



University Policies and Procedures

05-10.00–STUDENT ORGANIZATION REGISTRATION

I. Policy Statement: Towson University (“University”) supports the right of University students to join and form student organizations as a critical component of the University experience. Learning that takes place from leadership and membership in student organization complements the educational mission of the University. This policy assures that recognized registered organizations have reasonable access to University resources and yet do not unreasonably disrupt University operations, violate the protected speech activity of others, endanger the safety of others or risk destruction of University property.

II. Definitions:

- A. Non-recognized Registered Student Group: a group of University Students which is not recognized by, sponsored by, or affiliated with the University, in accordance with this policy.
- B. Registered Student Organization: a group of University Students which is recognized as affiliated with the University, in accordance with this policy.
- C. Student: a person who: 1) is enrolled at the University; or, 2) has completed the immediately preceding academic term and is eligible for re-enrollment; or, 3) is on approved leave status.
- D. Faculty/Staff Advisor: a full-time employee of the University who has agreed to serve in an advisory capacity to a Student organization.
- E. Student Government Budgeted: once a Student organization is registered for a year with the University it may choose to apply to become an SGA budgeted group, with additional requirements to meet. (Refer to the SGA Funding Policy for Student Organizations. The most recent version can be found at <http://www.towsonsga.org/studentgroups/resources>).

III. Responsible Executive and Office:

Responsible Executive: Vice President for Student Affairs

Responsible Office: Campus Life

IV. Entities Affected by this Policy: University Students, faculty, and staff.

V. Procedures:

A. Scope

1. This policy applies to Students who wish to organize a Student group encouraging them to become a registered Student group.
2. Through the Office of Student Activities, the University encourages Students to form groups based on personal interest.
3. Registration of a Student group does not mean that the University endorses the Student group, its programs or its purposes.

B. Registered Student Organizations (RSOs) recognized by the University are the basic level of Student groups.

1. To become a Registered Student Organization, these criteria must be met:
 - a. Membership must be open to all undergraduate or graduate Students with a GPA of at least 2.0. (The GPA requirements may be higher for academic or honorary groups.)
 - b. Membership must include at least five (5) Students.
 - c. The group must have a Faculty/Staff Advisor.
 - d. Membership list and constitution are posted on Involved@TU.
 - e. Only Students may be members of Student organizations.
 - f. Organizations must not be connected to a commercial enterprise, and must not be for a commercial purpose.

C. Student Government Budgeted Organizations (SBOs)

1. To become an SBO, the following criteria must be met: (See the Student Organization Handbook. The current version can be found at <http://www.towsonga.org/studentgroups/resources.>)
 - a. Must have been a Registered Student Organization in good standing for at least two (2) consecutive semesters.

- b. Must be open to all undergraduate Students with a GPA of at least 2.0. (The GPA requirements may be higher for academic or honorary groups.)
 - c. Must have a membership of at least fifteen (15) Students (required).
 - d. Must have a Faculty/Staff Advisor for the organization.
 - e. Must fulfill all requirements outlined by the Tiger Stripes Program (as described in the Student Organization handbook) and SGA Financial Policy including community service, fundraising, and completion of all steps of the budgeting process and a constitution on file (as outlined in the SGA Financial Policy, found at <http://www.towsonsga.org/studentsgroups/resources>).
 - f. Must deposit all organizational funds with the SGA Finance Office, and all budgeted funds must be used to benefit the TU community, i.e., open to the entire campus community and not only the organization itself. All funds must be utilized according to University policies.
- D. Registered Student Organizations and Student Government Budgeted Organizations are eligible to receive benefits based on their classification in the Tiger Stripes Program (<http://www.towson.edu/studentlife/activities/clubsorgs/stripes.html>).
- E. The benefits for Registered Student Organizations include being recognized by the University and access to:
- 1. advertising space on campus electronic sign boards;
 - 2. reserving rooms on campus for meetings free of charge;
 - 3. renting University vehicles;
 - 4. renting University equipment;
 - 5. being listed on Involved@TU - the student organization management system;
 - 6. being eligible for On-Campus Accounts, required for fund-raising activities that take place on campus;
 - 7. being provided with organizational email and Web accounts through OTS;
 - 8. being provided assistance from the OSA Staff particularly, the Coordinator for Student Organizations;
 - 9. being listed in recruiting Publications;
 - 10. participating in the Involvement Fair;
 - 11. having access to listing information on the SGA Webpage (see Website Policy:

<http://inside.towson.edu/generalcampus/tupolicies/documents/10-01.02%20Acceptable%20Use%20Policy.pdf>.

- F. SGA Budgeted groups receive additional benefits including:
1. receiving a Budget for the Organization from the SGA;
 2. free advertising Space in *The Towerlight* on SGA days (if available);
 3. being assigned an SGA liaison;
 4. all privileges of a Registered Student Organizations;
 5. bulk mailings for a fee;
 6. copy services for a fee;
 7. supplemental SGA budgets;
 8. access to the SGA Marketing Department.
- G. Expectations for ALL Student Organizations (RSOs and SBOs):
1. must complete the annual registration process by submitting all required information, and participate in available training opportunities, and make timely changes to information;
 2. must update officer and other pertinent information when they change;
 3. must maintain the minimum membership required for registration category and have a Faculty/Staff Advisor at all times;
 4. must follow and abide by all applicable federal, state, and local laws and regulations, and all policies and procedures of the University, including the Code of Conduct;
 5. must adhere to your organization constitution;
 6. must meet all fiscal obligations incurred by the organization.

For further information and resources about Student groups, visit this link:
<http://www.towsonsga.org/studentgroups/resources>.

Related Policies:

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Approved by: President's Council 07/30/2014