

Name of Policy: Registered Student Organizations Policy Number: 3364-30-12 Approving Officer: President Responsible Agent: Vice President for Student Affairs Scope: All Campuses Registered Student Organizations		 Revision date: January 7, 2019 Original effective date: August 1, 2003	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
X	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

The University of Toledo (UT) is committed to creating avenues for students to establish organizations on campus through the Office of Student Involvement & Leadership for Main Campus and the Office of Student Affairs, College of Medicine and Life Sciences for Health Science Campus, hereafter referred to as “affiliated campus offices.” Registered student organizations are required to abide by the expectations/guidelines within this policy.

(B) Purpose of Policy

The policy is to outline the University’s expectations/guidelines for becoming a registered student organization.

(C) Relationship Between the University and Student Organizations

While registered student organizations are an integral part of campus life at The University of Toledo (UT), it should be clear that these organizations are responsible for managing their own affairs and are not units or agents of the University nor authorized to represent themselves as units or agents of the University. Each registered student organization, is responsible for its own actions and is acting

on behalf of the organization, not The University of Toledo. Because of this relationship, the affiliated campus offices are limited in how they work with registered student organizations. The University of Toledo does not give legal advice or counsel on matters related to tax issues or off-campus bank accounts. The affiliated campus offices work with facility requests for on-campus events, University fund accounts, and any registered student organization issues. The offices work alongside the Office of Student Conduct and Community Standards for any organization issues that may violate the Student Code of Conduct.

Each registered student organization shall be required to include in its constitution/bylaws a provision clearly stating that it is not an agent or a part of the University, and disclaiming the responsibility of the University for its acts and liabilities.

(D) Conditions for all registered student organizations

- (1) All registered student organizations must abide by all federal, state and local laws as well as all University policies and regulations.
- (2) No registered student organization with restrictive membership clauses discriminating on the basis of race, color, religion, sex (including sexual orientation, gender identity and expression), age, national origin, ancestry, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities, 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 (including faculty and staff) may be admitted to non-voting membership if the registered student organization's constitution permits. Certain scholastic honorary societies,

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) Undergraduate students must be enrolled full-time at the time of their appointment or election to be eligible to hold an appointed or elected office within their registered student organization. Graduate students may be enrolled full-time or part-time at the time of their appointment or election to be eligible to serve as appointed or elected officers within their registered student organization. Additionally, all officers of all registered student organizations must remain degree-seeking students for the duration of their term. Registered student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers if the criteria do not violate the University's non-discrimination policy. Exceptions to this clause may be considered and approved by the affiliated campus offices.
- (5) A minimum of seven (7) currently registered student members shall be required as a condition of registration, and maintenance of registered status. Exceptions may be made if there are extenuating external circumstances with approval by the affiliated campus offices.
- (6) In order for a registered student organization to achieve or maintain registered status, registered student organizations are required to maintain the following academic requirements:
 - (a) Registered student organization officers are required to be in good academic standing and good standing with the Office of Student Conduct and Community Standards.
 - (b) Registered student organization members are required to be in good academic standing to be recognized as an official voting member.
- (7) The purpose(s) of a registered student organization must not conflict with the mission or established policies of the University.

(8) No registered student organization may use the name of any other registered student organization for the purpose of registration or any other purpose.

(9) All registered student organizations must have an advisor per policy number 3364-30-56.

Registered student organizations must have an advisor who is a full or part-time faculty, staff, or administrator at UT.

Registered student organizations must provide for such advisors in their constitution and bylaws. Registered student organizations may utilize community members as additional advisors.

(10) Registered student organizations must file an annual report as required by their affiliated campus office.

(E) Procedures for registration of student organizations

Registered student organizations must follow the procedures required by their affiliated campus office to maintain their registration status annually. Organizations on Main Campus will register through the Office of Student Involvement & Leadership. Organizations on Health Science Campus will register through the Office of Student Affairs, College of Medicine and Life Sciences.

(F) Privileges of registered student organizations

Registered student organizations are afforded the following privileges, along with the duty of each organization to take responsibility for the consequences of its decisions and activities as a group:

(1) Use of the name of the University of Toledo in their titles. If a registered student organization identifies themselves with the University, they may only use the following format in the organization name: "Student Organization at The University of Toledo". The name must not infer University endorsement of the organization's purpose or activities, or imply that the

organization is speaking on behalf of the University or any of its divisions or departments. Use of the University symbols must conform to the University policy "Permission for use of university name and symbols" (see policy 3364-45-02).

- (2) Use of University facilities – please refer to Policy 3364-5-10.
 - (3) Ability to petition for the use of University funds by submitting requests through the appropriate University procedure.
 - (4) Services provided by the Office of Student Involvement & Leadership, such as guidance on student organization best practices, event planning, and marketing resources.
- (G) Funding and financial affairs of registered student organizations officers

(1) Funding for Student Government President and Vice President

The Student Government President and Vice President shall receive funding during the term in office (fall and spring semesters) to cover the following:

- (a) In-state instructional fees, general fee, facilities fee, and book scholarship during the time in office (applied to the student's account).
- (b) A wage compensation equal to the average cost of on-campus room and board, paid over nine (9) months during the fall and spring semesters. The on-campus room and board will be established by the Office of Residence Life.
- (c) In order to qualify for funding, the Student Government officers shall:
 - (i) Be enrolled full-time throughout the semester.
 - (ii) Maintain a cumulative grade point average of 2.5 throughout the term.
 - (iii) Hold no officer position in another student organization.

- (iv) Be in good standing with the Office of Student Conduct and Community Standards.
- (v) Have no other employment except during semester breaks and/or the summer semester.
- (vi) Satisfy the requirements of their organization as stipulated in the constitution.
- (vii) Any exceptions to this criteria must be approved by the Office of the Vice President for Student Affairs or designee.

(2) Annual budget process/special funding process

Registered students organization may petition for the use of University funds by submitting requests through the appropriate University procedure through their affiliated campus office. Registered student organization requests for money derived from student general fees should be used chiefly to support activities, items and services which benefit registered students.

(3) Travel

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

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

(4) Entertainment and social activities

Funds expended from entertainment contractor and sponsored event

budget lines are intended to benefit all students at the University. Use of the funds cannot be used to merely entertain organization members. Registered student organizations using University funds to sponsor parties, receptions, or banquets must use University provided facilities and services, unless such facilities or services are not available, and be approved by the Office of the Dean of Students or designee.

(5) Speakers and facilitators

No speaker, facilitator, 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. Registered student organizations are not permitted to use funding to pay for commencement speakers.

(6) Fundraising activities

A benefit of being a registered student organization includes the opportunity to use University facilities for fundraising activities. Registered organizations funded by the University may be required to deposit all proceeds from such activities into their University accounts. A registered student 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.). Registered student organizations not complying with those requirements will not be permitted to use University facilities for fund-raising activities.

(7) Telephones

Telephones will be restricted to those registered student organizations that have assigned offices in the Student Union and receive funding specifically for an office telephone.

(8) Charitable contributions

Registered student organizations may not use funding for charitable contributions or for a charitable purpose (e.g. purchasing food to feed the hungry).

(9) Political activities

Registered student organization may not use funds for any political purpose or in the support of any political candidates or issues whether federal, state, local or University level.

(10) Approval of expenditures and forfeiture of funds

In the above guidelines, when approval is required, the source of the approval is the Office of the Dean of Students or designee. The Office of the Dean of Students administrative staff may consult with the Student Allocation Committee or the Vice President for Student Affairs. The administrative staff also has the authority to recommend that the Student Allocation Committee review the budgetary activities of any funded registered student organization. Evidence which indicates a substantial violation of these guidelines or of any other University budgetary regulations by a funded registered student organization may cause for the University to order the forfeiture of the funds remaining in that organization's budget. The amount forfeited will be returned to the Office of the Dean of Students.

(H) Restrictions on solicitation and advertising

- (1) Any off-campus solicitation of sponsorships, including sales or advertising, by a registered student organization must be approved by the Division of Advancement through a procedure established by the affiliated campus office.
- (2) The use of the University's name, with the name of the registered student organization, shall be in accordance with section F (1) of this policy. The use or reproduction of University symbols when advertising must receive final approval from University Marketing and Communications through a procedure established by the Office of Student Involvement & Leadership. Please refer to University policy "Permission for use of the university name and symbols" for the appropriate use of University symbols (see policy 3364-45-02).
- (3) Registered student organizations may solicit funds for their groups or for non-University charitable organizations by adhering to the

requirements established by their affiliated campus.

- (a) All solicitation activities and events must be registered and approved in advance.
 - (b) All charities shall be required to certify their tax-exempt status.
 - (c) All solicitation activities must comply with all federal, state, and local laws, and University policies.
 - (d) Registered student organizations receiving University funding may be required to deposit all proceeds of solicitations in their appropriate University account. Registered student organizations that do not receive University funding must comply with section G (6) of this policy.
 - (e) Solicitation activities and events in residence halls are restricted to only registered student organizations that are affiliated with the Office of Residence Life. These activities and events may only be held in common areas of residence halls, and in approved locations within dining halls. Solicitation is prohibited in dining halls (during meal hours) and other on-campus eateries, and door-to-door in the residence halls.
 - (f) The Office of the Dean of Students or designee may prohibit the scheduling of concurrent solicitation activities and events to prevent conflicts between registered student organizations which seek to solicit simultaneously for worthy causes.
 - (g) Solicitors for a specific activity must be members of the registered student organization conducting the solicitation.
 - (h) All sponsored vendors must comply with all applicable University of Toledo policies and procedures.
- (I) Travel
- Students traveling on behalf of their student organization must abide by the travel procedures of their affiliated campus office.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>January 7, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Senior Leadership Team Vice President for Student Affairs Associate Vice President for Student Affairs and Dean of Students</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-30-12, effective date December 7, 2011</i> <p>Initial effective date: August 1, 2003</p> <p>Review/Revision Date: December 21, 2011, December 2018, January 7, 2019</p> <p>Next review date: January 7, 2022</p>
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