PURPOSE
This policy outlines student organization privileges, responsibilities, and procedures to be recognized on the University of South Carolina Columbia campus.

DEFINITIONS

Advisor: a full-time faculty or administrative staff member that has been appointed to assist a student organization with their activities and advise them on university policies and procedures.

Constitution: contains the fundamental principles that outline the purpose, structure, and limits of an organization. Fraternity and Sorority Life Organizations – registered Greek letter organizations who meet membership requirements of the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or the College Panhellenic Association and receive oversight from the university’s office of fraternity and sorority life.

Inactive Student Organization: an inactive organization is an organization that has lost its recognition status and all associated privileges.

Student Leader: any student appointed or elected to a leadership role within their student organization (i.e. officer, committee chair, etc.) who meets necessary requirements.

Prospective Student Organizations: a student group that has expressed their intent to register to the Leadership and Service Center.

Reactivation: the process that an inactive student organization completes as they seek to re-register as a recognized student organization.

Recognized Student Organization: a student organization that is currently active on the University of South Carolina campus, has fulfilled all responsibilities of a student organization and represents a group of students who desire to come together to support a particular view, explore common interests or accomplish identified tasks.

Registration: the collection and recording of specific information required of qualified new student organizations.

Registration of a Student Organization: the collection and recording of specific information
required of qualified new student organizations as defined in the Policy Statement, Section A, Registration of a Student Organization. Completing registration allows an organization to become a recognized student organization.

Renewal: the annual process that all currently recognized student organization complete to continue to maintain status as a recognized student organization.

Sports Club: recognized student organizations that also meet the criteria of 1) involving physical activity and 2) being of a competitive or instructional purpose. These clubs will automatically be assigned as a sport club and housed under Campus Recreation and their sport club program.

POLICY STATEMENT
The University of South Carolina recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. The university, in the registration process set forth, seeks the freedom of existence for student organizations and ensures that designated privileges and support are available to all organizations that uphold the registration requirements. The university views student organizations as private affiliations and does not endorse the mission, goals, or purpose of the organization. The University of South Carolina does not allow its name (or any variation) to be used in the organization's name in any form or allow the organization to represent the university on behalf of the university. Recognized organizations exist only on the University of South Carolina campus. Recognized student organizations will be referred to as "{organization name}, a recognized organization at the University of South Carolina."

A. Privileges & Responsibilities of a Recognized Student Organization

1. To function as a part of the university rather than as an outside organization of citizens, a student organization must be recognized to obtain the following privileges:

   i. Reserve campus facilities

   ii. Conduct meetings on campus

   iii. Use university services and resources

   iv. Use of a student organization technology platform and a student organization email account

   v. Request financial support for funds from student activity fees

      a. All recognized student organizations that have been trained of the request process are eligible to apply for funds from student activity fees with the exception of residence hall governments. Allocations are made based on the current student government finance and the guidelines created by the respective finance committee.
b. Allocations are made by the respective finance committee, subject to review by the student senate and the president of the university. Recognized student organizations must be trained on the student activity fee request process before submitting a budget request. More information can be found in the Treasurer’s Manual on the Student Government website.

c. The criteria used by the respective finance committee for allocating the student activity fees are documented in the student government finance codes.

d. Student organizations must not be denied funding nor given preferential treatment in funding based upon the viewpoint of the student organization requesting the funds, as outlined in university policy and federal, state or local law.

2. Responsibilities:

A recognized organization must satisfy the following responsibilities:

i. The organization will maintain a minimum of 7 members, 2 of which must be in leadership roles, at all times.

ii. The organization must complete any trainings and meetings required by the Leadership and Service Center.

iii. The organization will seek approval from the Leadership and Service Center for changes made in its constitution. All constitutions must be viewed and approved by the Leadership and Service Center before they become official.

iv. Membership – Membership in recognized student organizations will be limited to persons officially connected with the University of South Carolina - Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions and indicating intent to continue (students who have preregistered) in the fall semester as well as students enrolled in summer school are eligible for summer membership. Any persons not meeting the above requirements will not be eligible for membership in recognized student organizations.

v. Student Leader– Anyone appointed or elected to a leadership role within their student organization (i.e. officer, committee chair, etc.) who meets necessary requirements listed below:

a. Any student holding a leadership role must maintain the cumulative GPA requirement for graduation, maintain part time time enrollment student status, and remain in good standing. Students must maintain all above requirements throughout the duration of their term.

b. Students who do not meet the requirements listed above may not serve in a
leadership role capacity. In the event a student is elected to office who does not meet the requirements listed above, the organization must follow their election procedures within their constitution to make the replacement and update their organizational roster with the Leadership and Service Center within two weeks.

c. Organizations must have at least two students holding leadership roles at all times and information concerning these leaders must be listed with the Leadership and Service Center.

d. Organizations not meeting the above requirements will be placed on probation and may have their recognition status revoked.

e. Faculty and staff will not be eligible to hold elected or appointed office in a student organization, unless they are full-time students.

f. The names of students in leadership roles and the name of the advisor must be kept up-to-date with the Leadership and Service Center.

g. The organization will submit all changes that occur within the organization to the Leadership and Service Center.

vi. The student organization must not: have illegal goals and objectives; advocate or support the overthrow of the United States Government; propose or participate in activities which would violate regulations of the Board of Trustees, the university, or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the university; advocate incitement of imminent lawlessness which may produce such action referred to in (c) above; or discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, gender, genetics, national origin, age, disability, sexual orientation or veteran status.

B. Advisors – To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor. See University Policy STAF 3.01 Advisors for Student Organizations for specific information and requirements.

C. Disciplinary Procedures – See university policy STAF 6.26 Student Code of Conduct for information regarding disciplinary procedures for violations of university policies, procedures, rules, and regulations by recognized organizations.

PROCEDURES

A. Registration of Student Organization

1. Students wishing to form a new student organization must contact the Leadership and Service Center. The Leadership and Service Center will advise students of all required components of
the registration process.

i. Student organizations cannot have the same name as any other active student organization on-campus.

ii. If a student organization is affiliated with an external governing organization, the student organization must have official recognition from that entity to use their likeness (i.e. name, logo, etc.)

iii. Fraternity and Sorority Life Organizations – for a Title IX exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization on the University of South Carolina campus, it must first be granted membership in its University-recognized Greek Council. Once membership is confirmed with either the Inter-Fraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or the College Panhellenic Association, recognition materials will be processed by the Leadership & Service Center. For requirement related to membership in one of the aforementioned councils, visit the Office of Fraternity and Sorority Life.

iv. Sports Clubs – Prior to becoming a recognized organization classified as a sport club, all requirements must be completed according to university policy STAF 2.09 Sport Clubs

2. The Leadership and Service Center will recommend to the Associate Vice President for Student Life that the organization be registered once it has been determined that:

i. no violation of federal, state, or local law or university policy exists in the proposed constitution;

ii. the registration form has been completed correctly;

iii. the organization has certified that membership requirements are non-discriminatory (except where exempt by Title IX); and

iv. a full-time faculty or administrative staff member has agreed to serve as the advisor to the organization

3. Upon final approval by the Associate Vice President for Student Life, the organization will be considered a recognized student organization.

4. Organizations which are not in compliance with the responsibilities of a student organization or who do not appropriately complete the registration procedures will be denied registration. Student organizations may not be denied registration based on similarity of purpose to other recognized student organizations. If an organization is denied registration the representatives will be notified in writing no more than two days after all criteria has been submitted and reviewed. The organization may appeal to the Associate Vice President for Student Life.
5. Until a student organization gains recognition status, the organization may not advertise as a recognized student organization at the University of South Carolina or sponsor speakers, programs, events, or fundraisers. Prospective student organizations may reach out to the Leadership and Service Center for assistance throughout the registration process.

B. Annual Renewal – All recognized student organizations must renew their registration annually. The Leadership and Service Center will be responsible for the annual renewal process.

1. Notification of the Renewal Process - An informational email will be sent to all registered organizational email accounts, presidents of organizations, and advisors at least 3 weeks prior to the deadline. This email will notify the organization of the renewal process and the required steps for completion. An advertisement will be placed in the student newspaper publicizing the renewal workshop times and place. Advertisements will be placed to allow for appropriate notification of the renewal period. Such communication will constitute official notification.

2. All Fraternity and Sorority Life and sport club organizations must complete renewal within the first three weeks of the spring semester. All other organizations must complete renewal within the first three weeks of the fall semester each year.

3. Failure to Renew - Failure by an organization to renew by the renewal deadline will classify the organization as inactive, which will terminate its privileges as a recognized student organization. To reactivate the organization, the organization must follow the reactivation process.

A. Loss of Recognition Status/Disciplinary Procedures

1. Loss of Recognition Status - a recognized student organization may lose its recognition status and all associated privileges if any of the following occur:

   i. a student organization violates university policy as determined by the Office of Student Conduct;

   ii. a student organization submits a written notification of its disestablishment;

   iii. a constitutional provision deactivates an organization as of a certain date;

   iv. a student organization fails to renew annually by the timeline set by the Leadership and Service Center; or

   v. a student organization fails to fulfill responsibilities of a recognized student organization per Policy Statement, Section A., Privileges & Responsibilities of a Recognized Student Organization. At this point, the organization will no longer be considered a recognized organization, will be listed an inactive organization, and
will lose all of associated privileges.

2. Reactivation Process – Inactive organizations wishing to reactivate on campus must contact the Leadership and Service Center. The Leadership and Service Center will advise students of all required components of the reactivation process. If an inactive organization has outstanding conduct requirements, those must be completed prior to reactivating as a recognized student organization.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

- UNIV 6.00 Calendar and Space Reservation (USC-CSR) Policy
- STAF 1.06 Treasurer’s Manual for Student Organizations
- STAF 2.09 Sport Clubs
- STAF 3.01 Advisors for Student Organizations
- STAF 3.02 Alcohol Policy and Guidelines for the University Community
- STAF 3.05 Hazing
- STAF 3.11 Posting Promotional Material, Including Banners
- STAF 3.12 Off-Campus Speakers
- STAF 3.17 Campus Solicitation
- STAF 3.22 Fund Raising by Student Organizations
- STAF 3.23 Outdoor Event Registration
- STAF 3.25 Use of University Facilities
- STAF 3.26 Procedures for Accommodating Distinguished Guests
- STAF 3.27 Russell House University Union Catering Policy
- STAF 6.26 Student Code of Conduct

**HISTORY OF REVISIONS**

<table>
<thead>
<tr>
<th>DATE OF REVISION</th>
<th>REASON FOR REVISION</th>
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<tbody>
<tr>
<td>June 1, 1992</td>
<td>New policy approval</td>
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<tr>
<td>October 16, 2016</td>
<td>Policy revised to reflect definitions and oversight of student organizations including role of Leadership and Service Center and eligibility requirements for advisors.</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Policy revised to add new requirements to student organizations and update procedures to reflect current practices. Policy was also revised to new format.</td>
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