



UMBC STUDENT ORGANIZATION GUIDELINES

Last updated August 2016.

1. Student Organizations Committee

The Student Organizations Committee shall be composed of up to three staff members (who are selected by the Director of Student Life), the SGA Vice President for Student Organizations, the Chair of the SGA Finance Board, and another student (nominated by the SGA President and approved by the SGA Senate). In addition, the SGA President and Executive Vice President shall serve as ex-officio, nonvoting members. The Committee's role shall be to fulfill the responsibilities identified in this document.

2. Student Organization Recognition

The privileges afforded to recognized student organizations include: the use of the UMBC name and logo (with certain restrictions); the ability to reserve rooms, tables, and banner space; the ability to hold events; and the ability to establish a club carryover account with the Student Affairs Business Services Center.

a. Requirements for Recognition

In order to receive UMBC recognition, a student group must submit to Student Life:

- a current Student Organization Registration Form, which must contain the name and contact information of at least five UMBC undergraduates who are interested in creating or actively participating in the organization.
- at least three of these students must be designated as officers: one to serve as the organization's official representative for communicating with SGA and UMBC staff (referred to in this document as 'President'), one to assume the role of President in the event of the President's absence or incapacity, and one to manage the organization's funds and ensure compliance with all financial rules and guidelines (referred to in this document as 'Treasurer'). The titles and responsibilities of officers shall be outlined in the organization's constitution. Officers are responsible for all affairs of the organizations and for attending any mandatory SGA or Student Life training sessions.
- a current copy of the organization's constitution, which should include clauses explaining who is eligible to become a member of the organization, the process by which officers are selected and may be removed, and the process by which the constitution is adopted or amended.
- a statement by the faculty/staff member agreeing to serve as an advisor.
- affirmation by the President of the organization that at least 75% of its members are UMBC undergraduates.
- affirmation by the President of the organization that officers and members will not use the organization, or the process of founding the organization, for private financial gain.
- in the case of organizations created for the purpose of recognizing and supporting students who have distinguished themselves through scholarship and academic achievement (referred to in this document as Honor Societies), a statement from the chair of a UMBC department agreeing that the department will sponsor the organization.
- in the case of organizations intending to engage in activities defined in the Club Sports Management document as restricted to Club Sports, a statement from the Athletics Department affirming its intention to recognize the organization.

- in the case of fraternities and sororities, a statement from the Coordinator of Student Life for Fraternities and Sororities affirming that Student Life intends to recognize the organization as a Greek Life organization.

b. Recognition Process

The Student Organizations Committee shall make recommendations relating to recognition of new organizations. These recommendations shall be considered by the Director of Student Life.

i. Funded Status

A recognized organization which meets the following qualifications will receive Funded Status.

The organization must:

- be open to all UMBC undergraduate students,
- have no member selection process other than requiring the completion of information/liability waiver forms or attendance at meetings,
- not exclude anyone on account of race, color, age, sex, gender identity or expression, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion,
- not require dues, and
- not have been placed in the Honor Societies, Fraternities/Sororities, or Sports/Recreation categories by the Student Organizations Committee.

An organization with Funded Status may request and receive SGA funds as outlined in the SGA Budgetary Policy.

ii. Restricted-Funding Status

A recognized organization that fails to meet the qualifications for a funded organization, as described in Section 2.2.1, will receive Restricted-Funding Status.

An organization with Restricted-Funding Status may only receive SGA funds for the purpose of holding events which are intended for and open to all UMBC undergraduate students, and for purchases directly in support of these events.

If the organization collects dues, it must report this revenue to the Finance Board when requesting funds.

c. Governing Councils

Organizations may form associations whose membership is comprised of other recognized organizations. These associations may seek recognition as student organizations in which case they must have affiliation policies in their constitutions.

3. Guiding Documents

a. Guiding Documents Other than Constitutions

Organizations may adopt guiding documents (e.g., bylaws) in addition to their constitutions. However, no provision of any guiding document other than the constitution may contradict or override any provision of an organization's constitution.

b. Amendments to Constitutions

Any time an organization amends its constitution, it must submit the amendments to the Student Organizations Committee. All amendments must be approved by the Student Organizations Committee before they take effect.

4. Registration

Each year, student organizations with April elections must submit registration forms by May 15th and student organizations with November elections must submit registration forms by December 15th to remain recognized organizations. If any officers or advisors are replaced between annual officer elections, organizations must submit an updated registration form immediately. The registration forms require student organizations to identify a minimum of five members, including all officers, as well as their faculty/staff advisors.

5. Debt

No student organization may expend funds or incur obligations totaling more than the sum of its SGA and carryover account balances.

6. Revocation of Recognition

The Student Organizations Committee may recommend revoking a student organization's UMBC recognition, and all privileges associated with it, to the Director of Student Life.

a. Reasons for Revocation of Recognition

Possible reasons for the Student Organizations Committee to recommend revocation of recognition include: an organization's failure to sustain a membership of at least five UMBC undergraduates; and violations of these Student Organization Guidelines, other UMBC policies, or the organization's constitution.

b. Timeline for Addressing 5-Member Rule Violations

If a student organization fails to submit a complete registration form showing compliance with the 5-member rule by the May 15th or December 15th registration deadlines (see Section 4), or any time when changes have been made to officers and/or advisors throughout the academic year, the Student Organizations Committee will issue a warning.

Two weeks after the first warning, the Student Organizations Committee shall recommend revoking recognition of any organization failing to submit a complete registration form showing compliance with the 5-member rule, unless the organization is a fraternity or sorority.

If a fraternity or sorority fails to submit a complete registration form showing compliance with the 5-member rule two weeks after the first warning, the Student Organizations Committee shall recommend probation of the organization. Probation entails the revocation of all privileges associated with recognition of student organization with the exception of access to resources needed to recruit new members. Access to these resources requires the permission of the Coordinator of Student Life for Fraternities and Sororities. If the fraternity or sorority meets the registration deadline for the subsequent semester, the Student Organizations Committee shall recommend lifting the probation. If the fraternity or sorority fails to meet the registration deadline for the subsequent semester, the Student Organizations Committee shall recommend revoking its recognition.

7. Amendments

This document may be recommended for revision by the majority vote of the total membership of the Student Organizations Committee. Recommended revisions will have to be approved by the Director of Student Life.