

**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 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.