



**UMBC**  
**Student  
Organization  
Handbook**

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# STUDENT ORGANIZATION CATEGORIES

Student Organization Handbook

## **Academic/Departmental**

Organizations with a focus on an academic discipline and/or academic excellence.

## **Arts/Performance**

Organizations with a focus on different disciplines in the arts or performing arts.

## **Career/Professional**

Organizations with a focus on career specific goals and outside of the classroom.

## **Cultural/Ethnic**

Organizations that promote, educate, and create a space of community in relation to different cultures and ethnicities through a variety of practices.

## **Fraternities/Sororities**

Social organizations that are directly affiliated with a national council including Interfraternity, Multicultural, National Pan-Hellenic, and Panhellenic.

## **Governance**

Organizations created as higher councils of different areas on campus, such as student government and events programming.

## **Honor Societies**

Organizations that are directly affiliated with a national Honor Society.

## **Intellectual Sports**

Organizations with a focus on competition in different intellectual categories.

## **Media**

Organizations with a focus on different aspects of media arts in both print and digital form.

## **Political**

Organizations with a focus on different aspects of government and activism both on and off campus.

## **Recreational**

Organizations created to run as a club sport under the athletics department. These organizations compete at the collegiate club level.

## **Religion/Spirituality**

Organizations with faith-based purposes, including both denominational and non denominational missions.

## **Service/Social Action**

Organizations with a focus around civic and community engagement, specifically through volunteerism and community service.

## **Hobbies**

Organizations that do not fall into a specific previous categories, and are formed around different interests.



## Privileges, Responsibilities, and Community Expectations

The privileges and responsibilities identified in this handbook apply to all recognized undergraduate student organizations at UMBC. The community expectations section provides additional information about ways in which student organizations can be productive contributors to campus life at UMBC.

### Privileges

*Recognized student organizations are able to:*

1. Use the UMBC name, logo, and mark in the organization's advertising in a manner consistent with the UMBC Style Guide.
2. Display officer contact information and social media pages on the Campus Life website
3. Use a campus mailing address and apply to Campus Life for the use of a campus mailbox and/or storage cabinet (located in the Student Organizations Space on the second floor of The Commons)
  - a. Cabinets are limited in quality, and will be assigned on a first come first serve basis.
4. Receive advice and support from Campus Life staff and a faculty/staff advisor
5. Learn about and participate in organizational development and leadership training sessions (e.g. LeadingOrgs, ConnectingOrgs and CelebratingOrgs)
6. Participate in Involvement Fest
7. Plan and implement events, programs, and fundraising activities on campus with support from Event & Conference Services and Campus Life
8. Cosponsor events with other recognized student organizations
9. Apply for funding from the Student Government Association (SGA) as outlined in the SGA Budget Policy
10. Reserve campus facilities for meetings and events in accordance with university policies
11. Reserve banner or poster space for events through commonvision

### Responsibilities

*All officers are responsible for ensuring their organization's compliance with the requirements listed below. Failure to do so may result in the revocation of the organization's official recognition. Student organizations and its officers must:*

1. Respect and comply with the organization's internal policies and processes, especially in connection with decisionmaking and elections
2. Represent the organization honestly
3. Complete Campus Life's annual renewal by May 15th and update organizational information whenever there are changes in officers or advisors
4. Maintain at least 5 members

5. Ensure that the organization's activities and programming are consistent with the organization's constitution and bylaws, as well as applicable university, local, state and federal laws, rules, regulations, and specifications (the Code of Student Organization Conduct)
6. Accept responsibility for the actions and wellbeing of all participants at events hosted by the organization
7. Operate on a nonprofit basis rather than for private financial benefits of any organization officer or member
8. Know and follow the processes outlined in the UMBC Student Organization Guidelines
9. Know and follow the processes and guidelines established by Campus Life
10. Maintain officers subscriptions to email lists created by Campus Life to facilitate communication to student organizations
11. Read and respond promptly to emails from Campus Life
12. Attend and/or participate in meetings, workshops, and online trainings when required by Campus Life
13. Provide accurate information in a timely manner in response to requests from Campus Life staff
14. Keep members of the organization informed about organization meetings and activities
15. Review the organization's constitution and bylaws (if any) at least once a year and make any needed changes
16. Keep organization websites and social media accounts up to date

## **Community Expectations**

*To promote vibrant campus life and foster productive relationships with other student organizations and UMBC staff, we recommend that you:*

1. Recognize that your actions and behavior reflect upon your organization, even when they actions and behavior are not directly connected with the organization
2. Accept diverse views within your organization, knowing that people with the same broad goals and interests can see issues and opportunities in different ways
3. Embrace and respect UMBC's diversity
4. Take care not to interfere with other activities taking place at UMBC, or with other students' ability to take advantage of their opportunities and enjoy like at UMBC on their own terms
5. Look for other organizations with which to pursue common interests and achieve mutual objectives
6. Look for opportunities to work with Campus Life and other campus partners to enrich the UMBC and local communities

## Starting a New Student Organization

*In order to receive UMBC recognition, a student group must go through the following process with Campus Life:*

### **Step 1: Take a look at the current list of 270+ student organizations that already exist at UMBC**

We encourage you to think about whether your needs and interests can be met by an existing student organization. There are significant advantages to working within established organizations rather than forming new ones. To learn more about these advantages, please contact Courtney Campbell (cocamp@umbc.edu) or Tori Heasley (theasley@umbc.edu), Coordinators for Student Organizations.

### **Step 2: Set up a meeting with Courtney Campbell or Tori Heasley to talk about your organization (Schedule an appointment directly).**

*Be prepared to discuss the following questions:*

- What was your inspiration for creating this organization?
- How will your organization contribute to the mission of UMBC?
- What makes your organization distinct from similar organizations at UMBC?
- What needs do your organization meet that aren't currently being met?
- How will your organization attract students to join?
- How do you plan to develop leadership within your organization?
- How do you plan to sustain the organization?

### **Step 3: Complete Student Organization Application, which you will receive after your meeting with Courtney or Tori.**

Beforehand, please familiarize yourself with the requirements for recognition outlined in the UMBC Student Organization Guidelines.

### **Step 4: The Student Organizations Committee (SOC) will meet with your potential advisor.**

This will serve as a way to ensure that the advisor is on the same page as the organization. Advisor resources can be found here.

### **Step 5: Complete the New Student Organization module**

Once Step 4 is complete, all officers will have to complete the New Student Organization module. All officers are encouraged to review the module and contribute suggestions and ideas.

In the New Student Organization module, officers will:

- Learn how great leaders inspire action and create an organization “why” statement
- Set goals for your organization
- Create a first year plan

### **Step 6: The SOC will review application materials**

After the New Student Organization module is completed, the SOC will review all application materials. The SOC might invite you to address any questions/concerns via email or during its weekly meetings.

### **Step 7: The SOC makes recommendation for recognition to the Director of Campus Life**

If the Director of Campus Life confirms recommendation for recognition, all officers and advisor will receive an official recognition email at which point all privileges of being a recognized student organization will immediately go into effect.

Please contact Courtney Campbell or Tori Heasley for questions regarding new student organizations.

Recognized organizations will be extended the following services and rights therein including, but not necessarily limited to:

- Ability to use “UMBC” in the organization’s name and advertising,
- Ability to schedule use of campus space and request campus resources,
- Privilege of being listed on the Campus Life website as a recognized student organizations,
- Access to other services, benefits, and resources found on the Campus Life website, and
- Eligibility to receive SGA financial subsidy as outlined in the SGA Budget Policy (please note that all deadlines for financial requests must be honored in order to receive potential monies).

### **Step 8: Attend a follow up meeting with the Vice President for Student Organizations of the SGA (VPSO).**

Upon your new organization receiving official recognition, the VPSO will schedule a follow up meeting to check in.

## Timeline for Renewal

*Each year, student organizations must complete certain tasks in order to stay a recognized student organization. Failure to fulfill the tasks will impact your ability to be a registered student organization for the upcoming year.*

**Renewal is dependent upon attending the following events, meetings, and form completion as outlined below**

### **Phase 1 (Fall Semester): Confirmation on E-board being registered students**

- All students listed as executive board members must be a registered undergraduate student
- This will be sent for confirmation the second week of school
- If your organization has a discrepancy, you have 2 weeks from the time of contact to update the coordinator.
  - If you fail to comply, you will have a hold on your account. This could impact 25live, finance board, or your ability to re-register the upcoming year.

**Phase 2: Turn in any liability forms as reflected in your constitution by 3rd week of classes**

### **Phase 3 (September): Attend LeadingOrgs**

- All organizations MUST have at least 1 representative at LeadingOrgs
- Failure to attend will impact your ability to renew
- Attendance will be tracked at the event

### **Phase 4: Meeting with Courtney or Tori (Annually)**

- All organizations must meet at least once throughout the academic year
  - Please meet with the coordinator that oversees your group
- These meetings will discuss any changes to policy, constitutional updates, challenges, and goals the organization is having.
- Coordinators will be tracking attendance of these meetings

### **Phase 5: Elections results must be turned in with compliance of your constitution (December 1st or May 15th depending on Constitution)**

- Groups with elections in the fall semester MUST turn in the results to Campus Life by December 1st
  - Failure to comply will impact your ability to participate in Involvement Fest and your spring renewal
- Groups with elections in the spring MUST turn in the results to campus life by May 15th.
  - This will be done through the renewal application that opens April 15th

### **Phase 6: Application for Renewal - Open April 15 - May 15th**

- Include all executive board officers for the upcoming academic year
- Include the individual in charge of all social media pages
- Link mandated myUMBC page
- Link other social sites
- Confirmation that 5 members are undergraduate students with an uploaded roster. (Optional, upload full roster)
- Turn in annual report
- Involvement Fest sign-up
- Cabinet sign-up
- Advisor Acknowledgement statement
  - Advisors will need to sign an acknowledgement form of responsibilities each year
  - If an advisor is advising more than one group, that will need to be mentioned on the electronic document
  - This will be completed by advisors only, and will be a separate form than the student organization renewal form

*\*Your renewal as a student organization at UMBC is dependent on the completion of all of these phases. Failure to do so can result in a probationary period or loss of recognition as determined by the Coordinators for Student Organizations within Campus Life\**

## **Phases for Re-recognition of Club Sports**

### **Phase 1: Confirmation of E-board members being registered students**

- All students listed as executive board members must be a registered undergraduate student
- This will be sent for confirmation the second week of school
- If your organization has a discrepancy, you have 2 weeks from the time of contact to update the coordinator.

### **Phase 2: Attend Classes/Trainings as listed**

- Attend Officer Trainings that Kristen Alexander assigns
- 2 educational classes throughout the year sponsored by UHS and selected by Kristen
  - Must have 80% attendance of team
- Attend all club sport council meetings
  - One representative is required per organization

### **Phase 3: Complete fundraising requirements**

- Raise 20% of allocated funds

### **Phase 4: Meet with Tori annually**

*All organizations must meet at least once throughout the academic year*

- These meetings will discuss any changes to policy, constitutional updates, challenges, and goals the organization is having.

### **Phase 5: Elections results must be turned in with compliance of your constitution**

- Groups with elections in the fall semester MUST turn in the results to Campus Life by December 15th
  - Failure to comply will impact your ability to participate in Involvement Fest and your spring renewal
- Groups with elections in the spring MUST turn in the results to campus life by May 15th.

### **Phase 6: Turn in application for re-recognition by May 15th**

- Include all executive board officers for the upcoming academic year
- Include the individual in charge of all social media pages
  - Link mandated myUMBC page
  - Link other social sites
- Confirmation that 5 members are undergraduate students with an uploaded roster.  
(Optional, upload full roster)
- Turn in annual report
- Involvement Fest Sign Up
- Any advisors or coaches outside of Kristen
- Confirmation that all items needed to be completed have been completed

*\*Your renewal as a student organization at UMBC is dependent on the completion of all of these phases. Failure to do so can result in a probationary period or loss of recognition as determined by the Coordinators for Student Organizations within Campus Life\**

## **Phases for Re-recognition of Greek Life**

### **Phase 1: Confirmation on E-board being registered students (3rd week of classes)**

- All students listed as executive board members must be a registered undergraduate student
- This will be sent for confirmation the second week of school
- If your organization has a discrepancy, you have 2 weeks from the time of contact to update the coordinator.
  - If you fail to comply, you will have a hold on your account. This could impact 25live, finance board, or your ability to re-register the upcoming year.

### **Phase 2: Attend Summit (Early September)**

- All organizations MUST have a representative at Summit
  - Failure to attend will impact your ability to re-register
  - Attending both LeadingOrgs and Summit will result in bonus for Pillars of Excellence

### **Phase 3: Meeting with Tori (Annually)**

- All organizations must meet at least once throughout the academic year
- These meetings will discuss any changes to policy, constitutional updates, challenges, and goals the organization is having.

### **Phase 4: Elections results must be turned in with compliance of your constitution**

- Groups with elections in the fall semester MUST turn in the results to Campus Life by December 15th
  - Failure to comply will impact your ability to participate in Involvement Fest and your spring renewal
- Groups with elections in the spring MUST turn in the results to campus life by May 15th through the renewal form.

### **Phase 5: Turn in application for re-recognition by May 15th**

- Include all executive board officers for the upcoming academic year
- Include the individual in charge of all social media pages
  - Link mandated myUMBC page (updated roster)
  - Link other social sites
- Confirmation that 5 members are undergraduate students with an uploaded roster. (Optional, upload full roster)
- Turn in annual report
- List any alumni advisors, or advisors outside of Cory Bosco
- If this is not complete by May 15th, a hold will be placed on the organizations recognition and points for Pillars of Excellence

### **Phase 6: Turn in Pillars of Excellence by June 30th**

- Failure to score at least 70% on Pillars of Excellence will result in a probationary period for the chapter
- If the chapter scores below 70% 2 years in a row, then the chapter will lose their recognition as a student organization
  - This will include losing the ability to:
    - Reserve space on 25live
    - Access a chartstring
    - Host events on campus
    - CommonVision student org pricing
    - Use of the UMBC name and logo

To regain recognition, please schedule a meeting with Cory Bosco

*\*Your renewal as a student organization at UMBC is dependent on the completion of all of these phases. Failure to do so can result in a probationary period or loss of recognition as determined by the Coordinators for Student Organizations within Campus Life\**

## Constitutional Updates

Updating your constitution can be done at any point in the year. This should be done to make sure your constitution reflects your day to day operations. This includes your name and purpose, membership, officer responsibilities, elections, impeachment and amendments to your constitution.

To update your constitution, please follow the steps below:

1. Access your constitution through the Google Drive folder that has been shared with you through by the coordinators for student organizations.
  - If you do not have access, or need it again, please email  
Tori Heasley (theasley@umbc.edu) or Courtney Campbell (cocamp@umbc.edu)
2. Open the constitutional edits document
3. Any text that you are adding to your constitution can be typed directly into the document. Please make sure this is done in red text.
4. Anything that is being deleted from the constitution should use strikethrough and red text (strikethrough) format instead of simply being deleted.
5. Once the edits are decided upon, your organization will vote on the changes. This process is different for each organization, so reference your constitution.
6. After the vote, add a google comment to the document, stating that the vote passed or did not pass.
  - This will automatically tag Courtney or Tori, and they will look over changes.
  - If the changes are approved, they will resolve the comment and update the official constitution. If they are not approved, they will be in contact with you.



## Event Planning

*For questions or concerns, please email ([schedule@umbc.edu](mailto:schedule@umbc.edu)) or call (410) 455-3615 during business hours (Mo–Fr 8:30am–5pm)*

## 25Live Guide

### Obtaining Permissions

Every recognized organization is allotted two designated schedulers. These are designated during the renewal or recognition process. Before the fall semester, our office will update all student organization schedulers for the upcoming academic year! If you need to modify who has access to 25Live, please follow up with your organization’s coordinator (either Tori Heasley or Courtney Campbell). If you are meant to have access to 25Live but are having trouble, please contact our office for assistance!

### Event Creation

For information on how to use of 25Live, please view the provided tutorials on the homepage of [https://25live.collegenet.com/umbc/!](https://25live.collegenet.com/umbc/)

### Event Request Checklist

Here is a quick checklist to guarantee that your request has enough detail for us to process!

- Did you list an accurate and appropriate event title?
- Did you select your organization & event type?
- Did you provide an approximate headcount and brief description of what you will be doing at your event?
- Did you specify the correct event start/end times?
- Did you select your preferred location(s)/resource(s)?
- Did you complete all fields on the custom-attributes, including your chartstring number?
- (if you don’t know your chartstring number, contact Student Affairs and Business Services Center (SABSC) at [sabsc@umbc.edu!](mailto:sabsc@umbc.edu))
- Did you click the “Save” button?

## Timeline

- We process requests on a first-come-first-serve basis. Request volume varies over the course of a year. As does our response time. We recommend submitting standard event requests at least 2 weeks prior to the start date to ensure that we have enough time to process. Here is the student event planning timeline to follow for all events.
  - Once an event is submitted to 25Live, it is routed to the appropriate space coordinator.
  - From there, our office will process the event and follow up via email.
  - Please respond to questions from our office as soon as possible! We also process emails on a first-come-first-serve basis.
- Events which need funding approval require 10 business days to process
- Events which need copyright permissions, catering, casino event forms, or contracting require 30 days to process
- Events happening during the current semester: Submit to 25Live as soon as possible!
- Events happening next semester: Submit to 25Live after Thanksgiving Break for the spring or Spring Break for the fall.

## Making Changes To/Cancelling An Event

Once you save an event in 25Live, editing permissions is overturned to our office. This helps reduce errors and ensure successful events! If you need to modify any event details or even cancel an event, just contact our office with your event's reference number and a description of requested changes.

## 25Live Troubles

If you are experiencing issues 25Live, please try the following steps:

*For questions or concerns, please email ([schedule@umbc.edu](mailto:schedule@umbc.edu)) or call (410) 455-3615 during business hours (Mo–Fr 8:30am–5pm)*

- Make sure that you are logged into <https://25live.collegenet.com/umbc/>.

*If this doesn't work...*

- Clear your web browser's cache (Here's a Google help page if you haven't done it!), restart your web browser.

*If this doesn't work...*

- Send us an email including a screenshot and brief description of the error. We'll assist in correcting the issue!

### Event State: Tentative vs. Confirmed

- A “tentative” event means that our office is still processing this request. We only confirm events if they are entirely good to go!
- You should never market the location, time, or date of your event until our office has officially confirmed your event.
- You do not have guaranteed access to the requested location until your event is confirmed.

### Large Scale Events

*What are they!? They are events with any of the following:*

- 75+ attendees
- External performers/speakers
- Bands
- Performing arts shows
- Ticketing
- Large technological needs (sound, lighting)
- Unconventional spaces/resources (parking lots, etc.)
- Other criteria as needed

### My event has (stu) in front of the title, what does this mean?

This means that we have designated your event as large-scale and you will continue the process with our Coordinator for Event Advising. You should receive an email shortly with next steps!

## **Policies and Guidelines**

All student organizations are held to the same standards. As a leader or member of a student organization, being aware of privileges and responsibilities your organization has to each other and the UMBC community is important. At UMBC, we encourage a community that is diverse, respectful, positive, and mutually supportive. We also strive to provide pertinent knowledge and resources for your organization to thrive and be successful. Please review the policies below and participate in the communal response to create such an environment for all members of the UMBC community.

### **UMBC STUDENT ORGANIZATION GUIDELINES**

*(Last updated November 2018)*

#### **1. Student Organizations Committee**

The Student Organizations Committee shall be composed of up to three staff members (who are selected by the Director of Campus Life), the SGA Vice President for Student Organizations, the Chair of the SGA Finance Board, and another student (nominated by the SGA Vice President for Student Organizations and approved by the SGA Senate). In addition, the SGA President and Executive Vice President shall serve as ex-officio, non-voting 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 Campus 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 Campus 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 signed statement by the faculty/staff member agreeing to serve as an advisor.
- affirmation by the President of the organization that all of its members are currently enrolled UMBC undergraduates.
- Membership is defined as an individual who has met the membership requirements, may vote during elections, and run for elected positions
- Non-members may participate in meetings, however can not vote, cannot be counted in the membership total of the organization, and cannot have Finance Board allocated funds used in their behalf for member-specific events.
- 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. Once approved by the Athletics Department, the organization may go through the Student Organization Committee for recognition.
- in the case of fraternities and sororities, a statement from the Coordinator of Campus Life for Fraternities and Sororities affirming that Campus 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 Campus 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. Additional guiding documents must be submitted and approved by the Student Organization Committee before taking effect.

## **b. Amendments to Constitutions and Other Guiding Documents**

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

## **c. Impeachments**

Any time an organization has an impeachment, they must follow their constitution. In addition, the organization's advisor or a coordinator from Campus Life must be present.

### **4. Club Renewal**

Each year, student organizations must submit registration forms by May 15th to remain recognized organizations. If any officers or advisors are replaced between annual officer elections, organizations must submit a Student Organization Update Request form immediately. Club renewal guidelines and processes can be found on the website, or by contacting the Coordinators for student organizations.

### **5. Advisors**

Advisors are responsible for completing the following duties:

- Meet at least once per semester with the executive board or officer group and keep them updated on institutional matters/issues;
- Attend full organization meetings periodically but not less than once per semester;
- Advise delegations regarding trips to conferences, competitions, and large scale events
- Respond to concerns from members about officer elections, transition, and the group's development;
- Inform organization of policies, guidelines, liability issues, rules, regulations, and procedures to ensure the organization's success;
- Monitor and advise the group regarding risk management decisions and practices, issues regarding the Student Conduct Code, procedures and practices

### **6. Debt**

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

### **7. 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 Campus 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 Campus 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.

## **8. 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 Campus Life.

## **CLUB SPORTS RECOGNITION POLICY**

*UMBC supports a vibrant Club Sports program on campus as Club Sports contribute to campus life and the health and well being of students. When considering the addition of new Club Sports, we must consider students' interests and the availability of resources to support such clubs. The University takes seriously the need to properly support Club Sports, which require specific coaching and training facilities.*

Please Note:

1. A maximum of 25 Club Sports will be recognized at any time. Only when the number of clubs falls below the maximum will membership be considered for a new club.
2. Sufficient support, funds, and operational space must be available for the club to be considered
3. There must be sufficient risk management in place to ensure participants' safety. There is currently a waitlist for Club Sports.

### Club Sport Criteria

1. In order to fulfill its mission and purpose, the organization would require athletic administration and supervision, access to athletic fields, recreational facilities, or equipment managed by the Athletics Department.

#### OR

The organization's members would engage in high-risk physical activity, demonstrations of athletic prowess, and/or compete in physical or athletic contests involving physical skill (including all forms of martial arts).

2. The organization plans to participate in intercollegiate athletic competition.

**If BOTH 1 AND 2 are TRUE**, the prospective organization may proceed as described in the second paragraph of the next section, "Recognition Process for Club Sports."

**If BOTH 1 AND 2 are FALSE**, a prospective organization may seek University recognition by applying through the Student Organizations Committee (complete the new student organization application through this website: <http://osl.umbc.edu/orgs/neworgapp>). You may contact Romy Hübler in Student Life: [romy.huebler@umbc.edu](mailto:romy.huebler@umbc.edu) for more information on this process.

**If 1 is TRUE but 2 is FALSE**, the prospective organization will be unable to proceed with the Club Sports or Student Organization recognition process.

### Recognition Process for Club Sports

In order to become a recognized Club Sport at UMBC, a prospective organization must be recognized through both the Athletics Department and Student Life.

First, the prospective organization must complete this application form, choosing Sports/Recreation as the "preferred organization type": <http://osl.umbc.edu/orgs/neworgapp>.

The second step in the process is for the prospective club to meet with members of the Club Sports Committee to discuss the proposal, Club Sports criteria, and needed resources. Following the meeting, the Club Sports Committee will make a recommendation to the Director of Athletics about whether or not this organization should be recognized as a Club Sport, and therefore should be added to the waitlist. The Director of Athletics will send a letter to the Organization, copying the Director of Student Life with notification about being placed on the waitlist or not qualifying for recognition as a Club Sport.

Third, if and when a space opens for a new Club Sport to be added, the Club Sports Committee will contact the group and determine whether or not there is still sufficient interest in the organization. You may contact Kristen Alexander, in Athletics, [kristen2@umbc.edu](mailto:kristen2@umbc.edu) for more information on this process.

Fourth, the Student Organizations Committee will address any gaps in the application with the prospective club. Once resolved, the Student Organizations Committee will make a recommendation to the Director of Student Life about offering the club formal recognition on behalf of Athletics and Student Life. Finally, clubs will receive notification of recognition from the Director of Student Life and the Director of Athletics.

## **Funding**

Once recognized, Club Sports may request funding from the Club Sports Council.

### Maintaining Recognition

Because of the high demand for Club Sports, the Club Sports Committee will review all Club Sports annually in the spring to determine their use of resources and compliance with recognition regulations. All Club Sports must register with Student Life each year or when there is a change in officers in order to maintain their status as a recognized Student Organization.

### Losing Recognition

Club Sports who fail to: maintain at least 5 members, submit their annual registration forms, abide by their constitution, participate in Club Sports Council meetings, or appropriately use facilities will lose recognition through both the Athletics Department and Student Life. Clubs will be notified of this via email from the Director of Student Life and the Director of Athletics.

### **STUDENT ORGANIZATION CODE OF CONDUCT**

All student organizations are held accountable to the student organization code of conduct. The code of conduct can be found online by following this link: [Student Organization Code of conduct](#)

### **LOGO NAME AND USAGE**

- All students are responsible for ensuring proper use of UMBC's name and identity when creating a name and/or logo for a student group. This includes any variations such as "University of Maryland, Baltimore County" or "UMBC Retrievers."
- It is not necessary for a student group to have a logo. Using the group name in type only is perfectly acceptable.
- Student organizations may not use UMBC's name or their affiliation with UMBC in any manner that may have the potential to suggest or imply UMBC endorsement, approval, support of, or opposition to events, activities, products, services, companies, policies, political and/or social movements, political candidates, and the like without prior UMBC approval.
- Student organizations can use UMBC's name in a locational sense or in order to balance the name of the group by clearly identifying themselves as a UMBC student organization. See the linked style guide for guidance and examples
- Students are encouraged to work with licensed vendors and/or designers to help structure group t-shirt designs. Vendors making T-shirts with the UMBC name or logo will be sent to the university for approval.
- Approval relies on:
  - Is the UMBC name used correctly?
  - How is UMBC iconography used; is it altered?
  - Is there any copyright or trademark infringement?
  - If there is messaging, does the addition of UMBC's name or iconography create a message endorsement conflict?
  - If there is a student group logo, does it clearly identify itself as a student group, use the UMBC name in the locational sense only, and/or abide by the rules set forth by the UMBC visual guidelines, found on this site?

### **SOCIAL MEDIA**

Links to all student organization social media accounts and the organization's member that controls the accounts will need to be turned in to Campus Life each year during the renewal process.

The Social Media Style Guide provides tips and tricks to running an impactful social media account for your organization.

If you would like to meet with the university's social media manager for more information, or if you have an idea for a social media takeover, please contact [social@umbc.edu](mailto:social@umbc.edu).

## Chalking

- Chalking is not permitted under the University's official posting policy. The posting policy can be found here: <https://www.umbc.edu/policies/pdfs/UMBC%20Policy%20On%20The%20Posting%20of%20Notices%20and%20Event%20Roadway%20and%20Footpath%20Signage.pdf>

## Advertising on Campus

The University of Maryland Baltimore County (UMBC) provides various posting fixtures that may be used to advertise programs, events, and services of interest to the University community. These regulations set out conditions and procedures to accomplish that purpose in an attractive, environmentally sensitive, and orderly manner. Please follow this link to see the policies surrounding advertising and posting on campus.

## UMBC CROWDFUNDING POLICIES

*Before you submit your new project form, please review the following UMBC Crowdfunding Policies. UMBC reserves the right to change these policies at any time.*

### Section 1: Eligible Groups and Projects

The UMBC Office of Institutional Advancement (OIA), in its sole discretion, will select the participating projects for the UMBC online crowdfunding platform, Gritstarter. UMBC reserves the right to discontinue an active fundraiser at any time for any reason, without notice, including, and without limitation, because of a group's eligibility status or a group's failure to comply with university policies.

The same group may not fundraise in back-to-back semesters; however, it may be considered again following its project end date.

All content on project pages will be approved by OIA staff. UMBC has the right to edit, or require edits by the project managers, at any point in the campaign.

UMBC reserves the right to decline any project based on content or discontinue an active fundraiser at any time due to changes in the group's eligibility status.

Each project will be hosted on the crowdfunding platform for a predetermined amount of time. If the project is not funded within the allotted time frame, the funds raised will still be allocated to the project; however, UMBC will remove the project from the crowdfunding platform and will no longer actively market the project. Any monies raised, even without meeting the final goal, should be spent to offset the cost of the promoted project.

### Section 2: Funding Requirements and Guidelines

All projects must have an OIA-approved UMBC Foundation account into which funds will be distributed.

If a group or project does not have an account already created, OIA staff will determine whether or not the project/group may have funds hosted in an existing account. Funds hosted in Student Life accounts may take up to 6 weeks to become available following the conclusion of the project.

Funds raised may **not** be used for:

- Gifts, donations or dues to a separate organization
- Salaries, stipends or cash gifts to any individual
- Any type of reimbursement for expenses incurred prior to the creation of the project
- Alcoholic beverages
- Sales tax
- Personal expenses, to include, but not limited to phone calls, room services, porter fees
- Airfare for trips to destinations whose distance from UMBC is less than 300 miles
- Train-fare for trips to destinations whose distance from UMBC is less than 100 miles (excluding

- public transportation)
- Hotels for destinations within 50 miles of campus
- Any on-campus event that is not expressly open to all undergraduate students of UMBC on the basis of race, sex, religion,
- ethnic background, physical or mental disability, age, veteran status or sexual orientation.
- Expenditures deemed illegal by city, county, state, and/or national authorities

Projects should have specific goals and be driven by tangible accomplishments – for example, buying new club equipment, funding Alternative Spring Break travel fees, or providing student workshop opportunities. Projects without a specific goal are generally less successful and may not qualify for their own project page.

In order for Project Managers to ask for a gift of any amount to the university, all gifts must be compliant with the institution’s mission, align with UMBC’s purpose and support UMBC programs and initiatives. Projects cannot violate any laws.

All gifts must be spent on the project’s expenses as stipulated on the project’s crowdfunding platform and in the anticipated time frame per campaign.

### **Section 3: Crowdfunding Project Managers**

Each fundraising group must select a Project Manager for the campaign. **Project Managers are the primary fundraising individuals** that are responsible to promote their cause in the following ways:

- Provide photo(s) that represent their group or project;
- Create a video to support the need;
- Clearly write the project’s goal;
- Develop a target audience comprised of email addresses of interested parties;
- Coordinate a minimum of five volunteers to help ask for donations;
- Prepare personal thank-you messages to donors, and submit updates on how they will be

spending the funds (for example, notifying donors through the crowdfunding platform that the group reached their goal and will now be purchasing new equipment this month);

- Project Managers and group volunteers should send out at least one email to friends and family soliciting for their cause, one email thanking friends and family that participate, and at least three social media updates.
- Note: Projects that have more outreach early in their campaign are more likely to succeed. Research shows that groups with 30% fulfillment of their goal within 48 hours are most likely to achieve their total goal.

Project Managers are strictly prohibited from keeping any portion of the funds raised as a profit or compensation.

Project Managers are responsible for promoting their own campaign to their own prospects via social media, email communications, and on campus, when appropriate; preparing personal thank-you messages to donors; and submitting regular updates on their project.

### Section 4: Appropriate Outreach and Methods

**UMBC cannot provide any contact data on alumni, parents, friends or students.** It is up to the Project Managers to contact their own personal networks.

**All offline/in-person fundraising must be approved in advance** by the Office of Institutional Advancement. Funds raised without prior approval may not be eligible for deposit. All funds raised outside of the UMBC crowdfunding platform must be delivered to the Office of Institutional Advancement for deposit. All monies raised will be used for the stated intention.

**Premiums and services are not to be used to induce gifts.** Incentives and sales, such as, and without limitation, bake sales, t-shirt giveaways, car washes, or similar events or activities, are not permissible, as it affects a donor's right to a full tax deduction for his/her gift.

Project managers may request a list of donors and gifts at any point, but UMBC may be required to withhold donor information upon their request.

The UMBC Office of Institutional Advancement will provide all official tax receipts directly to donors.

For help in promoting your campaign or questions about these guidelines, please contact Joanne Meredith, Director of Annual Giving, at [jmeredith@umbc.edu](mailto:jmeredith@umbc.edu) or 410-455-3377

## **Membership Requirements**

As stated in the Student Organization Guidelines, 100% members of recognized student organizations must be currently enrolled as an undergraduate student.

*Members in student organizations have the ability to:*

- Run for office
- Benefit from finance board funding (ex: competitions)
- Vote in elections, changes to the constitution, impeachments

## **Liability Forms**

Depending on the type of group and membership requirements listed in the constitution, a liability form may need to be filled out and turned in to Campus Life each year. This information can be found in each organization's constitution under the membership section.

## Involvement Fest, Leading Orgs and Connecting Orgs

### Involvement Fest

Involvement Fest happens twice an academic year during Welcome Week. At Involvement Fest, student organizations have the chance to have a table where they are able to recruit new students to their organization. Having a table at Involvement Fest is a privilege, not a right, and Campus Life has the ability to deny access to departments or student organizations.

Fall Involvement Fest is open to any and all recognized student organizations. Sign up for this event happens during the renewal process.

Spring Involvement Fest is limited to a first come first serve sign up due to space limitations. This sign up goes out in late November, and is open until mid December. This form is only sent out in the Monthly Newsletter.

### Rules and Regulations

- No group is to bring anything that needs a power supply for fall or spring. Power outlets will not be available.
- Speakers/music: during fall involvement fest, speakers are allowed. Music must be kept low enough for the tables around you to be able to hold conversations. If it is too loud, you will have one warning before being asked to shut off music. Failure to do so will result in being asked to leave your table, and possibly restricting access to upcoming involvement fests. If inappropriate music is played, you will receive no warning and asked to leave. Inappropriate music includes cussing, offensive language/themes, and vulgar language or themes.
- Music is prohibited at spring involvement fest.
- You MUST stay behind your table. There is to be no soliciting to individuals walking around. If you are seen recruiting people outside of your table, you will be given a warning. If it continues you will be asked to leave.

## **LeadingOrgs**

LeadingOrgs is a yearly event held early in the spring semester. All organizations are required to have representation at this event. LeadingOrgs goes over all the important information that organizations need to know for the upcoming year. This includes but is not limited to:

- Treasurer Training
- Student Organization Policies
- Social Media
- Grit Starter
- 25live Training
- Leadership topics
- Constitutional reviews

## **ConnectingOrgs**

ConnectingOrgs is a workshop series offered throughout the year to take your leadership to the next level. These workshops are hosted by the Coordinator for Student Organizations, and vary on topic and frequency.

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## **Finance Board**

Fully funded organizations can request funding from the Student Government Association's Finance Board. Funds will be requested through a budgetary system that can be viewed here. Budgets must be turned in the semester prior to Finance Board. The timeline can be found here. For more information, or to contact the finance board, please visit their website.

## **Carryover Accounts**

Every recognized student organization is given a carry over account to keep funds. Carryover accounts are used for any purchasing done by a student organization. Any purchasing or deposits are done through David Royer in the Student Affairs Business Student Center (SABSC).

## **Chart Strings**

A Chart String is used to define, identify, categorize, and sort a transaction. This is similar to a “bank account number” and every student organization has a specific Chart String for the student organization’s specific Carryover account (this is similar to a bank account that funds will roll over from each semester).

A Chart String is needed for the following transactions:

- Commonvision
- 25Live room reservations
- Events and Conference Services
- Invoices

If you do not know your chart string, please email [sabsc@umbc.edu](mailto:sabsc@umbc.edu) with the subject “Chart Field String Request” and your organization name in the body of the email.

If you do not have a chart string created, please email [sabsc@umbc.edu](mailto:sabsc@umbc.edu).

## **Commonvision Transactions**

In order to submit payments for commonvision, you must first complete a RESGAF form and obtain a quote from Commonvision. After this is complete, turn the RESGAF into SABSC for approval. After approval is given, the RESGAF is to be submitted into commonvision

## **Adding Funds to the Carry Over**

Cash, checks, and credit card deposits can be processed in the Student Affairs Business Service Center in the Commons 334. A receipt will be written for the deposit. All checks are to be made payable to UMBC with the For/Memo line addressed to the student organization. If checks are to be mailed, please mail them to:

**Attn: David Royer**  
**1000 Hilltop Circle**  
**Commons 334**  
**Baltimore, MD 21250**

Most off-campus vendors that host UMBC student organizations’ fundraisers request for UMBC’s W-9 to process a check payment.

## Cash Boxes

Cash boxes can be requested through SABSC for fundraisers. In order to request a cash box, please follow the steps below:

1. Submit a complete Cash Box Request Form to the SABSC in Commons 334
  - Forms can be found in Commons 335.
  - Forms must be submitted within (1) week of event.
2. Cash Boxes may be signed out and picked up the day of event by a club member in the SABSC.
3. Cash Boxes MUST be returned by the end of business day of event WITH all monies raised to the SABSC.
  - All money must be counted prior to receiving a receipt of deposit.
  - Funds will be deposited and available for use (1) business day after event.
  - The student organization will be responsible for any un-returned cash boxes.

## Checking your Carryover Balance

To request the current balance of your carryover account please email [sabsc@umbc.edu](mailto:sabsc@umbc.edu) with the subject "Club Carryover Balance Request" and your organization name in the body. Treasurers should be keeping a log to reconcile with SABSC

## Spending Carryover Funds

Purchasing and spending carryover funds must be done through the SABSC. Cash cannot be taken out of the carryover account. UMBC can allocate funds via the following:

- State-issued P-Card (VISA)
- Requesting a check via Payment Request
- Requesting an expedited check via Working Fund (can take up to 8 weeks)
- Requesting petty cash reimbursement (must be under \$100 and paid via cash/debit)

To spend funds, an appointment must be made with SABSC in the Commons 334. The process for using carryover funds is different based on the type of expense and outlined below:

### Purchasing/Ordering Items

- Schedule an appointment with the SABSC in the Commons 334
- Bring the required documents to appointment.
  - RESGAF (signed and completely filled out)
  - Flyer of event
- Orders must be completely prepared prior to appointment. This means having the exact site or vendor ready.
  - Tax CANNOT be included on any order.
  - All orders must be made on SABSC computer.
  - All orders must be shipped to the SABSC.
- SABSC credit card is available for approved online purchases
  - Expense will be debited to club carryover account and/or SGA account as indicated on RESGAF.
- Packages must be picked up within (2) business days of email notification from sabsc@umbc.edu.
  - All packages must be signed for by a club member.

### Reimbursements

To submit a reimbursement, please submit ALL completed and required documents SIMULTANEOUSLY to SABSC within (2) weeks after purchase.

#### Required documents:

- Original Receipts OR Online email receipt & Bank statement showing expense debited
- Post-event Form (see attached)
- RESGAF
- Flyer & List of students receiving items/attending event
- W-9 (required only for 1st time Reimburse-es)

### On Campus Food Orders

All completed and signed required documents must be turned in simultaneously to SABSC 30 days prior to the event. Any quote change must be made through SABSC. The required documents are listed below:

- Quote of order (for Chartwells 'BEO')
- Invoice of order (before event if Quote changed)
- RESGAF
- Flyer of event

## **Off Campus Food Orders**

All completed and signed required documents must be turned in simultaneously to SABSC 30 days prior to the event. Any quote change must be made through SABSC. The required documents are listed below:

- Signed food contract
- Certificate of Liability of Insurance - DATED within 30 days of event
- Quote of order with FEIN number on it (new vendors only)
- Invoice of order (before event if Quote changed)
- W-9 (if the vendor has not been used before)
- RESGAF
- Flyer of event

## **Pizza Orders**

All completed and signed required pizza documents must be submitted to SABSC within (3) days prior to event. The required documents are listed below:

- Receipts & Sign-In sheet must be turned into SABSC within (1) day after the event.
- RESGAF
- Itemized Order
- Flyer of event
- Original Receipts (Yellow & White Receipts)
- Sign-In Sheet

## **Giant Peapod**

Peapod orders are a first come first serve basis.

- Only one delivery may be placed under SABSC account at a time.
- Must be at least \$75 for delivery or \$60 for pickup.
- Can be made through the SABSC Club Purchasing process.

## Memberships/Registrations

To request payment for membership dues or registration fees:

- Schedule an appointment with SABSC at <https://goo.gl/LhFFDb>
- SABSC credit card can be used for online payments.
- All payments must be made on SABSC computer.
- Bring the following required documents:
  - Invoice
  - W-9 (if 1st time paying the vendor)
  - RESGAF
  - List of names of students

## Donations

To donate to a philanthropy, please have the following documents:

- Memo from Philanthropy accepting donation
  - On Business Letterhead
  - Brief description of organization purpose
  - \$ Amount expected to receive as donation
  - Tax ID #
  - Mailing address to send check
  - Contact person information
- W-9 from Philanthropy (see attached)
- RESGAF (see attached)

## Travel

To request use of funds for travel:

- Schedule an appointment with SABSC at <https://goo.gl/LhFFDb>
- Air/Rail tickets can be purchased during appointment with SABSC credit card.
- All required travel documents must be completed and submitted to SABSC within (2) weeks prior to dates of travel.
- Required documents for In-State and Out-of-State travel:
  - Liability Release Waiver Form (see attached)
  - <https://ogc.umbc.edu/forms/>
  - ^Bottom 2 links for Adults/Minors
  - List of names of Travelers
  - RESGAF (if travel costs exist)
  - Itinerary of Conference/Competition/Event
  - Flyer of Conference/Competition/Event

- Invoice for Conference/Competition/Event (if applicable)
  - W-9 for Conference/Competition/Event Organization (if applicable)
- To process travel reimbursements, please bring the following documents
  - All documents required for Reimbursements (see above)
  - Mileage: Printout of Google Maps with directions/miles TO and FROM destinations.
  - Gas: Original receipts
  - Tolls: Original receipts
  - EZ Pass: Account Summary printout
  - Food: Original receipts
  - Hotel: Original or Email receipt & Bank statement
  - Airfare: Original or Email receipt & Bank statement
  - Train: Original or Email receipt & Bank statement
  - Bus/Metro: Original or Email receipt & Bank statement
- The following documents are needed to process International travel requests:
  - UMBC Study Abroad Registration Packet (visit UMBC Study Abroad Office in Admin 224)
  - Passport copies of all travelers
  - Emergency Contact Information of Program Directors
  - Emergency Contact Information of all travelers
  - Organization Travel Insurance Information
  - Travel Itineraries
    - From UMBC to airport
    - Airport to Destination
    - Destination week schedule
    - Destination to Airport
    - Airport to UMBC

**myUMBC** is the online portal used to communicate between organizations and Campus Life. All organizations are required to keep their myUMBC updated with their current executive board, and who their 25Live schedulers are. Each leader will be placed in a private group with all other student organization leaders. This private group will be where the Coordinators of Student Organizations will communicate all important information, deadlines, changes, and requirements of organizations.



