



# New Student Organization Registration Application

**Submit completed forms to Student Activities, along with required \$10 non-refundable fee.**

A student organization that wishes to use university facilities must be registered with Student Activities. A group of three (3) or more enrolled students is eligible under the university's *Institutional Rules*, Section 6-202, if:

- 1) its membership is limited to enrolled students, staff and faculty of The University of Texas at Austin;
- 2) it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression, except that **a)** an organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith; and **b)** an organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972;
- 3) it is not under disciplinary penalty prohibiting registration; and
- 4) it conducts its affairs in accordance with the Regents' *Rules and Regulations*, university regulations and administrative rules.

**Please Note: If the registered student organization is approved, the following information (1-6) will be posted on the Student Activities Web site.**

**1. Name of proposed registered student organization** \_\_\_\_\_

**2. Type of organization:** ☐ Political ☐ Educational/Departmental ☐ Honorary  
(Check **one** only) ☐ Student Governance ☐ Professional ☐ Social  
☐ Recreational ☐ Religious ☐ Service  
☐ International/Cultural ☐ Special Interest

**3. State the registered student organization's official purpose** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Indicate any membership requirements\* beyond those stated in the *Institutional Rules* above** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Does your registered student organization intend to limit membership to a single gender? ☐ Yes ☐ No

**For Office Use Only**

Receipt Number \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## ORGANIZATIONS POLICY

### 1. General Statement of Purpose

The University recognizes:

1. the importance of organized student activities as an integral part of the total educational program of the University;
2. that college learning experiences are enriched by student organizational activity; and
3. that organizations provide a framework for students within which they may develop their own special talents and interests.

Inherent in the relationship between the University and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the main objectives of the University.

All student organizations must register annually with the Department of Campus Activities and must then comply with the procedures and policies regarding registration as set forth.

The Dean of Students Office recognizes the role of Greek Coordinating Councils in establishing and upholding policies for member groups. However, membership in said councils does not exempt fraternities and sororities from judicial referrals to the Dean of Students Office for violations of Student Life Policies, including Organizations Policies.

The University Hearing Board, with the approval of the Dean of Students, delegates to Greek coordinating councils general supervision over those chapters of social sororities and fraternities which choose to be members of these councils.

The term "general supervision" shall include all the duties, powers and responsibilities exercised by the Greek coordinating council prior to the adoption of this policy, with the provision that membership in the Greek coordinating councils is optional with the local chapter.

It is understood that the Greek coordinating councils and their member groups will operate under the provisions of the Student Life Policies, including the Organizations Policy.

### 2. Procedure for Registration of New Organizations

#### 2.1 Permanent Organizations

- a. The group will file its name, statement of purpose, constitution or statement regarding its method of operation, faculty/staff advisor (if applicable), and the names of its officers or contact persons with the Department of Campus Activities.
- b. In cases where a potential faculty/staff advisor is unknown to the group, the Campus Activities staff will assist in identifying a university faculty or staff member who may wish to serve as an advisor. Organizations are encouraged to have a faculty/staff advisor.
- c. Should the group not have elected its officers or completed other work connected with its formation at the time they initially see the Campus Activities staff, the Campus Activities staff shall make arrangements for them to use university facilities for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.
- d. At the time of filing, three officers or contact persons for the organization will sign a statement indicating that they are familiar with and will abide by the aforementioned responsibilities of student organizations. They will also sign the standard hazing and discrimination

disclaimer required of all student organizations.

- e. Having ascertained that the group's purpose is lawful and within university regulations and that the group has filed the required forms and disclaimers, the Director of Campus Activities, or designate, will sign the application. Appropriate university personnel are notified by Campus Activities that the group is then eligible for all of the rights of student organizations.
- f. Should the staff feel that the organization does not meet the requirements for registration, a written copy of the decision and reasons will be furnished to the applying organization. The group may appeal the decision to the Dean of Students.
- g. The Campus Activities staff shall make arrangements for the group to use university facilities on a meeting-to-meeting basis until the appeals process is completed.
- h. Decisions of the University Hearing Board may be appealed to the Dean of Students.

#### 2.2 Registration for a Limited Purpose: Temporary Status

In some cases, groups will organize with some short-term (one which can be accomplished in less than one academic year) goal in mind such as the passage of some particular piece of legislation or the holding of some particular event. The organization's structure will expire on the date indicated on the registration form. Requests for extension of Temporary Status may be made to the Director of Campus Activities.

#### 2.3 Membership Regulations

- a. Registered student organizations have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation.
- b. Membership in registered student organizations is restricted to currently enrolled University of Houston students, faculty, staff and alumni.
- c. Hazing-type activities of any kind are prohibited.

#### 2.4 Officers Regulations

- a. Student organizations are free to set qualifications and procedures for election and holding office, with the following provisions:
  1. All officers must be regular members of the organization.
  2. There is no discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such discrimination is allowed by law.
  3. Religious student organizations may limit officers to those members who subscribe to the religious tenets of the organization where the organization's activities center on a set of core beliefs.
- b. Persons not currently enrolled at the University of Houston may not hold office or direct organizational activities.

#### 2.5 Records

All registered student organizations must maintain the following records in the Campus Activities Office:

- a. An organizational information form listing the current officers and faculty/staff advisor (if applicable) is due at the beginning of each school year. Any changes during the year, other than membership, are to be recorded within 10 days with the Department of Campus Activities.

**University of Florida's Policy**  
**(<https://www.union.ufl.edu/involvement/index.asp>)**

**Student Organization Registration Policy Update**

The University of Florida has modified its policies relating to the registration of religious student groups as Registered Student Organizations (RSOs). The modification was made to accommodate any student group whose religious mission requires its membership to share the organization's religious beliefs, while at the same time continuing to protect the University's nondiscriminatory educational program.

More than 760 student organizations covering a wide variety of interests are registered at the University. UF has always welcomed registration of religious organizations. More than 60 religious student organizations, of which about 48 are Christian, are registered as RSOs at UF.

The University considers participation in registered student organizations to be an important educational opportunity for all of our students. The University applies its nondiscrimination in membership policy to registered student organizations to ensure that these important learning opportunities are not denied to any student due to discrimination based on race, sex, religion or certain other prohibited bases.

A small number of religious student groups have expressed a religious need to ensure that all of their members share the religious beliefs of the organization.

To the greatest extent possible-while fulfilling our nondiscriminatory educational mission and complying with the law-the University wants to be sure that a full range of religious student organizations feel just as free to register as any other type of student organization. This ensures that all of our students will find meaningful educational opportunities to participate in registered student organizations.

As we are committed to serving all of our students well, the University has carefully considered how to address the concerns expressed by some religious student groups and individuals without compromising our educational program. After doing so, the University has made the decision to modify its nondiscrimination policy as follows:

"Student organizations that wish to register with the Center for Student Activities and Involvement (CSAI) must agree that they will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, or veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

A student organization whose primary purpose is religious will not be denied registration as a Registered Student Organization on the ground that it limits membership or

leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its nondiscrimination policy."

This modification of the University's registration policy recognizes a meaningful distinction between sincerely held current religious beliefs (which may be considered in selecting members or leaders of religious RSOs)-and religious or other status (e.g., religion of birth or historical affiliation). The modification takes effect immediately and is now reflected in the CSAI's Handbook of Student Activities as well as its registration and constitution guidelines and Web site. A letter has been sent to each religious student group that has recently sought and not received registration to ensure that it is aware of the modification and to invite its registration.

## PHILOSOPHY ON STUDENT ORGANIZATIONS

The Ohio State University has traditionally held that one of the most viable ways for our students to engage in university life is to become involved with student organizations. A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University set forth in the Academic Plan and the Diversity Action Plan.

Acknowledging our land-grant mission and consistent with the university motto *disciplina in civitatem* (education for citizenship), The Ohio State University recognizes the contributions Student Organizations make to an effective learning environment that prepares our students to live in a multi-cultural society and to work in a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. The Ohio State University strongly supports a diverse student organization community that contributes to the mission of the University.

## GUIDING PRINCIPLES<sup>1</sup>

The funds generated by the student activity fee, recommended by the Council on Student Affairs (CSA) and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public funds. Accordingly CSA must act as a good steward of these University resources, ensuring that these resources are used by student groups and organizations in a manner consistent with the mission of the University. In order to do this, CSA has created requirements for registration and resource allocation that seek to manage the limited resources such that they have the greatest impact on the Ohio State student body. These policies are created to promote the philosophy of student organizations at Ohio State and are made with the following guiding principles:

- Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students
- Student organizations should be guided by, and contribute to the development of, the highest ethical, moral, and democratic ideals and standards
- Student organizations should contribute to the development of skills including but not limited to leadership, interpersonal, and life management, in all of its members
- All students at Ohio State should have the opportunity to become involved in a student organization and to participate as an organization leader
- A vibrant and diverse student organization community is one where student organizations grow over time, where they have a lasting impact on the traditions and culture at Ohio State, and where they affect students beyond their own organization

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<sup>1</sup> Subsequent to the adoption and approval of these Registration Guidelines, section 3345.023 of the Ohio Revised Code was promulgated. See <http://codes.ohio.gov/orc/3345.023>. These Registration Guidelines will be interpreted and applied in adherence with all applicable law.

- Use of bulletin boards, outdoor signboards, and kiosks on the University campus
- Use of University facilities, as a non-University entity<sup>2</sup>
- Host events, including sponsoring guest speakers on campus

## NEW & RE-ESTABLISHED STUDENT ORGANIZATIONS

A student organization at Ohio State is a registered student organization created for any educational purpose supporting the vision and goals of the University set forth in the Academic Plan and Diversity Action Plan, and supporting the Philosophy of Student Organizations at The Ohio State University. Registered student organizations are treated differently than unregistered student groups because they contribute directly to the University's educational, research, and outreach mission.

The requirements to become a registered student organization follow. It should be noted that limiting the number of leadership positions a student holds are intended to give more students a leadership opportunity and to ensure that involved students are not overextended. This rule in no way limits the number of organizations with which a student may be involved, only the number of organizations s/he may lead. Likewise, the requirement limiting the number of student organizations a faculty/staff advisor may advise is intended to ensure that the advisor's relationship to the organizations is meaningful.

### Requirements:

- Constitution<sup>3</sup> on file with the Center for Student Leadership and Service, must include:
  - Organization purpose that is tied to the educational purpose of the University and supports the mission of Ohio State
  - Membership selection and removal process, including application timelines, membership contact person, and any other membership eligibility/ineligibility criteria
  - Officer selection process, including any applicable officer eligibility criteria, and officer removal process, including cause(s) for which an officer may be removed
  - Statement of nondiscrimination prohibiting discrimination on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status in accordance with these guidelines
- At least 3 Student Officers, including a Primary Leader, Treasurer, and Secondary Leader(s) (e.g., co-president, vice president or equivalent).
  - Primary Leader and Treasurer must be enrolled as full time students; Secondary Leader(s) must be student(s) in good standing
  - Student Officers must be selected in accordance with the officer selection process specified in the organization's constitution. Student Officers must also meet minimum GPA requirements, based on minimum requirements for good standing as set by the Office of Academic Affairs, Graduate School, and individual professional colleges
    - 2.0 Term GPA for Undergraduates
    - 3.0 Term GPA for Graduate Students
    - 2.0 Term GPA for Professional Students
  - A student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt eligibility criteria for its Student Officers that are consistent with those beliefs<sup>4</sup>

<sup>2</sup> Unregistered student groups have access to University facilities that are generally available to the public.

<sup>3</sup> See online guidelines on writing a student organization constitution and bylaws.

<sup>4</sup> See footnote 1 above.