



**Policy Title:** SA8002 - Registered Student Organization Policy

**Subject Area:** Student Affairs

**Responsible Official(s):** Vice President for Student Affairs

**Responsible Office(s):** Student Leadership and Involvement

## Policy Statement

The University recognizes that organized student activities are an integral part of the total educational program of the University and that registered student organizations provide and promote student-led opportunities to assist in the development of educational, social, cultural, recreational and leadership experiences of all students. Registration of a student organization by the University of Memphis shall neither constitute nor be construed as approval or endorsement of the purposes or objectives of the organization by the University.

## Definitions

***Tiger Zone*** - An online platform for the registration, communication and management of all registered student organizations at the University of Memphis.

***Member Verification Form*** - A required form submitted as part of the online registration process which includes the names and email addresses of all current organization members.

***Advisor Verification Terms and Conditions*** - A required form submitted as part of the online registration process which includes the name and signature of the University recognized advisor.

***Statement of Assurance of Compliance*** - A statement signed by the organization which indicates its agreement to comply with all rules and regulations, policies and procedures of the University of Memphis and with all federal and state laws and regulations.

***Provisional Status*** - A temporary status for organizations not initially meeting minimum recognition requirements, including but not limited to number of members or any other special circumstance as deemed appropriate by the Dean of Students or their designee.

***Affiliated/Registered Organizations*** - All organizations registered pursuant to the registered student organization policy and identified for the purposes of any board or institutional policies concerning use of campus property and facilities.

## Policy

This policy is to establish the procedure for registration, dissolution, fiscal management, programs and activities associated with registered/University-affiliated student organizations.

## Procedures

- 1) No student organizations may carry on any activity on the campus unless the organization has been officially registered by the University of Memphis.
- 2) The University of Memphis shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- 3) No student organization shall deny membership to any person on the basis of age, race, color, sex, religion, disability, national origin, marital status, veteran status, sexual orientation or gender identity/expression provided that (a) social fraternities and sororities may have sex restricted membership and (b) a religious student organization may determine that the organization's religious mission requires that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders.
- 4) No student organization shall engage in or condone any form of hazing, including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
- 5) Student organizations shall be responsible for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- 6) No person, group or organization may use the name of the University of Memphis except that a registered student organization may use the name of the institution to indicate that it is an affiliation of the University of Memphis. For example, a registered student organization called "Chess Club" could refer to themselves as "Chess Club at the University of Memphis."
- 7) No person, group or organization may use the seal or any symbol of the University of Memphis without the prior written approval of the President of the University of Memphis or their designee.
- 8) The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the University of Memphis concerning use of property and facilities. All organizations registered pursuant to the policy shall be "affiliated entities" for the purposes of any board or institution policies concerning use of campus property and facilities.

- 9) Organizations must comply with University requested program, activity and financial reporting processes and timelines.

### **Organization Registration**

- 1) A proposed organization must represent the interests of the University of Memphis student members, and the control of the organization must be within the local campus group. The organization must not possess itself or have a knowing affiliation with an organization possessing illegal aims and goals with a specific purpose to further these illegal aims and goals. It must not propose activities which would violate regulations of the institution or federal or state laws and regulations; or materially and substantially disrupt the work and discipline of the institution; or advocate incitement of imminent lawless action which is likely to produce such action.
- 2) All officers are to be University students in good standing. No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of the organization.
- 3) New organizations may be denied registration if the purposes are within the scope of a current registered organization. No organization may use the same name, or a name which is misleading and similar to the name of a currently registered organization.
- 4) The organization must provide for the distribution of all funds and assets in the event of dissolution.
- 5) Any proposed student organization shall be open to all students of the University of Memphis who otherwise meet membership requirements. Membership of the organization shall be limited to currently enrolled students, but may include faculty and staff of the institution. In addition, professional organizations may include members not affiliated with the University of Memphis from the professional and business community; however, they serve in an advisory and supportive role only and do not make any decisions related to the organization nor do they have membership rights and privileges.
- 6) The proposed organization must agree to comply with all policies established by the Board of Trustees, the University of Memphis, and with all federal and state laws and regulations.
- 7) The proposed organization must have the minimum number of six enrolled student members at the Lambuth campus and law school, and a minimum of 10 enrolled student members at the UofM's main campus and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.
- 8) Organizations not initially meeting the minimum requirement for number of members may ask for Provisional Status to allow for recruiting said members. Provisional Status will last a maximum of one year. After one year, organizations may apply for a one semester extension of Provisional Status.

### **Criteria for Registration of Organizations**

To become officially registered as a student organization, a group must have six interested enrolled students at the Lambuth campus and law school, and a minimum of 10 enrolled student members at the UofM's main campus, each with a cumulative GPA of 2.0 or above and provide a minimum of the following:

1. Complete the online registration/re-registration process via Tiger Zone and the Office of Student Leadership & Involvement which will include:
  - a. The proposed constitution and bylaws of the organization which must clearly contain:
    - i. Name of organization
    - ii. Purpose
    - iii. Proposed activities
    - iv. Rules of membership of the organization
    - v. Officers
    - vi. Terms and methods of officer selection,
    - vii. Proposed nature and frequency of meetings and activities,
    - viii. Financial plans of the organization, including any proposed fees, dues and assessments.
  - b. Member Verification Form to include names and email addresses of enrolled student members of the organization who must have a minimum 2.0 cumulative GPA.
  - c. Name(s) and signature(s) of advisor(s) on the Advisor Terms and Conditions form once the organization is created.
  - d. A statement of assurance of compliance by the organization.
  - e. Organizations not initially meeting the minimum requirement for number of members may ask for Provisional Status to allow for recruiting said members.

The Office of Student Leadership & Involvement may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organizations.

### **Nature and Conditions of Registration**

Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution and shall be subject to annual renewal during one of two periods. Fall semester registration will open July 1 and will close the second Friday of the fall semester and spring semester registration will open the first day of the spring semester and close the third Friday of the spring semester.

Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:

- It must resubmit registration information, Member Verification form, Advisor Terms and Conditions form and constitution and bylaws as laid out above;
- It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws.
- It must continue to meet all of the requirements for initial registration;
- It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.

### **Probation, Suspension and Withdrawal of Registration**

An organization may be placed on probation, be suspended or registration may be withdrawn for any of the following reasons:

- The organization fails to maintain compliance with the initial requirements for registration.
- The organization ceases to operate as an active organization which is indicated by a lack of reports, programs, activities, meetings, trainings, member recruitment and development for one academic year.
- The organization requests withdrawal of registration.
- The organization operates or engages in any activity in violation of the institution, Code of Student Rights and Responsibilities or federal or state laws.

### **Reports**

All organizations may be asked to submit an annual report concerning its programs and activities during the preceding year. This report shall be reviewed by the Office of Student Leadership & Involvement and may be a requirement for renewal of registration.

### **Fiscal Policy**

Each organization must maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.

All organizations may be asked to submit an annual financial report reflecting all revenues received and disbursed by the organization, and/or an interim financial report or such a report concerning any fundraising activity of the organization.

Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Each time an organization has a fundraiser, ticket sales, charity events, dues collection or anything for which funds are solicited, that organization must comply with relevant policies as explained below.

Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for individual personal profit or gain.

### **Solicitation of Funds and Cash Handling**

It is recognized that organizations from time to time will want to conduct fundraising drives and revenue producing events. These activities, therefore, must be conducted in accordance with University of Memphis [BF4021 - Cash Handling](#) policy.

University procedures governing recognized student organizations' fundraising activities shall be published and administered by the Dean of Students.

Requests to solicit funds will be submitted via Tiger Zone prior to the projected event or project and must adhere to the following:

- Projects (raffles) where money is expended for which there is no value received shall not be approved.
- Fund solicitation is limited to student organizations at the University of Memphis. Officers of any student organization sponsoring or participating in solicitations, either on or off campus, will assume full responsibility for adherence by participating students to all laws and regulations governing such activities, including financial obligations.
- On-campus groups who use University facilities for money making purposes will use the proceeds only for purposes consistent with the University and its tax-exempt status.
- Because the University is a tax-exempt public body, its facilities and outside spaces must not be used for commercial purposes or for personal gain in keeping with University policy.
- If buildings or outside lighted facilities are used beyond normal operating hours, the student organization must reimburse the University for unusual expenses. If the University Center and the Alumni Mall are used, the student organizations must comply with University Center and Mall policies.
- The University's name can only be used in accordance with the rules and regulations for such as outlined in the Student Code of Conduct.
- Solicitation of funds from community merchants, non-University groups or individuals must be coordinated by the Office of Student Leadership & Involvement. Student Organizations must fill out the [Authorization Request: Solicitation of Funds by a Student Organization form](#) so that the University's total fundraising efforts may be coordinated with an overall fundraising balance maintained.

- The posting or distribution of advertising material will be in accordance with University policy.

The Dean of Students may adopt additional regulations it deems necessary for the operation of this procedure. Such regulations shall be published in Tiger Zone.

The Office of Student Leadership & Involvement may set a time frame for submission of the request for funds to its office and such notice will be made in Tiger Zone.

#### Related Documents, Policies and Forms

[Authorization Request for Solicitation of Funds by a Student Organization](#)

Student Organization Information Page

<https://www.memphis.edu/studentinvolvement/studentengagement/tigerzone.php>

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