Policy Chapter:	**Chapter 7 Student Affairs**
Policy Number and Title:	**07.019 Student Organizations**

I. Policy Statement

The University of North Texas (UNT) recognizes that learning takes place in a wide variety of settings and under a wide variety of circumstances. Involvement and participation in a student group or organization provides opportunities for developing leadership skills and enhances campus life at UNT. In recognition of the important role of student organizations in student development and the significant contribution they can provide to the mission of UNT, the university supports the growth and management of student organizations in accordance with these policies.

II. Application of Policy

Students.

III. Policy Definitions

A. Constitution

"Constitution," in this policy, means the document approved by a student organization and the Student Activities Center that governs the operations of the student organization.

B. Event

"Event," in this policy, means all meetings, activities, functions, or programs.

C. Facilities

"Facilities," in this policy, means any building, structure, or outdoor space which is owned by UNT or operated under UNT authority, or that is on land owned by UNT and leased by a third party (e.g., fraternity house).

D. Organization Advisor

"Organization Advisor," in this policy, means a full-time faculty or staff member who serves as a UNT resource in an advisory capacity to a student organization to provide guidance to the organization and its members, is older than 21 years of age, and is not a student at UNT.

E. Registered Student Organization (RSO)

"Registered Student Organization," in this policy, means a student organization that has completed the requirements of registration with the Student Activities Center.

F. Risk Management Program

"Risk Management Program," in this policy, means a program offered through the Student Activities Center to assist student organizations with the identification of potential and perceived risks that might be involved in their activities and to identify steps to minimize or avoid risks where practical.

G. Student Organization

"Student Organization," in this policy, means a group composed of students currently enrolled at UNT who come together in the pursuit of a common purpose.

IV. Policy Responsibilities

A. Registration with the Student Activities Center

1. Any student organization seeking the privileges of a Registered Student Organization must:

    a. register each school year, during the time period annually set by the Student Activities Center;

    b. have the agreement of a full-time UNT faculty or staff member to serve as an organization advisor;

    c. provide the following information to the Student Activities Center:

        i. the names and contact information for all students holding officer positions in the student organization. An RSO must have at least two officers, including a president or primary officer;

        ii. confirmation of the existence of at least eight (8) UNT student members, with the exception of student organizations based out of UNT Frisco, which only need four (4) UNT student members.

            a) If a student organization advised by Center for Leadership Development falls below eight (8) UNT student members but has at least two (2) UNT student members, the Center for Leadership Development will review the organization's status and recommend to the Student Activities Center whether it should be registered. This recommendation is valid for the current semester and will be reviewed again the following semester.

            b) For one long semester per school year, a student organization that is affiliated with a national governing body may, on a case-by-case basis as approved by the Director of Student Activities or designee, be allowed to register with a minimum of four (4) UNT student members.

            c) When an RSO has fewer than eight (8) members, certain restrictions may be placed on the activities of the organization, as determined by the Director of Student Activities or designee.

            d) See Section IV.D. for additional criteria regarding membership.

        iii. a current constitution; and

        iv. the student organization's advisor's name and contact information.

2. After a student organization registers, any change in the registration information must

be reported to the Student Activities Center within ten (10) business days.

3. The registration process is not complete until an officer of the student organization, listed in its organizational profile, has participated in the required annual orientation session and, if applicable, Risk Management Program.

4. Student organizations that fail to complete all requirements for registration will be considered inactive until all registration requirements are met. Should an inactive student organization fail to register for two consecutive long semesters, that student organization is considered dissolved.

5. Complete membership lists and financial statements, when applicable, must be made available to the Student Activities Center upon request.

6. Student organizations wishing to use Greek letters in their name must be affiliated with a nationally or internationally recognized organization that has a national office supported by full-time staff members or a national board.

7. Registration does not imply endorsement by UNT of the viewpoints, objectives, or purposes of the student organization, and UNT assumes no responsibility for the content of programs or activities sponsored by a student organization.

8. Registration does not extend the right to a student organization to use the UNT name, trademarks, logos, or any other protected UNT works without express permission as provided for in UNT Policy 04.019, Institutional Brand Identity.

B. Denial of Request for Registration and Appeals

1. The Student Activities Center may deny a request to register as a student organization:

   a. if the student organization fails to comply with UNT Policy 07.012, Code of Student Conduct, and other applicable UNT policies;

   b. if the student organization creates a substantial disruption on campus as determined by the Vice President for Student Affairs (VPSA) or their designee;

   c. to prevent organizational activity that is itself illegal under state or federal law;

   d. if the student organization is a duplicate of the mission or purpose of an existing Registered Student Organization;

   e. if the student organization is set up such that any individual benefits monetarily from its existence; or

   f. if the student organization is intended to fulfill its mission within one (1) year.

2. A student organization whose request to be recognized as a Registered Student Organization is denied may appeal the decision. Appeals must be:

   a. submitted to the VPSA or designee;

   b. submitted in writing, explaining why the organization believes the decision was

made in error and how the student organization complies with registration requirements; and

c. submitted within 20 University Business Days (as defined in UNT Policy 07.006, Free Speech and Public Assembly on Campus Grounds) of notice of the decision to deny the request to register as a student organization.

3. The appeal decision is made by the VPSA or their designee and is considered final.

C. Privileges of Registered Student Organizations

1. Registered Student Organizations are given the following privileges:

a. opportunity to hold organizational events in select university Facilities or on Campus Grounds (as defined in UNT Policy 11.001, Facility Use Coordination) at no cost or at a reduced rate established by the reserving department. An organization may not utilize this privilege to reserve space for another entity (e.g., campus department, off-campus group);

b. eligibility to apply for funding for qualifying uses and to receive funds and access to resources provided by University departments;

c. opportunity to apply for storage space in the University Union;

d. opportunity to participate, as a student organization, in University-sponsored events (e.g., Homecoming, Mean Green Fling, Orientation, etc.);

e. opportunity to use the name of the University as part of its student organization name and use the University trademarks, logos, and other UNT works in conjunction with projects benefiting the university, with express permission and approval as provided for in UNT Policy 04.019, Institutional Brand Identity;

f. recognition in the online student organization database;

g. opportunity to program with University departments;

h. limited quantity of free copies from the Student Activities Center;

i. opportunity to use campus advertising mediums on a space-available basis to advertise organizational activities and membership, as provided for in UNT Policies 04.013, Solicitation, Signs, and Postings and this policy;

j. opportunity to set up free or low-cost banking on-campus;

k. opportunity to establish dues and sponsor fundraising projects;

l. ability to invite guest speakers to campus, in accordance with UNT Policies 07.006, Free Speech and Public Assembly on Campus Grounds and 11.001, Facility Use Coordination, ;

m. opportunity to be recognized with awards and honors by University departments, and to grant awards and honors to members;

D. Conduct

1. Registered student organizations are subject to the requirements of the Code of Student Conduct. Violations of the Code of Student Conduct may result in the withdrawal of privileges and/or registration in accordance with the procedures established in the Code of Student Conduct.

2. Any student organization that is not in Good Conduct Standing as a result of being found in violation of the Code of Student Conduct will lose the following privileges during the designated probationary period:

    a. Opportunity to hold organizational events in university Facilities or on Campus Grounds, with the exception of meetings, as well as events approved or required by the Dean of Students office;

    b. Eligibility to apply for funding and receive funds and access to resources provided by University departments;

    c. Opportunity to use the name of the University as part of its student organization name and use University trademarks, logos, and other UNT works;

    d. Opportunity to be recognized with awards and honors by University departments.

3. Any student organization that is suspended as a result of being found in violation of the Code of Student Conduct will lose their registered status.

E. Members

1. Unless otherwise stated in this policy, membership in an RSO is limited to any student who is currently enrolled at UNT. Student organizations may establish additional organizational membership requirements. These requirements must comply with all applicable UNT policies and must be approved by the Student Activities Center.

2. Membership in an RSO is open to students in accordance with UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation. For an RSO with a national affiliate, UNT employees may be non-voting members if allowed by the national affiliate's constitution/by-laws.

F. Officers

1. Officer Eligibility

a. To be eligible to serve as an officer of a RSO, a student must:

    i. during Fall and Spring semesters, be currently enrolled at the University of North Texas and pay student service fees for a minimum of: (a) six semester credit hours as an undergraduate or post-baccalaureate student, (b) five semester credit hours as a graduate student, or (c) three semester credit hours as a graduate student registered for dissertation or thesis hours

    ii. maintain a minimum UNT cumulative grade point average (GPA) of 2.4 during

the student's term of office. The GPA from a previous educational institution is acceptable if the student is an officer during the first semester of enrollment at UNT; and

iii. be in good conduct standing with UNT, as defined by the Code of Student Conduct

b. A person who fails to meet any one of the eligibility criteria is automatically ineligible to serve as an officer until all criteria are met or an appeal is granted, as set out in Section IV.E.2. of this policy.

c. A Registered Student Organization created primarily for religious purposes may restrict officer positions to those members who subscribe to the Registered Student Organization's statement of faith.

d. A Registered Student Organization created primarily for political purposes may restrict officer positions to those members who subscribe to the Registered Student Organization's political beliefs.

2. Officer Eligibility Appeals

a. The Eligibility Appeals Committee (EAC) is comprised of two students, one faculty member, and two staff members appointed annually by the Director of Student Activities.

b. A student wishing to appeal must submit a written appeal for consideration by the appropriate entity (either EAC or Dean of Students, as described in this Section) within five (5) business days of being notified of ineligibility to serve as an officer.

c. A student may continue serving in an officer position until the appeal decision is made.

d. An appeal may only be granted for the current semester, and a student may only be granted one appeal per eligibility criterion (as set out in Section IV.E.1. of this policy) within two consecutive long semesters.

e. Appeals must be processed within 14 business days of receipt, and the decision is final.

f. A student not eligible to serve as an officer due to GPA and/or enrollment hours may submit an appeal and supporting documentation, addressing the mitigating circumstances behind the student's ineligibility and reasons for believing that the problem has been resolved, to the EAC.

g. A student not eligible to serve as an officer due to not being in good conduct standing may be able to request reconsideration or review of the decision to find the student not in good conduct standing with the Dean of Students Office, using the procedures outlined in the Code of Student Conduct. Students should contact the Dean of Students office for more information.

G. Organization Advisors

1. A Registered Student Organization's advisor must:

    a. represent the interests of UNT at meetings and activities of the Registered Student Organization with regard to compliance with policies and internal guidelines;

    b. provide guidance regarding the operation of the RSO and its activities;

    c. participate in the Risk Management Program in the first year of advising the organization, if required by this policy. An organization advisor is only required to participate in the program one time, but organization advisors are encouraged to participate annually with the required representatives of their student organization; and

    d. participate in Clery training provided by UNT annually and understand the obligation to report crimes as outlined by the UNT Policy 12.006, Clery Act.

2. In the event an organization advisor is removed or resigns, a new advisor must be selected within ten (10) business days and reported to the Student Activities Center. Failure to comply will result in loss of registered status until a new advisor is reported.

H. Risk Management Program

1. At least once during an academic year, the Student Activities Center will sponsor a Risk Management Program as required by Section 51.9361 of the Texas Education Code.

2. All student organizations are strongly encouraged to attend the Risk Management Program.

3. The president (or equivalent leader) or the risk manager (or equivalent leader) of student organizations advised by the Center for Leadership Development and Recreational Sports (Sport Club Committee) are required to participate in Risk Management Program training. Any other member of a student organization who is not otherwise required to attend may also attend. If the position of president or risk manager is vacant at the time the Risk Management Program is offered, the student organization must designate another student in a leadership position and must contact the Student Activities Center to identify the role of the student leader in the student organization. On a case-by-case basis, the Student Activities Center may require other student organizations, based on the level of the inherent or perceived risk of their activities or purpose, to attend the Risk Management Program.

4. The Risk Management Program, at a minimum, will address the following topics:

    a. possession and use of alcoholic beverages and illegal drugs including penalties for possession or use;

    b. overdose awareness and appropriate response training;

    c. hazing;

d. sexual assault and other forms of sexual misconduct and harassment;

e. fire and other safety issues, including the possession and use of firearms or other weapons or explosive devices;

f. student travel;

g. application of the Code of Student Conduct to student organizations and obligations for behavior at parties and other events held by a student organization;

h. adoption of a student organization risk management policy; and

i. issues regarding persons with disabilities, including a review of applicable requirements of federal and state law, and any related policies of the institution, for providing reasonable accommodations and modifications to address the needs of students with disabilities, including access to the activities of the student organization.

5. A student organization leader or advisor who attends the Risk Management Program must report the contents of the program at the next full meeting of the student organization membership.

6. Failure of a student representative to attend this program by the deadline set by the Student Activities Center may result in a violation of the Code of Student Conduct.

7. The Student Activities Center will retain all records of attendance and the notice of the program sent to student organizations for three years from the date of the program or as set out in the University record retention schedule, whichever is longer.

I. Student Organization Events

1. Registered student organizations may use university Facilities and Campus Grounds as permitted by and in accordance with:

   a. this policy, in conjunction with procedures established by the Student Activities Center;

   b. UNT Policy 11.001, Facilities Use Coordination;

   c. UNT Policy 07.006, Free Speech and Public Assembly on Campus Grounds;

   d. UNT Policy 06.031, Pre-Finals Days, Reading Day, and Final Examinations; and

   e. UNT Policy 04.013, Solicitation, Signs and Postings.

2. Student organizations are responsible for reading and following these policies and procedures, as applicable. Violations of UNT policy may result in a violation of the Code of Student Conduct.

3. The Student Activities Center is responsible for the administration of student organization event procedures, including:

a. identifying reservable space on campus;

b. creating and maintaining the Event Application for use in hosting events on-campus;

c. managing submitted Event Applications, including coordinating the reservation of university facilities and campus grounds;

d. developing procedures for the Event Application; and

e. developing procedures for the Event Safety Committee.

4. Student organization events may be relocated to other spaces by the Student Activities Center, reserving department, or the University Police Department, for reasons including but not limited to:

   a. the noise generated by the event disrupts, or is projected to disrupt, an official University function, resident housing life, or another event;

   b. the location no longer safely accommodates the expected number of attendees;

   c. the reserved space is needed for an official University function;

   d. the event's activities create a health, safety, or welfare hazard or are not conducive to the reserved space's normal use; or

   e. the need to accommodate as many reservation requests as possible; space assignment may be adjusted according to the number of guests expected, type of event, and the layout requested.

5. To host an event in university facilities or on campus grounds, a Registered Student Organization must submit an Event Application in accordance with Student Organization Event Application Procedures.

6. Some events, based on the level of perceived risk to safety of persons or property, will be reviewed by the Event Safety Committee (ESC). If the event is determined to be high risk, the student organization will be required to attend an ESC meeting to discuss event details in an effort to mitigate risks.

7. Failure to comply with Event Application Procedures and Event Safety Committee Guidelines can result in administrative and/or disciplinary action.

V. References and Cross-References

Texas Educational Code §§ 51.9361 & 51.9362
UNT Policy 04.013, Solicitation, Signs and Postings
UNT Policy 04.019, Institutional Brand Identity
UNT Policy 06.031, Pre-Finals Days, Reading Day, and Final Examinations
UNT Policy 07.006, Free Speech and Public Assembly on Campus Grounds
UNT Policy 07.012, Code of Student Conduct
UNT Policy 11.001, Facilities Use Coordination

UNT Policy 12.006, Disclosure of Campus Security and Crime Statistics and Fire Safety and Fire Statistics
UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation

VI. Revision History

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