access to benefits must apply through the Office of Campus Ministry.

Several benefits are granted routinely when access to benefits is granted. These include a mailbox in Healy 113, use of the University mailing service, and inclusion in the CM Open House and the SAC Fair. Groups may also apply for use of university labels, and the use of University facilities, among other things. They may apply to boards for offices in the Leavey Center and approval for selective membership as outlined in the Student Organization Standards. Particularly because of the limited university facilities, ability to apply for space on campus is a valuable and desirable benefit. The university has decided that this benefit will be tied to organizations which have been granted access to benefits and have been determined to have a purpose which will help provide students with opportunities for the development of knowledge and skills, the cultivation of virtues, and the formation of character respectful to the University's vision.

Students not working under the purpose of an organization with access to benefits who wish to meet to have discussions are able to reserve a classroom under the university's Speech and Expression policy. They will need to sign the statement on the Classroom Request form that they understand that they must tell those attending the meeting that it is not sponsored by Georgetown University or any part thereof, and that they have access to classroom space due to their status as a student at the University through the Speech and Expression policy, before their request can be approved and taken to the Registrar's office for scheduling.

Members of the community are also able to congregate in Red Square or Leavey Center Lobby to express their ideas. (See the [Student Affairs and Related Policies](#) page.)

## Eligibility Criteria

**The following guidelines intend to provide a framework for the responsible distribution of university resources while building a community that is consistent with the moral vision upon which this university was founded. A Student Group or Ministry wishing access to university benefits must meet the following eligibility criteria. Access to Student Group and Ministry benefits does not indicate University recognition or endorsement of the merits of any activity or objective.**

1. Open Membership: Because of the University's commitment to inclusiveness, membership in a student organization must be nondiscriminatory and open to the entire Georgetown University student community.
2. Organization size: A group must have a minimum of twelve (12) currently enrolled full-time undergraduate student members in order to be considered eligible for benefits. In order to preserve opportunities for undergraduate students to gain leadership experience, other individuals within the University academic community may participate in a group's activities or programs but may not be voting members or inappropriately influence the group's activities. For groups restricted to graduate students, similar rules would apply regarding leadership, influence, and voting. Only members of the University academic community are eligible for participation in a student organization.
3. Non-duplicative: A group may not duplicate the purpose and/or activities of an existing student organization. This provision safeguards limited resources and encourages students to work cooperatively when their interests and intentions are similar. The decision of whether or not there is an issue of duplication of an existing student organization rests with the team leader of the appropriate chaplaincy.
4. Constitution: In order to provide for basic democratic principles and insure the integrity of the organization, a group must demonstrate that it has developed a sound constitution as shown by inclusion of the following:
  - Purpose clearly articulated and accurately descriptive of the group's function
  - Free election of officers

- Clearly articulated election process
- Clearly articulated procedure for removal of officers
- Voting membership and officers limited to currently enrolled full-time undergraduate students
- Specific definition of voting members
- Procedure for amendment of the constitution
- Reference to bylaws or other relevant documents that will govern the group's activities or functioning

5. Compliance with University Policy including completion of the CM New Student Group and Student Ministry Development Program: Groups must agree to comply at all times with any and all relevant University policies, procedures, rules, regulations, and guidelines. Since the views and activities of student organizations are not necessarily reflective of the University, all organizations are expected to include in all publications issued (newsletters, brochures, pamphlets, and the like), except those specifically approved, an appropriate disclaimer. For example, an appropriate disclaimer would read: "The views expressed in this publication do not necessarily reflect those of the administration, Campus Ministry, faculty, or student body of Georgetown University unless specifically stated." **Also, all materials for distribution must be approved and stamped by the respective Campus Ministry staff liaison/advisor.**

6. Groups will not be eligible for access to benefits if their purpose or activities:

- are unlawful or in violation of University policy;
- endanger or threaten to endanger the safety of any member of the University community or of any of the University's physical facilities;
- disrupt or obstruct the functions of the University or threaten such disruption or obstruction;
- foster hatred or intolerance of others because of their race, nationality, gender, religion or sexual orientation.
- are inconsistent with acceptable conduct at an American university committed to the Roman Catholic moral tradition;
- are conducted secretly or as a fraternity or sorority (e.g. groups with discriminatory, secret, or ritualized membership practices);
- are purely commercial or financially profitable to group members.

7. Each year, groups will be eligible to maintain benefits provided that they adhere to the following:

- Each new treasurer attends the treasurer training sessions provided by SAC
- A new leader (may be the treasurer) attends the annual training session provided by SAC
- Each group completes the programming assessment at the end of each semester
- Each group attends the CM Open House (the SAC Fair is optional, but encouraged)

8. In the absence of a Campus Ministry staff serving as an advisor, a member of the Campus Ministry staff must be designated as a liaison to the group.

## University Benefits

The following benefits are available to student groups that meet the eligibility criteria and are given access by the DCM and the appropriate chaplaincy and/or advisory board. Special eligibility requirements or conditions on the scope or nature of a group's activities may be imposed by each **chaplaincy and/or** advisory board and **the DCM**, or the Vice President of Mission and Ministry, where appropriate.

### **Standard Benefits**

**(Those benefits that are routinely granted when access is granted)**

- **Advice and counsel from CM chaplains**
- **A mailbox in Campus Ministry Main Office (Healy 113)**
- **Access to the university mailing service**
- **Use of computers in the CM Main Office (Healy 113)**
- **Information about opportunities and events for student groups**
- **Inclusion in the CM Open House and SAC Fair**
- **E-mail alias**
- **Inclusion on CM web page**

### **Administrative Benefits**

**(Those benefits that require an application and administrative staff approval)**

- **Ability to apply for use of CSJ vehicles**
- **Access to university computer label service**
- **Ability to apply for fundraising projects**
- **Support for events scheduled off campus**
- **Access to university facilities (indoor and outdoor) for events and activities**
- **Selective membership (Approval for selective membership, e.g., inclusion that discriminates based on talent (performance groups like the Gospel Choir) or gender (fraternal group like the GU Knights of Columbus), may be granted, on a case-by-case basis, by the Director of Campus Ministry).**