



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Division of Student Affairs and Enrollment Services

Policy for Registration of Student Organizations at Virginia Commonwealth University

1.0 Purpose Objectives of the University for Organizations

The university recognizes that groups of its students may wish to form organizations intended to meet social, recreational, educational, political or religious needs. When organizations are compatible with the mission of the university as stated in its Bulletin, the university welcomes and encourages the formation of such groups by its students.

The mission and resources of the university influence the curricula and degree programs offered at the institution, as well as the nature and extent of its extracurricular programs. Although a substantial number and variety of organizations are active on the campus, the university does not have an obligation to register and provide supportive services to all organizations that may seek to become active on campus. Furthermore, the university is not responsible for the behavior and activities of students and student organizations and is not liable for any debts incurred by individual students and registered student organizations.

Through the University Student Commons and Activities (USCA), the university provides an orderly procedure for the establishment of student organizations, a wide variety of consultative and developmental services and resources, and, within its capacity to do so, meeting space for organizational meetings and activities. The following are the expectations of the university for student organizations, as well as those services and resources the institution is prepared to make available to registered student organizations.

2.0 Policy

In order to become a Registered Student Organization, a student group must complete and submit a Student Organization Registration Form with University Student Commons & Activities (USC&A) each fall by the established deadline.

Student groups that successfully complete and submit a Student Organization Registration form with USC&A will be afforded associated privileges for Registered Student Organizations.

The University reserves the right to cancel registration of a student organization due to violations of USC&A and University policies and procedures, after appropriate due process. (See Rules and Procedures for Registered Student Organizations)

3.0 Procedure

In order to become a Registered Student Organization, a student group must complete and submit a Student Organization Registration Form with University Student Commons & Activities (USC&A) each fall by the established deadline.

4.0 Definitions

5.0 References

Rules and Procedures for Registered Student Organizations
Procedures and Information for Registered Student Organizations

6.0 Approvals and Revisions

Division of Student Affairs and Enrollment Services

Procedures for Registered Student Organizations at Virginia Commonwealth University

1.0 Purpose

Establish procedures for Registering Student Organizations on the Monroe Park Campus of Virginia Commonwealth University.

2.0 Procedure

2.1 Registration for Student Organizations

2.1.1 Students desiring to establish a new organization at the University must complete and submit a Student Organization Registration Form online and submit a GPA Authorization and Signatory Form to USC&A.

2.1.2 Student Organization Registration will be accepted anytime during the Fall and Spring Semesters of the Academic year.

2.2 Conditions of Registration

2.2.1 The conditions of registration of an organization are as follows:

2.2.1.a That the purpose of the proposed organization be consistent with the mission of the University for student organizations. Registration does not imply University approval or disapproval of the organization or its goals. A student organization may not use the University's name, nor an abbreviation of the University's name, in the name of the student organization in such a manner to suggest the organization is sponsored by the University. Student organizations may use "of VCU" or "at VCU" following the name of the student organization, so that the location of the organization is reflected in the name.

2.2.1.b That the organization's student representatives file registration form with the USCA, which shall contain, but is not limited to the following information:

2.2.1.b.1 a statement of such present or intended affiliation as it may have to any other local, state, national, or international organization(s);

2.2.1.b.2 a certification that there are, without question, no limitations on selection of members and customary rights and privileges of membership in the organization as a result of the race, creed, sexual orientation or national origin of the student, faculty or staff member desiring membership. (Note: Exemptions have been granted to social fraternities and sororities with regard to limitations based on sex.);

2.2.1.b.3 a copy of its constitution and bylaws and the constitution and bylaws of any affiliated organization(s). (Note: If the organization prefers to operate without a constitution and bylaws, it may so indicate on the application form.)

2.2.1.c That the purposes and activities of the proposed organization are not in violation of local, state or federal statutes or of University regulations or objectives as published by the University.

- 2.2.1.d That the majority of the membership of the organization will be currently enrolled students at VCU. A minimum of five (5) currently enrolled VCU students are required to form and maintain an organization.
- 2.2.1.e Major officers (President, Vice President, Treasurer or positions with similar responsibilities) of student organizations must maintain certain academic requirements in order to hold an office. Undergraduate students must be enrolled and registered for a minimum of six (6) credit hours and graduate students must be enrolled and registered for a minimum of three (3) credit hours. Officers must maintain a minimum cumulative GPA of 2.00 for undergraduates and 3.00 for graduate students. Additionally, officers must have had minimum semester GPA of 2.00 for undergraduates and 3.00 for graduate students in the previous semester. Any officer who fails to meet any portion of these academic standards is no longer eligible to hold any office in the organization.
- 2.2.1.f Non-students may hold membership in an organization as an associate member. However, they may not serve as an officer nor may they conduct official business on behalf of the organization.
- 2.2.1.g That the organization make provisions for the businesslike management of its funds, either by establishing an organizational account with the University or by opening an account with an off-campus bank or credit union. Each organization will be limited to two accounts. The location and account number for all funds are to be provided to the USC&A to be placed in the organization's file. All organizations receiving funds from the Student Activity Fee must maintain these funds in a University account which can only be accessed by the appropriate organization officers. Organizations that generate revenue in addition to Student Activity Fee funding have the option of maintaining a non-University account of use their Student Activity Fee University account for their generated revenue funds. (The Student Activity Fee funds must remain in a University account.) Organizations that do not receive funds from the Student Activity Fee must maintain their funds in a non-University account with an off-campus bank or credit union. It is strongly recommended that all off-campus bank or credit union be established with two signatures for the withdrawal of funds from the account. When possible, one of these signatures should be that of the faculty/staff adviser of the organization.
- 2.2.1.h That approval of an application grants the organization provisional status for a period of time not to exceed three months (*excluding summer and winter breaks*). At the end of this time, the organization must submit an online Activities Report in the Student Organization Online Registration System (SOOMS). The report should contain information about the organization's activities and any changes in purpose that may have occurred during the provisional period.
- 2.2.1.i Registered student organizations are: eligible to apply for allocations from the Student Activity Fee subject to the Guidelines of the Appropriations Committee; to reserve space for meetings and activities within the Guidelines for the Non-Instructional Use of Space on the Monroe Park Campus; to apply for office space and use services in the Student Organization Service Center; and, to make photocopies and long distance phone calls within the guidelines established by the Student Government Association.
- 2.2.1.j That no promotion of the organization or its activities contain references to "alcoholic beverages," "cocktails," "keg" or other terms or illustrations descriptive of alcoholic

beverages or their consumption. Additionally, student organizations are reminded that promotions that could be interpreted as demeaning based upon gender differences, racial and ethnic groups, or individuals subscribing to nontraditional and/or alternative lifestyles have been found to be offensive and objectionable.

- 2.2.1.k That any registered organization seeking to reclassify its mission or purpose is required to function for at least one semester under its new mission before becoming eligible to apply for allocations from the Student Activity Fee and must submit an Organizational Activities Report.
- 2.2.1.l Men's and women's social fraternities and sororities must agree to follow all procedures contained in the *"Special Provisions for Men's and Women's Fraternities and Sororities."*
- 2.2.1.m The USC&A will take final action on an application for registration or reclassification within 14 calendar days, exclusive of University holidays, after the Organizational Activities Report is received.

2.3 Denial of Registration

- 2.3.1 The Assistant Director for Student Organizations and Community Service (or designee) may deny registration to an organization if, in his or her judgment, the organization has failed to meet any of the Conditions of Registration (see Section A). The procedural steps for Denial of Registration and appeals are outlined in *"Rights and Responsibilities of Student Organizations."*

2.4 Continuance of Registration

2.4.1 Conditions of Continued Registration

In order for registration to remain in effect, an organization must do the following:

- 2.4.1.a Complete in full and submit a web-based Student Organization Registration Form, Activity Report and GPA Authorization and Signatory Form between the first Monday of August and by 5 p.m. on the Friday of the fourth week of classes in fall semester of each year.
- 2.4.1.b Organizations that submit Registration Updates that are incomplete, list officers and members that do not meet the established Enrollment and GPA requirement or contain incorrect information will not be accepted by USC&A.
- 2.4.1.c Organizations that do not resubmit the forms with correct information by the established deadline date will not receive Active status. (See *"Classification and Status Definitions for Registered Student Organizations on the Monroe Park Campus"*).
- 2.4.1.d Failure to submit a Student Organization Registration Update Form will result in the denial of all rights and privileges for student organizations until forms are submitted up to one semester.
- 2.4.1.e Organizations that fail to submit a Student Organization Registration Form for two consecutive semesters will be required to re-apply for student organization status according to Section A of these procedures. The faculty adviser will be notified in writing of the cancellation of registration for this organization.
- 2.4.1.f Submit to the Assistant Director of Student Organizations and Community Service all changes in documents relating to the organization on file in that office. (For example, revisions in constitutions or bylaws, changes in the statement of purpose, changes in procedures for handling organizational funds, changes in membership requirement, etc.)
- 2.4.1.g Be in good financial standing with the University.

- 2.4.1.h Conduct its affairs in a lawful manner and in accordance with the constitution and bylaws it has on file (or in accordance with procedures as stated on its application) and in observance of the applicable University regulations and local, state and federal statutes.
- 2.4.1.i Be responsible for the observance of all applicable University regulations and other local, state and federal statutes by off-campus individuals or organizations whose appearance on campus is sponsored by a registered student organization.
- 2.4.1.j Not use the name of the University, or an abbreviation of the name of the University, to advertise or promote events or activities in a manner which suggests the function is sponsored by the University. (Advertisements must clearly indicate the organization is sponsoring the event.)

2.5 Cancellation of Registration

- 2.5.1 The registration of an organization may be canceled by the Assistant Director of Student Organizations and Community Service for noncompliance with the conditions for Continuance of Registration as stated above, or when there is evidence the organization is no longer active. The procedural steps for Cancellation of Registration and appeals are outlined in *“Rights and Responsibilities of Student Organizations.”*

2.6 Rules of Conduct for Organizations

All registered student organizations are also subject to charges for violations of all prohibited conduct as listed in the Rules and Procedures, Section III.A and B. All registered student organizations are subject to the requirements of the following documents, and the provisions of this document are applicable for organizations that may violate any of these documents:

- 2.6.1 Posting Materials Policy
- 2.6.2 Guidelines for Demonstrations on the Campuses of Virginia Commonwealth University
- 2.6.3 Procedures for Consumption and Distribution of Alcohol at Student Sponsored Events on the Monroe Park Campus of Virginia Commonwealth University
- 2.6.4 Non-Instructional Use of Space on the Monroe Park Campus
- 2.6.5 Procedures for the Reservation and Use of Space in the University Student Commons
- 2.6.6 SGA Appropriations Committee Guidelines (if Student Activity Fee funds received).
- 2.6.7 Hazing Policy
- 2.6.8 Ethics Policy on Computing
- 2.6.9 VCU Honor System
- 2.6.10 Student Sexual Misconduct Policy (See Rights and Responsibilities for Student Organizations for further information regarding organizational conduct.
- 2.6.11 Hazing Policy

3.0 Definitions

4.0 References

- 4.1 Rights and Responsibilities for Student Organizations
- 4.2 Classification and Status Definitions for Registered Student Organizations on the Monroe Park Campus
- 4.3 Special Provisions for Men’s and Women’s Fraternities and Sororities

5.0 Approvals and Revisions

Approved: Student Activities Advisory Committee, Nov. 19, 1993

Revised and Approved by SAAC: April 30, 1999

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Revised by USC&A (format & campus name change), 8/5/04