

USF System   USF   USFSP   USFSM

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**Responsible Office:** Student Affairs and Student Success

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**A.** Any student group wishing to organize on University of South Florida (University/USF) Tampa campus can do so by following the procedures and fulfilling the following criteria:

**1)** Provisional Status.

- a.** Students wanting to form a new organization are granted provisional status by submitting the following to the Center for Student Involvement.
  - i.** A statement of purposes and goals.
  - ii.** A list of ten organizers who are presently enrolled students, with USF NetIDs.
  - iii.** The name and USF NetID of USF full time faculty/staff person who will serve as the organization's advisor.
  - iv.** An organization constitution.
  - v.** Any student organization that has an affiliation with a national or regional organization must submit a letter from the national or regional office authorizing the student organization to establish a chapter at USF.
  - vi.** All organizations must have a membership selection process in compliance with USF rules, regulations and policies and, in accordance with federal and state law, that does not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status. Members are USF students. Associate membership can be given to faculty, staff, their respective spouses and spouses of students. Associate members cannot vote or hold office and may be charged higher dues than Members. Associate membership may be no more than 20 percent of the organization's overall membership. Only student members can vote or hold office.
- b.** An organization petitioning for provisional status will be notified in writing by the Center for Student Involvement of its approval or, in cases of denial, the reasons for

denial. In the event of denial, the organization may appeal the decision to the Assistant Vice President/Dean for Students or his/her designee whose decision shall be final.

- c. The student organization has up to 60 days, excluding semester breaks to complete the registration process. Failure to meet the requirements within 60 days will result in revocation of the provisional status. The organization can reapply for provisional status after a period of no less than one semester. During provisional status the organization has no privileges except to meet to complete the registration process. Appeals of this decision may be submitted to the Dean of Students or his/her designee.

## 2) Official Registration.

- a. In order to become an official registered organization, a provisional organization must:
  - i. Constitution. Submit a compliant constitution after meeting with the Center for Student Involvement for review.
  - ii. Officers List. From the membership list, organization officers must be designated
  - iii. Information Session. Organization president or representative must participate in an organization information session to review student organization policies and procedures and sign all policy acknowledgements as required.
- b. Upon review of the information submitted, The Center for Student Involvement will determine if the organization meets the definition of a sports club or a social fraternity/sorority, if the organization meets this definition, additional requirements and processes may be added as determined by the Campus Recreation and the Office of Fraternity and Sorority Life, respectively. The Center for Student Involvement will then notify the organization when its registration is complete.
- c. Although not an entity of or a division of the University, a student organization is given the opportunity to operate as a member of the University community with the privileges and mutual responsibilities that its status implies. Registration does not signify endorsement or approval by the University of specific ideas, programs, or activities of the organization, but provides an opportunity for these groups to utilize University services and facilities and other privileges as set out in this Regulation. Registration also does not guarantee funding from Student Government. Student Government has additional requirements and procedures in order to qualify for funding.
- d. Once the official registration is attained, the student organization must continue to comply with the following:
  - i. Member Listing. Register and maintain the names and USF NetIDs of ten members,

officer designation, and organization advisor(s) by the end of the annual organization registration period.

- ii. Participate in an annual organization Information Session.
- iii. Finances. Agree to supply the Center for Student Involvement with a review of the books and records of the organization upon request.
- iv. Insurance. As student organizations are entities independent from the University, the University can't provide insurance protection for student organizations. Student organizations are encouraged to consider procuring general liability insurance for all purposes and insurance to protect the property of the Organization.
- v. Conduct of Business.
  - (a) Conformance to law and regulations. Each student organization's membership purposes and activities will conform and comply with the United States Constitution; the laws of the State of Florida; Board of Governors regulations; policies, rules and regulations of the University of South Florida and the purposes set forth in the constitution. The student organization is independently and solely responsible and accountable for the conduct and all actions of the organization and its members. Any violation of law, Board of Governors regulations, University Board of Trustees policies, rules or regulations will be considered as violations by the organization and its officers and, in cases involving deliberate, intentional complicity or assistance in any such violation by other individuals, shall also be considered as violations by those individuals.
- e. Once registered, organizations are considered officially registered organizations until the end of the next registration period.
- f. Registered organizations that fail to maintain requirements of a registered organization shall be placed in an inactive status until all requirements are met. Inactive organizations are not eligible to reserve campus space as a student organization, use A&S funding, or other privileges given to registered student organizations. Once the organization is found in compliance with requirements of a registered organization, they will be returned to registered status without having to reapply for provisional status. After two years of inactivity, the organization's recognition will be revoked.

## B. Student Organization Events

- 1) All event publicity must list the name of each sponsoring organization and any co- sponsors of the event.

- 2) All events must meet the requirements for proper use of facilities and University regulations for the use of space. The organization will be responsible for all direct costs, if any, involved in the use of the facilities.
- 3) Any organization fundraisers where a single donation of \$1,000 or more is donated, must be reported to the Center for Student Involvement.
- 4) If a student organization raises funds for a philanthropy or non-profit organization, the student organization must publicize the name of the philanthropy and/or non-profit organization and the portion of the proceeds to be donated to said organizations.

**C. Compliance.**

- 1) Any organization or its members which violates the standards, policies, rules, regulations of the University is subject to adjudication.
- 2) The Office of Student Rights and Responsibilities along with the Center for Student Involvement, the Office of Fraternity and Sorority Life, and Campus Recreation each have responsibility for reviewing, investigating and adjudicating cases of alleged student organization misconduct.
- 3) The process for adjudicating student organizations is administered by the Office of Student Rights and Responsibilities and is outlined in USF 6.0021.

**D. Advisors.**

- 1) All student organizations are required to have an advisor who is a full-time faculty or staff member.
- 2) The function of advisors is to act as the liaison or communication link with the University administration and other community persons, as needed. Advisors do not have the authority or responsibility to control or supervise the activities of the organization. Advisors also may not have signature authority on organization off-campus financial accounts. Advisors are the University's representatives to the organizations and may report or relay University rules, regulations and procedures to the organizations, as needed. The Center for Student Involvement may condition its approval of certain organizational events (e.g. those which in the view of the University Police pose a security risk) on the attendance of the organization's advisor.

**E.** There may be additional procedures and recognition processes for the forming of, recognition of, and activities of fraternities and sororities and sports clubs. Students, faculty, and administrators must reference the Office of Fraternity and Sorority Life and the Campus Recreation respectively for specific policies, regulations, and/or guidelines.

- F. Regional campuses have unique procedures and offices governing the registration and conduct of student organizations. Students, faculty and administrators must reference campus specific policies, regulations or guidelines and be governed accordingly.

*Specific Authority: Article IX, Fla. Const. and Resolutions issued by the FL Board of Governors. 1001.74, 1006.60 FS.*

*History – New (BOT approval) 10-6-75, Amended 7-3-79, Formerly 6C4-6.17, Amended 10-4-90, 12-23-92, 8-31-94, Formerly 6C4-6.017, Amended 3-26-08, 6-19-13(technical), 8-23-13 (technical), 3-20-14 (technical).*

*Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.*