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Student Organization Registration

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Student Organization Registration Policy

Area: Office of Student Activities	Number:
Subject: Student Organization Registration	Issued:
Applies To: All students	Revised:
Sources: Student Organization Handbook	Updated:
	Reviewed:
Responsible Party: Vice President for Student Affairs & Enrollment Mngmt.	Page(s):
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I. Purpose

Georgia Southern University acknowledges the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state law, federal law, or university policy.

II. Policy Statement

There are many rewards for students who engage in student organization activities. First, student organizations add an important component to campus life by providing an outlet for the student voice and a vehicle for students to have a substantial impact on campus. Second, students gain valuable experience in the practical aspects of leadership, communication, risk management and teamwork. Finally, students who are involved on campus are more likely to be successful in college and to gain more from their time at Georgia Southern University.

The following privileges are available to official, Georgia Southern University registered student organizations:

- Reserve University facilities, equipment, vans, etc.
- Hold fundraisers on campus
- Sponsor campus activities
- Invite speakers to campus
- Apply for activity fee monies with the Student Government Association (SGA)
- Publicize sponsored activities on campus
- Recruit students as members on campus
- Use the University's name and logo
- Develop website visibility through myInvolvement
- Receive discount on services provided through the Russell Union Student Center
- Participate in organization fairs sponsored by the Office of Student Activities
- Receive specific individual and group advisement and training from the various departments within the Division of Student Affairs and Enrollment Management
- Receive assistance and advisement from Student Activities for programs and events
- Receive awards and honors presented to University organizations and members through the various departments within the division of Student Affairs and Enrollment Management
- Be listed in University and Student Activities publications, including the Office of Student Activities website
- Participate in University events such as Welcome Week, Homecoming, Orientation, etc.
- Receive Advisor training and consultation from the Student Activities
- Utilize additional services provided by the Office of Student Activities

Aside from the supervision exercised over organizations deemed to be “University Sponsored Organizations”, Georgia Southern University recognizes active, registered student organizations as independent entities and assumes no responsibility for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

Student Organization Obligations

- Follow the stated purpose of the organization. An officially chartered student organization will not use its official status for any purpose other than its own organization. Sponsoring activities for a non-registered student organization, reserving facilities, and carrying on business for a non-registered group is strictly prohibited.
- Use of activity fee monies must conform to the purposes and practices approved by Georgia Southern University. Organizations are expected to meet their financial obligations on time and use the funds prudently and appropriately.
- Sponsor only such projects that will benefit both the group and/or the University.
- Practices of the registered student organization shall not be contrary to stated policies of the University. All students and student organizations are responsible for their conduct and are responsible for familiarizing themselves with the standards and regulations of the University. Specific regulations are referenced in the Student Conduct Code as well as the Student Organization Handbook.
- Every student organization must have and operate based off of a constitution and that constitution must contain the following 2 clauses/sections:
 - Anti-discrimination clause
 - “This organization will not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, gender, gender expression, national origin, religion, age, veteran status, political affiliation, or disability.”
 - *Note* this clause must contain *every* protected clause above (e.g. race, color, sex, etc.)
 - Anti-hazing clause
 - “This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Hazing is defined in the Georgia Southern University Student Conduct Code as: an act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above or are violations of the Student Conduct Code.”
 - *Note* this clause must contain a valid definition & stance on hazing
- Any changes in an organization’s constitution after initial approval must be uploaded to myInvolvement and approved by the Office of Student Activities. An updated constitution must be on the student organization’s myInvolvement page at all times.
- In order to retain an “active” status, every registered student organization is required to have four student officers leading their organization at all times.
 - Each of those 4 student leaders is required to hold and maintain at minimum at 2.5 cumulative GPA.
 - All members of the student organization should remain in good academic standing with the university.
- Each registered student organization must have at least one full-time, on-campus faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organization. The organization should review the advisor’s position on an annual basis.
- In order to retain an “active” status, each registered student organization is responsible for maintaining adequate communication with the OSA. Registered student organizations are required to keep an up-to-date website on myInvolvement. The following must be kept current at all times:
 - Name and contact information for the first, four student leaders
 - Name and contact information for the primary advisor (and secondary advisor if applicable)

- o Most recent copy of the organization's Constitution/Bylaws
 - o Appropriate administrative rights and officer listing of members
- Files stored on the student organization's myInvolvement page should relate to the student organization and should be actively linked to the organization's web pages. The student organization's myInvolvement or web page, issued by Georgia Southern University, should not be used for file storage of non-related programs or data.
- The OSA sponsors certain meetings and activities that are deemed very important to clubs and organizations. These special meetings may have mandatory attendance. Failure to attend a required meeting may result in the loss of the organization's recognition status.
- If the student organization fails to meet the Office of Student Activities' yearly requirements to remain listed as an active organization, the organization's myInvolvement account may be removed or suspended until the requirements are met.
- To reacquire an organization's myInvolvement account and registered student organizational privileges after suspension for inactivity, the organization's advisor or current president should contact the Office of Student Activities.
 - o **Please note:** Restoration of the original page and data may not be available in every case.

Student organizations are collectively responsible for any actions committed by members that serve to reflect upon the organization as a whole or upon the University community. The Office of Student Activities (OSA) will meet with student organization presidents regarding incidents which may violate the Student Organizations Handbook. If deemed necessary, OSA can refer incidents to the Office of Student Conduct for a hearing.

III. Exclusions

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows:

- the organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- members must be limited to students, staff, or faculty at Georgia Southern University
- the organization must be a "social fraternity/sorority" as defined by the Department of Education.

The Department of Education defines a "social fraternity/sorority" as a group that can answer "no" to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity/sorority" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy can be directed to staff in Office of Student Activities.

IV. Procedures

Listed below are the requirements and procedures for chartering a new student organization:

Students wishing to form a new organization must meet the following criteria:

1. Have at least four (4) chartering members.
 - Each member must be currently enrolled at Georgia Southern University.

- Each chartering member and/or officer must possess a minimum 2.5 cumulative GPA. (OSA staff reserves the right to check officer's academic standing)
2. Secure an organizational Advisor.
 - Advisor must be a full-time faculty/staff member at Georgia Southern University, and have been employed with the university for at least 6 months.
 3. Draft a Constitution/Bylaws that will govern your organization.
 - A sample constitution can be found on the Office of Student Activities website.
 4. Have two (2) chartering members complete the New Student Organization Chartering Workshop.

Note: One of these officers must be the registered agent (president). The schedule for these workshops can be found on the Office of Student Activities website.
 5. After completing the first four steps, **submit a new organization registration form** (with a formal Constitution) via myInvolvement.

It typically takes about two weeks to process through myInvolvement once it has been submitted to the Office of Student Activities. New Student Organization Chartering Workshops are offered twice (2) a month. During this workshop, all policies and expectations of student organizations will be shared.

Listed below are the requirements and procedures for renewing an existing student organization:

Registered student organizations are required to update their myInvolvement page annually, as well as on a semester to semester basis if officers and/or faculty staff advisors change and/or update their contact information.

Annual student organization renewals will be held in April. An organization will be classified as inactive upon failure to complete the registration process. Inactive organizations cannot exercise any of the privileges granted to registered student organizations.

All student groups must have their top four (4) student leaders as well as an on-campus faculty/staff advisor registered on myInvolvement and listed accordingly, at all times. It is also highly recommended that each organization requires all of their members to register on myInvolvement.

1. Two (2) leaders of each organization are required to attend the Annual Registered Student Organization Renewal Workshop (Renewal Workshops which are offered four (4) times in April).
2. The Advisor of each organization is required to complete the online training module.
3. All student organizations are required to update the following information on their myInvolvement page before the renewal deadline (end of April):
 - Four (4) student leaders' names and contact information
 - Primary Advisor's name and contact information
 - Constitution/Bylaws (must include both a non-discrimination and an anti-hazing clause)
 - All Primary Student Leaders of student organizations are required to submit a Primary Student Leader Agreement via myInvolvement.
 - All Advisors of student organizations are required to submit an Advisor Agreement via myInvolvement.