

## **ORGANIZATION POLICY**

The University recognizes (1) the importance of organized student involvement as an integral part of the total educational program of the University; (2) that University 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 groups are to comply with the procedures and policies regarding registration and operation as set forth by this document.

### **Procedure for Registration of Organizations**

The group will file its name, statement of purpose, constitution or statement regarding its method of operation, faculty/staff advisor, and the names of its officers or contact persons with the Student Life Office via the organizational software, The N.E.T. Organizations are required to have a faculty/staff advisor.

The University uses an online program, The N.E.T., to maintain student organization records and communication. Student leaders are expected to use the system throughout all the steps involved with registration and operation as a student organization.

Should the group not have elected its officers or completed other work connected with its formation at the time they initially see the Student Affairs staff, the organization will not be permitted to reserve space on campus, request funds from Student Senate or Student Affairs, or sponsor events. Members of each organization will be required to attend a Club and Organization Basics (COB) workshop as part of the registration process. Once the requirements are completed and approved, full organization permissions will be granted. 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 Dean of Students or his/her designee will approve the application. Appropriate University personnel are notified by Student Affairs that the group is then eligible for all of the rights of student organizations and the Student Senate will be informed that the group may be eligible for student fee funding as per the procedures of the Student Senate.

If the reviewing staff member feels that the organization does not meet the requirements for registration, a written copy of the decision and reasons will be furnished to the applicant. The group may appeal the decision to the Dean of Students whose decision on the matter will be final.

### **Membership Regulations**

Registered student organizations have freedom of choice in the selection of members, provided that there is no discrimination on any protected class, except that a waiver of this section may be granted by the Dean of Students or his/her designee if membership restriction is necessary to achieve the stated lawful purpose of the organization. Membership in registered student organizations is restricted to currently enrolled University, undergraduate students.

## **Officers Regulations**

Student organizations are free to set qualifications and procedures for election and holding office, with the following provisions:

- All officers must be members of the organization;
- There is no discrimination against any protected class (except where the organization's lawful and University recognized purpose supports such restriction); and
- Persons not currently enrolled at the University, as full time undergraduate students, may not run for election, be appointed to an officer position, hold office or direct organizational activities.

Because student organizations and leadership activities are part of the total educational program of the University, a student who is on academic probation (as determined by the office of Academic Affairs) and/or conduct probation (as determined by the office of Student Conduct) may not be allowed to represent the University in an official capacity. This includes, but is not limited to the following activities: holding an office in a student organization, including social clubs, Student Senate, and Muskingum's Program Board; participation in new member recruitment of a fraternity, sorority, or social club, and participation as a member of the Community Standards Board or Greek Council.

## **Records**

All registered student organizations must maintain the following records with the Student Life Office. This information is gathered in The N.E.T., the online program for student organization registration:

- The organization's current officers and faculty/staff advisor shall be listed on the organization's N.E.T. page. This information is to remain up-to-date throughout the academic year. Any changes to the group's leadership positions during the year must be updated on The N.E.T. within 10 days.
- Membership rosters are to be provided at the beginning of each semester and maintained through The N.E.T.
- A copy of the organization's current constitution (or statement of purpose and statement regarding its method of operation), is to be stored on the organization's N.E.T. page.

## **Rights and Responsibilities of Registered Student Organizations**

Registered student organizations exist on the University campus on the assumption that their activities and programs contribute to the educational, civic and social development of the students involved. Registration of a campus organization does not imply University sanction of the organization or its activities. Registration is simply a charter to exist on the University campus and may be withdrawn by the University at any time if the organization is found in violation of any federal, state or local laws, or University regulation or policy.

## **Use of the University's Name**

Organizations may not use the name of the University or an abbreviation of the name of the University as part of its name, except to designate location or chapter, nor advertise or promote events in a manner which suggests that the function is sponsored or sanctioned by the University unless the event is formally cosponsored with an administrative or academic unit of the University.

## **Rights**

Registered Student Organizations may:

- Use general University facilities subject to compliance with pertinent regulations (e.g. receiving approval from Student Life for off-campus speakers, performers or presenters), proper scheduling procedures, and the prior needs of the University itself.
- Request funding for an organizational event or program (Subject to the rules and regulations of the appropriate funding entities [e.g. Student Senate, Weekend Programming Funds, etc.]).
- Distribute literature relating to the organization's purpose and activities. All literature (flyers, brochures, etc.) must be pre-approved by the Student Life office and can be distributed only in those areas authorized by the current posting & distribution policies.
- Reserve space on campus for the purpose of meetings and events\*. Room reservations must be made no less than 24 hours in advance and will not be approved unless the corresponding event is registered on The N.E.T. Please note some reservations such as bonfires and stage setups require a minimum 72 hour advance notice.
- Student organizations are responsible for cleaning the space they use. If space is not cleaned, the organization will be charged for cleaning staff at a minimum of four hours overtime rate.
- Sponsor profit-making activities and solicit funds for organizational activities upon approval from Dean of Students in accordance with University regulations; and
- Use an academic building (Caldwell Hall, Cambridge Hall, Montgomery Hall, Walter Hall or Boyd Science Center) for social activities\* provided they adhere to the following guidelines:
  - Set up time for an event may not begin until after the end of the last scheduled class in the building, including graduate classes.
  - Alcohol is not permitted at any student organization event in an academic building.

\*Reservation requests are subject to availability.

## **Responsibilities**

It is the responsibility of every registered student organization and/or its representatives to:

- Manage itself and carry out its activities within its own constitution while adhering to all applicable local, state and federal laws, as well as all University regulations and policies;
- Anticipate, provide for and promptly meet its legitimate financial obligations;
- Act accordingly in the best interests of its members and the University;
- Properly register all organization sponsored meetings and events via the organization's portal on The N.E.T. Directions for registration are found in leadership materials provided by the Student Life Office and found on The N.E.T.
- Take reasonable precautions for the safety and comfort of participants at organization events; and
- Notify the appropriate staff person in Student Affairs of any and all changes in the organization's officers/contact persons, addresses, telephone numbers or constitution. These updates and changes must be submitted into the organization's The N.E.T. portal.

### **Conduct of Student Organizations and Groups**

Student groups and organizations can be charged with alleged violations of local, state and federal laws and/or University policies. A student group or organization and its officers could be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group.

Sanctions for group or organization misconduct may include revocation or denial of registration or recognition in addition to any other appropriate sanctions provided herein or in the Code of Student Conduct. Student groups and organizations may appeal any sanction through the Appeals Process outlined in the Student Conduct section of the Student Handbook.