

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



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 purr



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 OfferllaP160-6(ab)-4(li)3()4(g)10( t)-2(he)4( t)-2(i)-2(m)-2(e)4( i)-2

(iv)

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

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>January 7, 2019</u> Date</p> <p>Review/Revision Completed by:</p> <p>Senior Leadership Team Vice President for Student Affairs Associate Vice President for Student Affairs and Dean of Students</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• Previous 336430-12, effective date December 7, 2011</li> </ul> <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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