

# DEANSHIP OF STUDENTS

Student Integral Development



**Procedures Manual for  
the Accreditation and  
Development of Student  
Associations**



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Accreditation and Development of  
Student Associations**

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

When the masculine gender is used in this manual, it is of equal application to all genders or sexual identity.

## I. Introduction

Student associations respond to the need to enrich the experiences of university life. These organizations contribute substantially to the student's integral development by promoting their leadership, direction, planning, civic sense, and social skills.

This manual aims to guide students who are interested in directing and participating in associations. The following describes the procedure to follow for the constitution of a student association in compliance with the established Student Regulations.

## II. Definitions

1. **Student Association** - Any group of ten (10) students or more who wish to constitute a bonafide association affiliated and recognized by the Deanship of Students.
2. **Student Interest Association** - Any group of ten (10) students or more with common interests that are constituted as a bonafide association, affiliated and recognized by the Deanship of Students according to the institutional statutes. These interests can be sports, video games and beliefs, among others.

- 1. Academic Student Association** - Any group of ten (10) students or more, belonging to the same program, school or academic division who are constituted as a bonafide association, affiliated and recognized by the Deanship of Students, according to the institutional statutes. These can be Nursing, Communications, Criminal Justice and Biology, among others.
- 2. Mentor** - Professor or employee who directs the work of a student association. He is in charge of advising students, guarding important association records and maintaining its proper functioning.

### **III. Norms for the accreditation and operation of student associations (Student Regulations, Article IV: Student Associations)**

#### **➤ Section 1**

Any group of ten (10) or more students may form a student association. The group of interested students must apply for accreditation and an official recognition from the Dean of Students as a bonafide association affiliated within the date established for this purpose.

#### **➤ Section 2**

Any student in compliance with the rules of institutional order may belong to associations recognized by the institution. All members of the board of directors of the student association must comply with the institutional rules and the standard of Satisfactory Academic Progress (SAP). Any association that promotes or practices any type of violence or discrimination, that has as its purpose acts contrary to the law or the institutional order, or that is detrimental to the aims and objectives of the institution will not be accredited.

#### **➤ Section 3**

The Dean of Students has the responsibility to ensure that the association and its members meet the administrative and academic requirements to proceed with their

accreditation.

➤ **Section 4**

A student association shall be accredited annually. The accreditation requires that a copy of the regulations or constitution of the organization is provided to the director of Student Integral Development or the director of the university center. Such regulation or constitution must contain a statement of purpose, requirements for official board membership, rules and procedures. The student association assigned to the academic divisions must have the recommendation of the director of the academic division or academic program and include the name of the association's mentor who may be a representative of the faculty or administration. In addition, it must include a list of the association's members, their identification number, residential, postal, electronic addresses, updated telephone number and the association's work plan.

➤ **Section 5**

The Dean of Students, director of the university center or designated representative may authorize the use of the physical facilities in coordination with the Physical Plant and Operations unit. The use of the facilities is requested in advance of the scheduled date for the celebration according to the established procedure.

➤ **Section 6**

Every member of the board of directors of the student association must participate in meetings and activities that are summoned. A student association may carry out its activities once it is accredited and if they are authorized. The activities carried out under its sponsorship, as well as the people invited to participate in them will be governed by the rules of institutional order.

➤ **Section 7**

Student associations may carry out activities that do not interrupt class schedules or programs, security and the order established in the institution. In addition, they can create and develop social media pages with the authorization of the Dean of Students or the

director of the university center in coordination with the Vice-chancellorship for Marketing and Public Relations. The information published on social networks or electronic media must comply with the institution's rules of order of expression.

➤ **Section 8**

A student association may publish printed and electronic material with the authorization of the Dean of Students or the director of the corresponding university center and the mentor of the student association. Newspapers, magazines, flyers, newsletters, posters, or notices are considered as printed material. All material to be published must be previously authorized with the seal of the corresponding office. The publication or communication may not contain pornographic material, obscene, alcohol, drug or cigarette ads, prejudice or discrimination, violence, abuse or mistreatment of human beings and animals or other material or message, which, in any way, affects the image and safety of the institution or member of the university community. Any publication will be identified with the name of the student association that promotes it, the institution or center to which it belongs and the name of the president of the association.

➤ **Section 9**

In order to comply with the UAGM requirements related to the use of trademarks (including words, name, symbols, image, typography or business style, logos, mascot, design, color, sound, smell, shape, object or combination thereof), the student association will use them under the provisions of the Ana G. Méndez University Trademark Policy (in consultation with the Vice-chancellorship for Marketing and Public Relations through the Deanship of Students or the director of the university center).

➤ **Section 10**

Each student association must renew its accreditation before the Dean of Students or the director of the university center on the established date. Reaccreditation may be denied or revoked if it does not comply with the institutional rules or any other UAGM provision.

➤ **Section 11**

It is the responsibility of the association's board to keep its registration updated with the information indicated in Section 4 of this article and to send the changes to the Director of Student Integral Development or director of the university center.

➤ **Section 12**

The student association cannot be affiliated with any political party or political-party entity. Accreditation will be cancelled if it is shown that the student association has participated in any affiliation prohibited by this manual. No student association may make alliances, collections, or request sponsorships and collaborative agreements with external agencies without the prior authorization of the Dean of Students or the director of the corresponding university center.



➤ **Section 13**

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 this practice include, but are not limited to the following:

- Requiring action on the part of the student that means incurring in 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 carrying 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 personal hygiene.

➤ **Section 14**

If a student association or group is responsible for a violation of the Student Regulations, other regulations or institutional policy, the association or group may be sanctioned, including the revocation or denial of accreditation as a student association, as well as other sanctions consonant to the offense committed.

➤ **Section 15**

Every association and the Student Council are required to 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. Student association accreditation**

To evaluate the application for accreditation, you must submit the following documents:

- a. Student association accreditation application
- b. Association's board including the mentor's name and position
- c. List of the student association members
- d. A signed activity plan by the president and the association's mentor (can be delivered per semester)
- e. Copy of the association's regulations
- f. Authorization for the disclosure of the student association's directory
- g. Association's certification of compliance

The Dean of Students may revoke the accreditation of any association that does not comply with the rules established in the Student Regulations and the Procedures Manual for the Accreditation, Registration, and Operation of Student Associations. This decision may be appealed within ten (10) business days to the office of the Dean of Students who will issue a decision to that effect within ten (10) business days. This decision shall be final and irrevocable.

Student associations must comply with the institutional rules established in the Student Regulations. The corresponding sanction, according to the UAGM Student Regulations, will be applied when norms are not followed.

## V. Student Board

The student association will annually elect its board through an assembly, which will be composed of a:

1. President represents the association in activities, chairs the meetings, delegates and supervises the fulfillment of the activity plan, delivers the activity plan, achievement report and budget report to the Director of Student Integral Development.
2. Vice President assists the President, replaces the President if necessary and collaborates in the preparation of the work plan and achievement report.
3. Secretary prepares the minutes and the meeting minutes, protects and files the association's documents.
4. Treasurer prepares the budget, keeps track of 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) – represent all the members of the association as liaison with the members of the board and perform the functions assigned to it.
6. Public relations officer (optional) – is responsible for fostering the best relationships between the association and other organizations and collaborating in the disclosure of matters that the association deems convenient or necessary.

Students who do not comply with the Satisfactory Academic Progress Standard (SAPS) and who have a disciplinary case pending or have received a disciplinary sanction will not be able to apply or occupy positions on the board.

The board of directors shall be responsible for the association's management and shall ensure compliance with the activities set out in the activities' plan. In addition, it will foster harmony among its members and submit the required reports to the Dean of Students.

## **VI. Activities and events**

Student associations may carry out activities or events as part of their work plan. They must comply with the following rules:

- a. complete the authorization application form to carry out activities. It must be authorized by the Director of Student Integral Development and endorsed by the Dean of Students or his representative.
- b. after being approved, it is sent to the Physical Plant and Operations Division for the corresponding process.
- c. coordinate the request for audiovisual equipment, if necessary.
- d. applicants will be responsible for the actions of the participants and for any damage caused by them.

## **VII. Publications**

Student associations can prepare publications for promotion through leaflets, invitations, pamphlets, and posters. Publications must 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, and defamatory information.
- must not alter the institutional logo (UAGM Trademark Policy).

The Deanship of Students will verify that the promotion is written correctly and that it complies with the norms of institutional order prior to its authorization.

## **VIII. Achievement Report**

The student associations will deliver to the Director of Student Integral Development the achievement report for the activities or events that were held on or before May 15<sup>th</sup> of each year. The report will be signed by the president and mentor of the association.



## APPENDIX

**DEANSHIP OF STUDENTS**

**STUDENT ASSOCIATION ACCREDITATION APPLICATION**

Academic year: \_\_\_\_\_

New

Delivery date: \_\_\_\_\_

Renovation

<b>Association name</b>
<b>Category of the association</b>
<input type="checkbox"/> Academic <input type="checkbox"/> Religious <input type="checkbox"/> Recreational <input type="checkbox"/> Social
<input type="checkbox"/> Environmental <input type="checkbox"/> Sport <input type="checkbox"/> Cultural        Other: _____
<b>Campus or university center to which it belongs</b>

<b>Association email</b> <b>(Correspondence will be sent to this address)</b>

<b>Mentor email</b>

Student Association \_\_\_\_\_

Academic year accreditation application \_\_\_\_\_



<b>Association Overview</b>
<b>Purpose of the association</b>
<b>Objectives of the association</b>
<b>Requirements for the admission of members (description of the entry form)</b>

Student Association \_\_\_\_\_  
 Academic year accreditation application \_\_\_\_\_

We certify that we have read Article IV of the Student Regulations: **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 division director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of the university center director  
(if applicable)

\_\_\_\_\_  
Signature

Student Association \_\_\_\_\_

Academic year accreditation application \_\_\_\_\_

## POLICY INFORMATION

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

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

Student Association \_\_\_\_\_

Academic year accreditation application \_\_\_\_\_

## LIST OF MEMBERS

As established by the Regulations for the Registration of Fraternities, Sororities, and Associations required by Law No. 179 for Institutions of Higher Education in Puerto Rico.

Below is the association's student list.

NAME	STUDENT ID NUMBER

Student association \_\_\_\_\_

Academic year accreditation application \_\_\_\_\_

## ACTIVITIES WORK PLAN

Activity	Date	Description

Student association \_\_\_\_\_  
Academic year accreditation application \_\_\_\_\_

## FUNDS FORM

If necessary, mark the box that corresponds to the use of student association funds:

a. We have no quota

b. The members of our association contribute:

- Admission fee \_\_\_\_\_
- Monthly fee \_\_\_\_\_
- Other regular fees \_\_\_\_\_
- Other sources of income \_\_\_\_\_

1. The method used in the administration of the association's funds is:

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2. Will the association carry out fundraising activities?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ Not applicable

I certify that the information included in this document is correct and that the student association that I represent complies with the rules established by the Ana G. Méndez University, as well as with the Student Regulations and the Procedures Manual for the Accreditation, Registration, and Operation of Student Associations.

\_\_\_\_\_  
President's name                      Signature                      Date

\_\_\_\_\_  
Mentor's name                      Signature                      Date

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 to use and include the following information in the student association's directory:

Association name: \_\_\_\_\_

President's name: \_\_\_\_\_

Mentor's name: \_\_\_\_\_

Association email (@email.uagm.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 Director of Student Integral Development at the Deanship of Students.

\_\_\_\_\_  
President's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DOCUMENTATION CHECKLIST STUDENT ASSOCIATION CERTIFICATION or RENEWAL

Academic year: \_\_\_\_\_

New

Renovation

Association name: \_\_\_\_\_

\_\_\_\_\_

Campus or university center: \_\_\_\_\_

\_\_\_\_\_

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 Director of the Center Endorsement Letter			
Student Association Compliance Certification			

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

\_\_\_\_\_  
Mentor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representative's Name (UAGM)

\_\_\_\_\_  
Signature

Student association \_\_\_\_\_

Academic year accreditation application \_\_\_\_\_



## COMPLIANCE CERTIFICATION

I certify that the student association \_\_\_\_\_ complies with the stipulations in the Student Regulations and the rules established in the Procedures Manual for Accreditation, Registration and Operation of Student Associations.

All board members have a satisfactory academic average at both the undergraduate and graduate level. It is our responsibility to notify the Dean of Students of any changes that occur to our board or regulations.

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

President's name: \_\_\_\_\_

President's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### For official use of the Deanship of Students representative

The Deanship of Students certifies that this student association meets the criteria established for its accreditation.

\_\_\_\_\_  
Name of the representative

\_\_\_\_\_  
Signature of the representative

\_\_\_\_\_  
Date

**Universidad Ana G. Méndez, \_\_\_\_\_ Branch**  
**Deanship of Students**

**REQUEST FOR THE USE OF PHYSICAL FACILITIES**

Application date: \_\_\_\_\_

Activity date: \_\_\_\_\_

Student association name: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Student association position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Institutional email \_\_\_\_\_@email.uagm.edu

AREA TO BE USED FOR THE ACTIVITY	(x)	TYPE OF ACTIVITY
Conference room		
Auditorium, amphitheater, theater (specify installation name)		
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:** \_\_\_\_\_

**Universidad Ana G. Méndez, \_\_\_\_\_ Branch**  
**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:** \_\_\_\_\_

**Universidad Ana G. Méndez, \_\_\_\_\_ Branch**  
**Deanship of Students**

**ACHIEVEMENT REPORT**

Student association: \_\_\_\_\_

Month: \_\_\_\_\_

Signature of association president: \_\_\_\_\_

Objective	Activity	Achievement

**Universidad Ana G. Méndez, \_\_\_\_\_ Branch**  
**Deanship of Students**

**LOGO AUTHORIZATION FORM**

Date: \_\_\_\_\_  
Name of the student association president: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Institutional email: \_\_\_\_\_@email.uagm.edu  
Student association name: \_\_\_\_\_  
Campus: \_\_\_\_\_  
Applicant's name: \_\_\_\_\_  
Applicant's signature: \_\_\_\_\_

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