

Policies and Procedures for Registered Student Organizations

Types of Student Organizations

Student Organizations may be either organizations sponsored by The University of Memphis, such as student government association, associated student body organizations, and professional and honors societies, or organizations officially registered by The University of Memphis. Organizations which may be registered to operate on campus include the following:

- a. honors and leadership organizations and recognition societies
- b. departmental organizations and professional fraternities and sororities
- c. social fraternities and sororities(national organizations only; must follow official chartering procedures);
- d. special interest groups (political. religious. athletic, etc.).

Registration of a student organization by The University of Memphis shall neither constitute nor be construed as approval or endorsement by The University of the purposes or objectives of the organization.

General Policies on Student Organizations

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, sex, religion, handicap or national origin, provided that
 - (a) social fraternities and sororities may have sex restricted membership,
 - (b) organizations wishing to limit membership and/or leadership to those professing the religious beliefs of the group and comporting themselves in conformity with those beliefs may do so,
 - (c) organizations wishing to limit membership on the basis of one of these other categories due to its religious beliefs may do so.
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 vicariously responsible and liable 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 students. 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 his designee.

Criteria for Registration of Organization

1. Any proposed student organization shall be open to all students of The University of Memphis who otherwise meet membership requirements. The majority of the membership of the organization shall be limited to currently enrolled students. Organizations may include faculty and staff of the institution, and/or spouses of students, and professional organizations may include members of the professional and business communities as members.

2. 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 have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further these illegal aims and goals. All officers are to be University students in good standing.
3. The proposed organization must agree to comply with all policies established by the Board and The University of Memphis, and with all federal and state laws and regulations.
4. The proposed organization must not: (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or (c) advocate incitement of imminent lawless action which is likely to produce such action.
5. The proposed organization must have the minimum number of ten charter members who are current students, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.
6. New organizations may be denied registration where 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.
7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

Procedure for Registration of Organization

1. In order to become officially registered as a student organization, a group must meet the criteria set forth under Criteria for Registration of Organizations, and must provide a minimum of the following:
 - a. Complete the online registration/re-registration process.
 - b. The proposed constitution and bylaws of the organization, submitted through the online registration process, which must clearly contain the following:
 - 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.
 - c. Member Verification Form will be part of the online registration/re-registration process and will include names and emails of the ten charter members of the organization, who must be current students and have a minimum 2.0 cumulative G.P.A. to be submitted in Tiger Zone.
 - d. Name(s) and signature(s) of advisor(s) on Advisor Verification Form to be uploaded to the online platform in Tiger Zone.
 - e. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of The University of Memphis and with all federal and state laws and regulations.
 - f. 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.
2. All aforementioned information shall be submitted online or to the Office of Student Leadership and Involvement as indicated above.
3. The Office of Student Leadership and 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

1. 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 by April 30 of each year.
2. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - a. It must resubmit registration information, Member Verification Form, Advisor Verification Form, and constitution and bylaws as laid out above
 - b. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws
 - c. It must continue to meet all of the requirements for initial registration;
 - d. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws;

Reports

1. 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 and Involvement and shall be a requirement for renewal of registration.
2. All organizations may be asked to submit an annual financial report reflecting all revenues received and disbursed by the organizations, and/or an interim financial report or such a report concerning any fund-raising activity of the organization.

Probation, Suspension, and Withdrawal of Registration

1. An organization may be placed on probation, be suspended, or registration may be withdrawn for any of the following reasons:
 - a. The organization fails to maintain compliance with the initial requirements for registration
 - b. The organization ceases to operate as an active organization
 - c. The organization requests withdrawal of registration
 - d. The organization operates or engages in any activity in violation of the institution, Code of Student Rights and Responsibilities, or federal or state laws.

Officers of Student Organization

1. 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.

Fiscal Procedures

1. 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.
2. 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.
3. Each time an organization has a fundraiser, ticket sales, charity events, dues collection or anything for which money is taken, that organization must complete a Solicitation of Funds process.

Programs and Activities

1. 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 organizations" for the purposes of any Board or institution policies concerning use of campus property and facilities.
2. Any fund-raising 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 personal profit or gain.
3. No guest speakers shall be invited to the campus except pursuant to policies of the Board and University of Memphis concerning off-campus speakers.