

NUMBER: SA 3.09
SECTION: Division of Student Affairs
SUBJECT: Registered Student Organizations
DATE: August, 2012
REVISED:
Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. T. Moore
Issued by: Student Life

I. Policy

Since USC Upstate recognizes that co-curricular activities form an important part of the overall educational experience of students, the university promotes and regulates the activities of student organizations. The University provides the use of its name and physical facilities, contributes faculty time for advice and counsel and encourages the development of student government and organizations. The registration of student organizations is coordinated through the Office of Student Life, located in the Campus Life Center, suite 210.

Definitions

- A. A student organization is defined as any group or organization that admits USC Upstate students to its membership, whose programs or activities affect student welfare or which uses campus facilities in the operation of its programs. The activities of registered student organizations will be confined to activities covered by the statement of purpose in the organization's constitution.
- B. Membership in registered student organizations shall be limited to persons officially connected to the university as faculty, staff or students. Discrimination on the basis of race, religion or national origin is not permitted in policy or practice.
- C. USC Upstate student organizations should serve to enhance the educational mission of the university. They must show promise of promoting the academic, personal and social development of their members while making a positive contribution to the university and local community. Hazing is strictly forbidden.

II. Procedure

Registration of Existing Student Organizations

To function as a part of the university rather than as an outside organization of citizens, a student organization must be registered with the Office of Student Life. Only registered student organizations are permitted to use the name and facilities of USC Upstate. When an organization does this, it accepts regulation by the University. Registration as a student organization may be withdrawn for violation of university regulations.

Each chartered organization wishing to maintain its registration status must register annually every fall semester with the Office of Student Life and have a representative attend the Leadership Advance held before classes start in August. The Leadership Advance attendance requirement can only be waived by the Director of Student Life. Requests for this waiver will be reviewed on a case-by case basis. Registration updates should also be submitted if officers, advisors, organizational or contact information changes during the year. An up-to-date copy of the constitution and bylaws of each registered organization will be kept on file with the Office of Student Life. It is the responsibility of each organization to ensure that changes are submitted to the Office of Student Life in a timely manner.

Chapters of national fraternities and sororities are also required to register as student organizations with the Office of Student Life.

Chartering New Student Organizations

- A. Students wishing to form a new campus organization should observe the following procedures:
- B. Schedule a meeting with the office of Student Life to review the documentation necessary to charter a new student organization at USC Upstate.
- C. Complete the “Application to Charter a New Registered Student Organization,” available from the Office of Student Life.
- D. Identify other Upstate students who are interested in joining the student organization and create a roster of those proposed members. (There is not a minimum number of members necessary to charter an Organization at USC Upstate).
 1. Develop a constitution for the proposed organization. This document should state the purpose, structure, functions and rules of the proposed organization.
 2. Identify or elect officers for the proposed organization, and complete the “Student Organization Annual Registration Form,” available from the Office of Student Life.

3. Identify a faculty or staff advisor for the organization and have them complete the “Advisor Statement of Support,” available from the Office of Student Life.
4. Once these steps have been completed, an activation meeting should be scheduled with the Office of Student Life to review your organization’s application status.
5. New organizations may be permitted to meet on campus, pending approval, only to organize and set up the organization. Organizations may not hold open meetings, bring in speakers, have public events or participate in fundraising efforts until the group has completed all of the necessary steps to become a registered student organization

Registration Process for Existing Student Organizations

- A. To function as a part of the university rather than as an outside organization of citizens, a student organization must be registered with the Office of Student Life. Only registered student organizations are permitted to use the name and facilities of USC Upstate. When an organization does this, it accepts regulation by the University.
- B. Registration as a student organization may be withdrawn for violation of University regulations.
 1. Each chartered organization wishing to maintain its registration status must register annually (Fall semester) with the Office of Student Life by completing the “Student Organization Annual Registration Form,” available in the Office of Student Life.
 2. Organizations are also required to a representative to the Leadership Advance held before classes start in August, as part of their requirements for annual registration.
 3. Registration updates should also be submitted if officers, advisors, organizational or contact information changes during the year. It is the responsibility of each organization to ensure that changes are submitted to the Office of Student Life in a timely manner.
 4. An up-to-date copy of the constitution and bylaws of each registered organization will be kept on file with the Office of Student Life.
- C. Chapters of national fraternities and sororities are also required to register as student organizations with the Office of Student Life.

Leadership Positions

- A. To be an officer of a student organization, a student must have earned at least a 2.0 cumulative GPA and completed a minimum of 12 hours at USC Upstate. A 2.0 cumulative GPA is also required for editorial positions on USC Upstate publications.
- B. Officers of all organizations must be in good academic and behavioral standing with the University.

Advisors

- A. To encourage positive interaction between university faculty, staff and students, all registered student organizations are required to have an Advisor registered with the Office of Student Life
 1. Advisors must be selected from full-time faculty or administrative staff members at USC Upstate. Students (including Graduate level) are ineligible to serve as advisors to registered student organizations.
 2. Greek organizations and religious student organizations are exempt from this rule, and may select off-campus advisors.

Requesting Student Activity Fee Allocations and Special Projects Funding

- A. All registered student organizations whose membership is open to USC Upstate students may apply for Annual Student Activity Fee allocations. The only exceptions are Greek-letter fraternities and sororities, religious organizations and organizations with specific political affiliations.
 1. Registered student organizations that meet all of the following criteria may be eligible for annual funding contingent upon:
 - a. Have completed all of the necessary paperwork to be in registered status with the Office of Student Life
 - b. Have at least 1 representative in attendance at the Annual Leadership Advance prior to annual allocations
 - c. Have been active for 1 academic year (12 months)
 - d. Are not affiliated with political, religious, or Greek organizations
 - e. Are not a university sponsored organization
 - f. Submit the necessary paperwork by the established deadline to be considered for annual funding
 2. Annual funding allocations will be awarded once a year during an established timeline set by the Office of Student Life. Organizations must submit an annual funding application to the Office of Student Life and attend Leadership Advance in August to be eligible to be considered for allocations.
 3. An organization that changes its mission/purpose statement will be considered a new student organization and must be active for 1 academic year (12 months) under the

new mission/purpose statement before becoming eligible for annual funding.
Organizational name changes are exempt from this portion of the policy.

- B. All registered student organizations, regardless of affiliation, are eligible to apply for Special Projects Funding. The special projects funding requests are handled by the Student Government Association on a bi-weekly basis during the academic year while senate is in session.
1. If registered student organization needs money for travel or special events, they may also request Special Projects Funds from the Student Government Association. These applications are reviewed throughout the year until funds are depleted. The following criteria are used by SGA when evaluating budget requests:
 - a. **Activities:** sponsorship of campus-wide activities, attendance at SGA meetings, and organization meetings and functions.
 - b. **Past Use of Funds:** the responsible use of funds allocated to the organization for the previous three years.
 - c. **Image:** how the organization is perceived on campus.
 - d. **Publicity:** efforts made by the group to publicize the organization and its activities.
 - e. **Size:** the number of active members in the organization
 - f. An appeal of an allocation decision shall be handled in the following manner: The organization may appeal to the Student Affairs Committee and the Dean of Students.
 2. Student Activity Fees will not be allocated to Greek fraternities/sororities, or student organizations of a political or religious nature except where such funds are requested and used for a specific activity of benefit to the student body as a whole.
 3. Funds may be allocated for travel where members of the organization will:
 - a. Represent the University and thereby enhance the prestige of the University and the organization
 - b. Gain knowledge or expertise of benefit to the student body and the individual organization.
 - c. Students must be in good behavioral standing with the University and have a 2.0 cumulative GPA to travel or represent the university or a registered university organization.
 - d. Advisor(s) are required to travel with student organizations that are using university funds to travel. Advisor travel is coordinated separately through the Director of Student Life.
 4. The funding of national dues shall be evaluated on the basis of the purpose and benefits given by the national organization to the local organization. This data must be attached to the funding request.

C. Restrictions for Use of Student Activity Allocations (Annual & Special Projects)

1. Funds cannot be used as direct contributions to charitable organizations. Contributions may be made as a result of fundraising events where net profits may be donated to said charity.
2. No funds may be used for any political purposes or the support of political candidates, partisan efforts, whether federal, state, local, or university level.
3. All equipment purchased with allocated monies is the property of the University and must display a university inventory sticker. Equipment shall be audited as part of the audit process. Each organization will maintain an up to- date inventory coordinated with the university's inventory. The organizations will provide the committee a list of equipment on hand at the time of the budget hearings.

Management of Finances

- A. Student organizations that receive funding from the University (either through Student Activity Allocation or Student Government Association Special Funding) must have a University account through the Office of Student Life. The use of off-campus accounts (i.e. banks, credit unions, etc.) is not allowed for groups that receive university funding.
 1. Requests to make purchases using funds from a student organization's university account can be made by submitting a "Purchasing Request" to the Office of Student Life. Request should be made in a timely manner to allow time for processing.
 2. All dues and other monies collected by a funded organization shall be reported as income and deposited in the organization's university account.

Related Policies:

Advertising & Posting Policy
Fundraising by Student Organizations
Late Night Event Policy
Outdoor Event Registration Policy
Policy on Hazing
Student Organization Advisors
Special Events Policies & Procedures

(This policy is adapted from USC Columbia Campus Policy – Student Organizations, BUSF 3.10)