



## **STUDENT LIFE** *Try Something New*

### **Privileges, Responsibilities, and Community Expectations**

The privileges and responsibilities identified in this document apply to all recognized undergraduate student organizations at UMBC. The community expectations section provides additional information about ways in which student organizations can be productive contributors to student life at UMBC.

For questions or additional information visit Student Life in The Commons 336 or browse the Student Life website: [www.umbc.edu/studentlife](http://www.umbc.edu/studentlife).

#### **Privileges**

Recognized student organizations are able to:

1. Use the UMBC name, logo, and mark in the organization's advertising in a manner consistent with the UMBC Style Guide ([www.umbc.edu/umbcstyle/](http://www.umbc.edu/umbcstyle/));
2. Display officer contact information and social media pages on the Student Life website;
3. Use a campus mailing address and apply to Student Life for the use of a campus mailbox and/or storage cabinet (located in the Student Organizations Space on the second floor of The Commons);
4. Receive advice and support from Student Life staff and a faculty/staff advisor;
5. Learn about and participate in organizational development and leadership training sessions (e.g LeadingOrgs and CelebratingOrgs);
6. Participate in Involvement Fest;
7. Plan and implement events, programs, and fundraising activities on campus with support from Event & Conference Services and Student Life;
8. Cosponsor events with other recognized student organizations;

9. Apply for funding from the Student Government Association (SGA) as outlined in the SGA Budget Policy;
10. Reserve campus facilities for meetings and events in accordance with university policies;
11. Reserve banner or poster space for events through commonvision; and
12. Advertise in The Retriever Weekly at special rates reserved for student organizations.

## **Responsibilities**

All officers are responsible for ensuring their organization's compliance with the requirements listed below. Failure to do so may result in the revocation of the organization's official recognition.

Student organizations and its officers must:

1. Respect and comply with the organization's internal policies and processes, especially in connection with decisionmaking and elections;
2. Represent the organization honestly;
3. Complete Student Life's annual re-registration by May 15 and update organizational information whenever there are changes in officers or advisors;
4. Maintain at least 5 members;
5. Ensure that the organization's activities and programming are consistent with the organization's constitution and bylaws, as well as all applicable university, local, state, and federal laws, rules, regulations, and specifications (the Code of Student Organization Conduct is online at <http://www.umbc.edu/sjp/organizationcode.html>, and the Code of Student Conduct is at <http://www.umbc.edu/sjp/articles/code.html>);
6. Accept responsibility for the actions and wellbeing of all participants at events hosted by the organization;
7. Operate on a nonprofit basis rather than for private financial benefits of any organization officer or member;
8. Know and follow the processes outlined in the UMBC Student Organization Guidelines;
9. Know and follow the processes and guidelines established by Student Life and Event & Conference Services related to event planning;

10. Maintain officers subscriptions to email lists created by Student Life to facilitate communication with student organizations;
11. Read and respond promptly to emails from Student Life;
12. Attend and/or participate in meetings, workshops, and online trainings when required by Student Life;
13. Provide accurate information in a timely manner in response to requests from UMBC staff;
14. Keep members of the organization informed about organization meetings and activities;
15. Review the organization's constitution and bylaws (if any) at least once each year and make any needed changes; and
16. Keep organization websites and social media accounts (if applicable) up to date.

### **Community Expectations**

To promote vibrant student life and foster productive relationships with other student organizations and UMBC staff, we recommend that you:

1. Recognize that your actions and behavior reflect upon your organization, even when the actions and behavior are not directly connected with the organization;
2. Accept diverse views within your organization, knowing that people with the same broad goals and interests can see issues and opportunities in different ways;
3. Embrace and respect UMBC's diversity;
4. Take care not to interfere with other activities taking place at UMBC, or with other students' ability to take advantage of their opportunities and enjoy life at UMBC on their own terms;
5. Look for other organizations with which to pursue common interests and achieve mutual objectives; and
6. Look for opportunities to work with Student Life and other campus partners to enrich the UMBC and local communities.



