



## The University of Toledo - Main Campus Policy

### IV- 13 3360-30-13 Student organizations.

#### (A) Co-curricular activities

Co-curricular activities of University students shall be under the supervision of the vice president for student life acting upon authority of the president of the University as authorized by the board of trustees.

#### (B) Conditions for registration of all student organizations

- (1) All student organizations must abide by all federal, state and local laws as well as all University regulations.
- (2) No organization with restrictive membership clauses discriminating on the basis of race, creed, ethnic identity, national origin, sex and age or handicap, as defined by law, shall obtain or maintain registration status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex.
- (3) Only currently registered students may hold office and solicit funds on campus on behalf of a registered student organization. Other persons may be admitted to non-voting membership if the organization's constitution permits. Certain scholastic honoraries which have a national affiliation and admit faculty and staff to office positions may be exempt from this requirement as well as items 4 and 5 below.
- (4) A minimum of ten (10) currently registered student members shall be required as a condition of registration. Certain organizations may seek exemption from this requirement through a formal petition to the student activities committee.
- (5) In order for a student organization to achieve or maintain registered status, the officers of that organization shall not be on academic probation.
- (6) The purpose(s) of a student organization must not conflict with the mission or established policies of the University.
- (7) No student organization may use the name of any other student organization for the purpose of registration or any other purpose.
- (8) Student organizations are strongly encouraged to have faculty and staff advisors and to provide for such advisors in their constitution or bylaws. Student organizations who secure an on campus advisor need to obtain written consent indicating that individual has agreed to serve as advisor to the organization. Advisors must be full or part time faculty, staff or administrator. Additionally, organizations may utilize community members as co-advisors who are alumn(ae) of fraternities and sororities. Local religious leaders may serve as co-advisors to UT religious organizations.

- (9) Registered student organizations must file a copy of the student activities annual report with the student activities center within four (4) weeks prior to the end of spring semester each year, in order to maintain registration status.
- (10) Registration of student organizations does not constitute endorsement, approval, or ratification by the University of any doctrine, act or omission of the student organization.

(C) Procedures for registration of student organizations

- (1) An organization is required to produce evidence that the membership consists of a minimum of ten (10) currently registered students at the time registration is sought and in order that registration status may be maintained.
- (2) A guide for student organization constitutions may be obtained from the student activities center. The guide is to be used to prepare a constitution and bylaws for the organization.
- (3) Four (4) typed copies of the proposed constitution and a list of current officers are to be submitted to the student activities center where an initial review will take place.
- (4) If there are no major corrections needed, the constitution is forwarded to the student activities committee for consideration. If approval is recommended by the committee, the constitution is sent to the vice president for student life and then to the president of the University for final action. Registration is considered final after the approval by the president of The University of Toledo.
- (5) The approved constitution is kept on file in the student activities center. The second copy is returned to the student organization.
- (6) Registration is granted on a year-to-year basis. Any student organization failing to reapply for active registration status by submitting the required annual report and supporting documents will be considered inactive and no longer a registered student organization. In addition, an organization may lose its registered status through violation of University policy, procedures, and rules as determined by the Dean of Student's Office.
- (7) Inactive organizations with no change in constitutions may petition the student activities committee for reinstatement. Any changes in a constitution and bylaws must be approved by all bodies involved in the registration process.
- (8) Objection to registered status for any student organization may be filed with the Dean of Student's Office.
- (9) Appeal of a decision against registration of a student organization may be made by that organization to the student activities committee or, if requested, to the president of the University, if necessary.
- (10) An organization which has complied with procedures 1, 2 and 3 in this section and is awaiting a final decision regarding its registration, shall be permitted to use only the small meeting rooms in the Student Union or the Student Center until approval has been granted or denied. A student organization not fully registered may only use the meeting rooms for the purpose of forming and organizing their group; they cannot use the rooms for the social, recreational, etc. purposes.

(D) Privileges of registered student organizations

Registered student organizations are afforded the following privileges:

- (1) Use of the name of the University in their titles. Use of the University symbols must conform to the University policy "Use of University name and symbols":
- (2) Use of University facilities subject to the duly established written policies and rules governing such use.
- (3) Petition for the use of University funds by submitting requests to the appropriate University officials.
- (4) Services of the student activities center including consultation and, assignment of a mailbox. With these privileges goes the responsibility of each registered student organization for the consequences of its decisions and activities as a group.

(E) Funding and financial affairs of student organizations

The Student Government President and Vice President and the Campus Activities and Programming Board president shall receive stipends during the term in office (fall and spring semesters) to cover the following:

- (1) Instate instructional fees, general fee, facilities fee, and full or partial book charges.
- (2) A monthly amount equal to 1/9 of the average cost of on-campus room and board. The average cost of room and board will be the amount used by the Financial Aid and Residence Life Offices.

In a case where the student is receiving financial assistance from, or administered by the University, the amount of such assistance from general fee monies shall be adjusted so that the total accruing to the student shall not exceed the above-mentioned amounts.

In order to qualify for stipends the student officers shall:

- (a) Be enrolled full-time throughout the semester.
- (b) Hold no office in another principal student organization. This shall be defined by the Dean of Student's Office.
- (c) Have no other employment except during semester breaks and/or the summer semester. Any exceptions to this policy must be approved by the Dean of Student's Office.
- (d) Satisfy the requirements of their organization as stipulated in the constitution.

(F) Annual budget process/special funding process

(1) Annual budget process

Student organizations which seek funding on an annual basis must follow the annual budget process as defined by the Dean of Student's Office. If approved, the budget request then goes to the student general fee committee. This committee enables students to make recommendations to the vice president for student life about the allocation of student general fees. Increases or decreases in student general fees shall be recommended by the student general fee committee and sent to the Student Senate for approval. The Student Senate may amend the student general fee committee's recommendations and by majority vote submit its amended recommendations to the vice president for student life. The vice president for student life may amend the Student Senate recommendations and make his or her own amended recommendations to the president of the University who shall have final authorization for setting the student general fees to be forwarded to the board of trustees for appropriate action.

- (2) The University has adopted the following guidelines for considering and acting on student organization requests for funding:

- (a) Student organization requests for money derived from student general fees should be used chiefly to support activities, items and services which benefit registered students. Student organizations requesting funding may be required to provide evidence of student membership. Such evidence of student membership shall be provided to the student activities center in the form of a complete list of the names of members. The student activities center may check the list with the student records office and will report these findings to the student activities committee.
- (b) The general fee portion of the University general fund, including any unappropriated general fee reserve, shall be used to support activities, items and services which benefit the enrolled students, student organizations, and departments designated by the University. Payment from the general fee of operating or capital expenses directly related to regular instructional (both credit and non-credit) and research functions, classes, and projects from the general fee is prohibited. Special non-credit instruction or research performed by faculty, staff or students on behalf of the students shall be eligible for funding. Such funds are not to be expended for those capital improvements which ordinarily might be provided for in a University capital improvements budget or account.

Those activities, items and services by which students are provided useful information, entertainment or an opportunity for personal development shall be considered beneficial. Registered student organizations shall provide all necessary documentation as designated by the student activities center for the preparation of annual line item budgets. This budget documentation should include the following:

- (i) A copy of the detailed budget request for the previous fiscal year.
- (ii) Detailed actual revenue and expense reports for the previous fiscal year.
- (iii) A detailed request for the upcoming fiscal year, including projected revenue and expenses.
- (iv) Information representing current program fund levels, reserve(s) levels at the end of the previous fiscal year, and projected fund reserve levels at the end of the current and next fiscal year.
- (v) A list of total amounts requested, received and expended for the previous two years.

Requests for special funding by registered student organizations or by groups or individuals on behalf of students will be considered by the appropriate University officials only when accompanied by a financial summary and documentation which indicates specifically how the intended use of such funding will benefit the students.

- (c) Groups or organizations which seek student general fee should contact the student activities center for detailed information on the format of funding requests and guidelines for constructing a budget proposal.
- (3) Organizations and groups which are funded on the basis of the student general fee committee recommendations are required to conform to University regulations relating to the expenditure of funds and the keeping of receipts and records. Detailed information is available from the Dean of Student's Office.
  - (4) Special funding

Requests for special funding by registered student organizations will be considered by the appropriate University officials only when accompanied by the special funding request forms provided by the student activities center. Groups or organizations which seek student general fee funding should contact the student activities center for detailed information and the format of funding requests and guidelines for constructing a budget proposal.

Guidelines:

- (a) The student activities committee will not fund:
    - (i) Charitable Contributions
    - (ii) Stipends
    - (iii) Operational costs (such as consumable office supplies and office equipment)
    - (iv) Shortfalls in an existing year's base budget
    - (v) Food as part of travel expenses
  - (b) Priority will be given to programs and events that benefit the whole University.
  - (c) Profits for an event funded by the student activities committee will be returned to the special funding (not to exceed the amount provided by special funding).
  - (d) The student activities committee reserves the right to review and consider each case on an individual basis.
  - (e) Requests for special funding must be submitted no later than 4 weeks before planned expenditure of funds.
  - (f) An application deadline will be established which is typically 4-6 weeks prior to the end of spring semester.
  - (g) Applicants must be present at their special funding hearing or their request will not be considered.
- (G) Budgetary and expenditure guidelines for student organizations

In general, student organizations have a great deal of autonomy in conducting affairs and in the expenditure of funds granted by the University. This autonomy is any and all relevant federal, state and local regulations and by those regulations, policies, rules and principles promulgated by the University to govern the use of funds by any of its cost centers. In addition, those student organizations receiving funds from the general fee must observe regulations, policies and guidelines established by the University in order to maintain an orderly, consistent and reasonable process of budget expenditure. To this end, the following guidelines have been established for student organization expenditure of funds provided by the general fee.

- (1) General
  - (a) No student, group of students, or student organization may represent the University without proper authorization.
  - (b) Student organizations are granted funding for a purpose or purposes specified by their funding requests. It is expected that if funds are approved, whether through special funding or the regular budget process, they will be expended in accordance with the purpose(s) stated in the funding request and acted upon by the University. Any substantial deviation in expenditures from the purpose(s) for which the funds are granted will not be approved.
  - (c) Student organizations seeking to purchase equipment, supplies, trophies, or other products or services from off campus vendors must receive approval to do so from the Dean of Student's Office in advance of the purchase. Additionally, the appropriate paperwork -- a requisition or purchase order -- must accompany a purchase or an order. Failure to observe these procedures will result in the member of the student organization being held personally liable for the expense.
  - (d) Any supplies, products, or services which are available through University established sources must be obtained in this fashion. Requisitions for purchases of supplies, products, or services

from off campus vendors will not be honored if it is established that they are available through the University or University channels. The only exception is if approval is granted in advance of purchase by the dean of students.

- (e) Reimbursements to individuals in the organization from the organization's budget will not be processed unless such requests are accompanied by appropriate documentation - itemized receipts, bills, etc. - and a written statement as to why the purchase could not be obtained directly from a vendor.
- (f) Organizations that exceed their allocated funds by incurring an end of the fiscal year total budget deficit may expect that an amount equal to the amount of the deficit will be deducted from the following fiscal year's allocation and deposited into the appropriate University reserve. Similarly, those organizations with income accounts which fail to reach their projected income figure or fail to equal projected income through a combination of lapsed funds and actual income may expect that the difference between projected income and actual income or actual income plus lapsed funds will be deducted from the following year's allocation and deposited in the appropriate University reserve.

(2) Travel

Funds may be expended for travel when members of the organization will:

- (a) Represent the University and thereby enhance the prestige of the University and the organization.
- (b) Gain knowledge and experience in accordance with goals and purpose of the organization.
- (c) Fulfill responsibilities in accordance with goals and purposes of the organization.

(3) Entertainment and social activities

The product of funds expended from entertainment accounts is intended to benefit all students at the University. It should further be understood that an allocation into this account does not grant a student organization license to entertain its members.

- (a) Parties. As noted above, a funded student organization party or similar social function must be open to all students of the University. In addition, it is expected that revenue will be generated to offset costs.
- (b) Receptions. Expenditures for receptions and refreshments will be evaluated according to the individual programs as itemized in the budget requests.
- (c) Banquets. Expenditures for banquets will be evaluated according to the individual program as itemized in the banquet request. Student organizations sponsoring banquets should avail themselves of University facilities and services. Supplies necessary for social functions may not be purchased off campus if they are available through the University. If off campus purchases are necessary, requisitions for them must be purchased with funds granted by the University to student organizations.

(4) Speakers, facilitators, workshop leaders

No speaker, facilitator, workshop leader, or other program presenter who is a member of The University of Toledo faculty, staff, or administration may receive payment for participation in an event sponsored by a student organization. Approval for expenditure of student organization funds will not be granted for speakers who are engaged to participate in college commencement activities.

(5) Fund-raising activities

A benefit of registration as a University of Toledo student organization includes the opportunity to use University facilities for fund-raising activities. Those organizations funded by the University must deposit all proceeds from such activities into their University accounts. An organization which does not have a University account must deposit monies raised into an account which is in the organization's name at a financial institution (bank, credit union, etc.). Organizations not complying with those requirements will not be permitted to use University facilities for fund-raising activities.

(6) Telephones

The installation of telephones will be restricted to those organizations that have assigned offices in the Student Union or student center. Non-funded organizations will be billed by the Student Union accountant, and charges of funded organizations will be handled by the dean of student's bookkeeper.

(7) Income accounts

Those student organizations with income accounts may not deposit from any source into expenditure accounts, nor may they deposit income from any source into restricted accounts or outside accounts. Any organization that receives funding must present to the University a record of all other income received, whether from University or other sources. Failure to do so will result in the forfeiture of funding.

(8) Charitable contributions

Expenditures from funded student organization budgets may not be made to any charitable organization or any other organization not formally a part of the University unless it is for rendered services or products.

(9) Political activities

No funded student organization may expend any of its funds for any political purpose or in the support of any political candidates or issues whether federal, state, local or University level.

(10) Wage payments

Wages, stipends, commissions, etc., will be paid to registered students only. If an individual purposely accepts such payments after graduating or dropping from classes the individual will be personally liable for monies received.

(11) Approval of expenditures and forfeiture of funds

In the above guidelines, when approval is required, the source of the approval is the Dean of Student's Office. The dean of student's administrative staff may consult with the student activities committee, the student general fee committee or the vice president for student life. The dean of student's administrative staff also has the authority to recommend that the student activities committee or the general fee committee review the budgetary activities of any funded student organization. Evidence which indicates a substantial violation of these guidelines or of any other University budgetary regulations by a funded student organization may be cause for the University to order the forfeiture of the funds remaining in that organization's budget. The amount forfeited will be deposited into the appropriate student general fee reserve.

(H) Restrictions on solicitation and advertising

- (1) Any off-campus solicitation or sale of advertising shall be permitted only if approved in advance by the director of public relations. Where such solicitation is by a registered student organization, the request shall first be approved by the student activities center.
  - (2) The use or reproduction of the University's name and/or symbols shall be permitted only if approved in advance by the executive director of public relations, who shall have the right of copy review before final authorization. Please refer to University policy "Use of the University name and symbols."
  - (3) Registered student organizations may be permitted to solicit funds for their groups or for non-University charitable organizations only in conformance with the following requirements:
    - (a) All solicitation activities shall be registered and approved in advance by the student activities center.
    - (b) All charities shall be required to certify their tax-exempt status.
    - (c) All solicitation activities shall comply with this and all other relevant University policies and local, state, and federal laws.
    - (d) All proceeds of solicitations by organizations receiving University financial support shall be promptly deposited in the appropriate University account. If there is no University account, arrangements for handling proceeds shall be made with the Dean of Student's Office.
    - (e) The solicitation event shall be scheduled in accordance with University policy.
    - (f) Solicitation activity in residence halls shall be restricted to residence hall groups (hall government, individual floors, designated committees) and may be conducted only in common areas in each residence hall and in areas in the dining halls approved for activities, programs and meetings. Solicitation door-to-door, in dining rooms during meal hours, or in snack bars is prohibited.
    - (g) The dean of student's administrative staff may prohibit the scheduling of concurrent solicitation activities. Such limitations shall be based upon the maintenance of order in the activities and the prevention of conflicts between organizations which seek to solicit simultaneously for worthy causes.
    - (h) At all locations, solicitors for a specific activity must be student members of the recognized student organization conducting the solicitation.
    - (i) All sponsored vendors must comply with the Student Union/student center policies and procedures, and other applicable University of Toledo policies and procedures.
- (I) Mailboxes, posters and signs
- (1) Mailboxes for student organizations are assigned to a specific club or organization by the student activities center. Assignment to a mailbox is for one year only and is for the exclusive use of the organization or club.
  - (2) General announcement boards may be used by any student organization registered by The University of Toledo. General announcement boards are located throughout the various buildings on campus. Student organizations must seek approval for use of these boards through the student activities center.

- (3) Individuals may utilize the free speech posting area in accordance with University regulations.
- (4) Individuals may post individual "for sale or for rent" notices in format approved by the University information center (located in the Student Union).

(J) Flyers, leaflets and notices

- (1) Flyers shall be defined as publications which are posted and leaflets shall be defined as any publication which is to be handed directly to the students. Notices shall be defined as any publication which is distributed via mailboxes.
- (2) The distribution of flyers by registered student organizations on the campus must be approved by the student activities center.
- (3) Student election campaign literature may be distributed in accordance with the University policy on political literature.
- (4) Notices may be distributed as follows:
  - (a) Via organization mailboxes with permission of the student activities center.
  - (b) Via faculty mailboxes with permission of the vice president for student life.
- (5) Literature of any type shall not be placed under windshield wipers of vehicles on campus.

(K) Off campus publicity

- (1) Organizations or individuals desiring publicity off-campus should consult the Office of the Dean of Students and with the University Public Relations Office.
- (2) Under no circumstances may student organizations post notices or distribute flyers or handbills in the community off-campus without compliance with city ordinance no. 2603.

City ordinance no. 2603 expressly prohibits the posting of signs on railroad overpasses and city property, including streets, parks, etc. Violators are subject to a fine. Posting signs on private property subjects the offender to arrest for trespass. Posting on utility poles also is prohibited.

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Certification: Sandra A. Drabik  
Secretary, Board of Trustees

Date: June 25, 2003

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