



2024-2025 Registered Student Organizations Policies

Registered Student Organizations and Events

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A. INTRODUCTION

Being recognized as a Registered Student Organization (RSO) by the University of Arkansas is a privilege, and with that comes the responsibility of being knowledgeable about and following all University policies and procedures. These policies include those established by the [University](#), the [Student Handbook](#), and various other policies set forth by University departments and facilities. All Registered Student Organizations and their members must follow these policies. In addition, if an RSO is recognized by a national or international organization, that national organization is also accountable for knowing and following University policies. Failure to follow these policies may result in the issuance of sanctions and/or the RSO forfeiting its good standing with the University.

1. *The Committee on Academic Integrity and Code of Student Conduct* is a campus faculty committee that is responsible for overseeing policies outlined in the Student Handbook, including the [Code of Student Life](#).
2. Responsibility for enforcing [Code of Student Life](#) has been delegated to the Vice Chancellor for Student Affairs (VCSA). The VCSA, in turn, has delegated the responsibility for enforcing the [Code of Student Life](#) to the Office of Student Accountability, under the guidance of the Associate Vice Chancellor for Student Affairs & Dean of Students.
3. Administration of Registered Student Organizations has been delegated to *Student Involvement and Leadership*, under the guidance of the Associate Vice Chancellor for Student Affairs & Dean of Students and through this Policy
4. The Student Involvement and Leadership (SIL) procedures and guidelines related to Registered Student Organizations are available on the [SIL website](#).

B. DEFINITION OF REGISTERED STUDENT ORGANIZATIONS

1. Registered Student Organizations (RSOs) provide students the opportunity to form and develop organizations centered on a common intent and interest.
 - a. Registered Student Organizations are composed entirely of University of Arkansas students. Registered Student Organizations may not extend membership to nonstudents.
 - b. To secure approved Registered Student Organization status from the University, the RSO must:
 - i. Have and maintain a minimum of six (6) active members.
 - ii. Have a faculty/staff advisor who is actively engaged and regularly consults with the officers/members and regularly attends meetings of the RSO. The involvement of faculty and staff is defined in the role of an advisor, rather than a voting member.
 - iii. Include at least two officers (President and Treasurer), and all officers must meet the requirements for co-curricular participation.
 - c. Residence halls, social fraternities and sororities, and their governing bodies are considered Registered Student Organizations.
 - i. Residence hall governing bodies are expected to complete the Registered Student Organization registration process with *Student Involvement and Leadership* before facilities other than their own specific living units can be used.
 - ii. Fraternities and sororities associated with the North American Interfraternity Conference, National Pan-Hellenic Council, Inc., National Panhellenic Conference, and/or National Association of Latino Fraternal Organizations, Inc. (“Greek Letter Organizations”) that are seeking to affiliate with the University of Arkansas should contact the Office of Greek Life regarding the extension process.¹ Greek Letter Organizations do not utilize the RSO registration process outlined below.
2. University recognition as a Registered Student Organization does not imply that the viewpoints of the RSO are those of the University.
3. RSOs are not an extension of University departments (even if they are professional or field-based) and are distinct from the University of Arkansas. RSOs receive University recognition and may receive University resources, and as such are subject to University policies, but actions of the RSO are not actions of the institution. RSOs maintain separate finances, although in accounts held by the University, and make their own decisions about events, within University policy.
4. Other Student Organizations
 - i. The University has different relationships with RSOs, departmental organizations, Greek-affiliated organizations, and Student Activities fee-funded organizations. Each organization will be categorized based on the following attributes. (Please see the chart at

¹ Effective February 14, 2025, Greek Letter Organizations (as defined in section (B)(1)(c)(ii)) that are currently in good disciplinary standing with the University of Arkansas will be permitted to remain as a Registered Student Organization. However, if, at any time, the excepted Greek Letter Organization is no longer in good disciplinary standing and/or fails to properly register as an RSO, as outlined in campus policies, this excepted recognition will be rescinded.

<https://osa.uark.edu/pdfs/orgtypeschart.pdf> for more details on the attributes of each category.)

- ii. Departmental organizations are considered extensions of the department and as such, are under the direction and oversight of the department. The department controls the finances and maintains ultimate responsibility for the organization's events. Departmental organizations officially represent the University of Arkansas. (Examples include, but are not limited to, UREC's sports clubs, Pat Walker Health Center's RESPECT group, Walton College of Business's SAKE group)
- iii. Fee-Funded Student Organizations are groups that are primarily funded by the student activities fee, including *Associated Student Government (ASG)*, *Cardinal Nights*, *Distinguished Lectures Committee (DLC)*, *Graduate Professional Student Congress (GPSC)*, *Headliners Concert Committee*, *Student Organization Outreach and Involvement Experience (SOOIE)*, *University Programs (UP)*, and *Volunteer Action Center (VAC)*. These groups primarily exist to represent student interests in the spending of student fees and are advised by University staff members whose primary position is the administration and oversight of student fees. Fee-funded student organizations officially represent the University of Arkansas. This does not apply to RSOs that receive student fee funding for specific events or conferences through ASG's *Office of Financial Affairs (OFA)*.
- iv. Greek Organizations are organizations that are officially recognized by the *Office of Greek Life*.

C. ELIGIBILITY FOR RSO PARTICIPATION AND LEADERSHIP

1. **Academic Progress** - The main focus of the University of Arkansas is the academic achievement of its students and their continual progress toward attaining a degree.
 - a. Each student is therefore advised to balance a desire to progress in a systematic fashion toward a degree and the desire and ability to participate in and/or lead co-curricular activities.
 - b. After a student has assessed their abilities and interests, the student may then choose to participate in activities or organizations (taking into consideration the qualifications required by the various activities and organizations).
2. **Leadership Requirements** - All officers of a Registered Student Organization must meet the requirements for co-curricular participation.
 - a. The minimum requirements that the University sets for students to assume elective and appointed positions in RSOs include -
 - i. Full-time enrollment and continuance toward degree completion (a minimum of twelve (12) hours of on-campus course work for undergraduate and law students and one (1) hour for graduate students).
 - ii. A 2.25 or better cumulative grade-point average.
 - iii. In good standing with the University (meaning the absence of academic or disciplinary probation).

- b. Registered Student Organizations may add clauses to their constitutions to require additional officer eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with University policies on non-discrimination.
- c. These requirements must be met in order to do the following:
 - i. Apply or receive consideration for an appointed or elected office in an RSO.
 - ii. Campaign for an elective office in an RSO.
 - iii. Hold an elected or appointed office in an RSO.
 - iv. Receive special honors, such as being on Homecoming Court, receiving Leadership or RSO awards, etc.
 - v. Receive an appointment to serve on an all-campus (student or faculty student) committee or governing organization (RIC, ASG, IFC, PC, NPHC, UGC, etc.) or on the staff of any University or student publication.
- 4. **Compliance** - Students should be aware of their eligibility status at all times and should not apply for leadership positions if they do not meet the minimum requirements. *Student Involvement and Leadership* or *Office of Greek Life*, in conjunction with the *Office of Student Accountability* and the *Office of Academic Integrity*, is responsible for ensuring that the students participating in said RSOs are in compliance with these requirements each semester.
- 5. **Appeal to Waive Requirements** - Any student who does not meet the aforementioned eligibility requirements but is still interested in an appointed or elected position with a Registered Student Organization may appeal the eligibility determination and request a review by the Associate Director for Student Involvement and Leadership or designee. To initiate this eligibility appeal, the student must file an appeal in writing to the Associate Director for Registered Student Organizations. Co-curricular Eligibility Appeal forms are available in the *Student Involvement and Leadership* office.

D. REGISTRATION OF RSOs

- 1. **Application** – Access the *Student Involvement and Leadership* [website](#) for further information on the Registered Student Organization registration process.
 - a. New student organizations may apply for Registered Student Organization status throughout the year and may receive the benefits of Registered Student Organization status once fully registered.
 - b. Returning RSOs must re-register each year according to the published *Student Involvement and Leadership* timeline to continue to receive benefits. It is essential that the RSO's HogSync page and website through HogSync be updated when new officers are selected so re-registration information is delivered to the correct individuals.
 - c. Social sororities and fraternities affiliated with the *Office of Greek Life* will register and re-register according to *the Office of Greek Life* timelines and procedures.
- 2. **Constitution and By-laws** – Applicants for Registered Student Organization status must have a constitution and/or by-laws that are in accordance with and do not conflict with University of Arkansas policies and procedures. Additionally, for

Registered Student Organizations affiliated with a national organization, any national constitutions/by-laws applicable to the local RSO may not conflict with University of Arkansas policies and procedures. All events conducted by the RSO must follow all University policies and procedures, even if organized by the national organization. Failure to follow University policies and procedures could result in losing the privilege to facilitate campus events.

3. **Acknowledgments** – In applying for Registered Student Organization status, leaders of the RSO are required to acknowledge the University of Arkansas’ nondiscrimination policies in accordance with Section E below.
4. **Renewal** – Registered Student Organization status is not automatic, and renewal is not complete until all necessary information and materials have been submitted by the RSO and processed consistent with University policy. A RSO’s registration will not be approved until all necessary reviews are completed.
5. **Restrictions and Withdrawals** – Registered Student Organizations that fail to meet the requirements for registered status or violate RSO registration policies at any time may have their status withdrawn or restricted by the Assistant Director for Registered Student Organizations. RSOs may appeal to the Associate Director of *Student Involvement and Leadership*.
6. **Benefits** – The following is a list of possible benefits granted to Registered Student Organizations:
 - a. Request use of University facilities. The RSO and any national organizations affiliated with the RSO are responsible for following all reservation policies and procedures, and for any costs associated with a reservation.
 - b. Be listed in University publications, websites and newsletters.
 - c. Use the University name in publicity and press releases (format MUST be “[RSO Name] at the University of Arkansas”).
 - d. Use non-academic University logos and trademarks (limited, with prior approval).
 - e. Apply for and expend funds as distributed through the *Associated Student Government*.
 - f. Participate in University programs as a RSO.
 - g. Participate in information fairs.
 - h. Apply for University recognition for RSO achievement.
 - i. Conduct fundraisers on campus (with prior approval).
 - j. Utilize organizational emails, and Hogsync.

E. NON-DISCRIMINATION POLICY FOR RSOs

1. **Acknowledgements** – As part of the registration and re-registration processes, RSOs are required to acknowledge the following:
 - a. That the RSO is responsible for conducting its activities in accordance with all applicable federal, state, and local laws and University policies, and that

- failure to do so may lead to suspension or termination of the RSO's recognition by the University and/or loss of University benefits.
- b. That it is the policy of the University of Arkansas, Fayetteville to promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective.
 - c. That it is the policy of the University of Arkansas, Fayetteville to prohibit discrimination. For further information, please see the University's policy regarding Discrimination (Including Discriminatory Harassment) – Employment, Education, Programs and Services, Fayetteville Policies and [Procedures 214.1](#)
 - d. That events funded from the *Associated Student Government* account must provide equal participation opportunity to all students.
2. **Membership** - No student may be excluded from membership in a Registered Student Organization on the basis of their age, disability, ethnic origin, marital status, race, gender, religion, or sexual orientation or as otherwise prohibited by federal or state law or University policy.
- a. This policy will be administered in a manner consistent with federal or state law and the Constitutional rights of University students.
 - i. Certain groups, such as governing organizations in single-sex residence halls, and single-sex social sororities and fraternities that are specifically exempted from Title IX of The Education Amendments of 1972, are permitted to exclude men or women.
 - ii. Registered Student Organizations may limit their leadership to students who, upon individual inquiry, affirm that they support the RSO's sincerely held beliefs or statement of principles, comply with the RSO's standards of conduct, and further the RSO's missions or purpose as defined by the RSO.
 - b. *Associated Student Government*-funded events of any Registered Student Organization must be open to all students regardless of age, disability, ethnic origin, marital status, race, religion, gender, or sexual orientation.
 - c. Failure to adhere to this policy may result in disciplinary action and may lead to suspension or termination of the RSO's recognition by the University and/or loss of University benefits.
3. **Implementation** - Each Registered Student Organization is responsible for taking appropriate steps to comply with the Non-Discrimination Policy for Registered Student Organizations. RSOs that desire to affiliate with the University, use the University name or facilities, or receive support and assistance from the University staff or faculty shall register and sign an acknowledgement of the [Non-Discrimination Policy for Student Organizations](#).
4. **Complaints, Grievances or Questions** - An individual having a complaint, grievance, or questions concerning selection, conditions of membership, or treatment by a Registered Student Organization shall take the matter to the University's *Office of*

Equal Opportunity and Compliance. The Director of Equal Opportunity and Compliance or designee shall review the matter and forward a recommendation for appropriate action to the Vice Chancellor for Student Affairs.

F. FUNDING OF RSOs

1. **Banking Arrangements** - Registered Student Organizations must deposit their funds in a University account maintained by the University of Arkansas *Treasurer's Office*.
 - a. A service charge is applied to each account to cover operating expenses of said account.
 - b. It is the RSO's responsibility to be knowledgeable about their financial transactions and maintain a positive balance that will cover all expenses accrued by the RSO. If the RSO is contacted by a University department about insufficient funds and they do not resolve the issue immediately, they will risk not being able to re-register for at least a semester.
2. **Expending Funds** - All funding, whether received from non-University sources or University sources, must be spent for RSO-related activities only.
 - a. Funding received from University sources (student fees, governing body allocations, departmental monies, etc.) is subject to departmental and University purchasing policies and regulations and as such is not deposited into the Registered Student Organization checking account.
 - b. Funding raised from non-University sources is subject to review by the University of Arkansas Division of Finance and Administration, which retains the right to question the propriety of the expenditure.
3. **Unexpended Balances of Inactive Registered Student Organizations** –Registered Student Organizations previously registered with the University may have unexpended balances remaining in their RSO checking accounts, even though the RSO is no longer active on campus. If a Registered Student Organization fails to officially re-register with *Student Involvement and Leadership* for two (2) consecutive years, its University checking account will be closed. Any unexpended balance remaining in the checking account at that time will be used to fund programs and materials for other Registered Student Organizations.
4. **Associated Student Government's Office of Financial Affairs Allocations** –These funds must be used to promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between students and Registered Student Organizations, and/or foster campus community engagement.
 - a. All funded programs/events must be open to the University community and free to all students who pay the activity fee.
 - b. Registered Student Organizations requesting Office of Financial Affairs allocations must submit a budget proposal per the [Associated Student Government Office of Financial Affairs Standing Rules](#).
5. **Contracting** – Registered Student Organizations and their advisors are not authorized to enter into any form of contractual relationships or agreements on behalf of the University of Arkansas. All contracts must solely bear the name of the Registered Student Organization.

6. **Entertainers, Speakers and Performers** – Arrangements for speakers and performers are to be made in accordance with appropriate University policies.

G. DEFINITION OF RSO EVENTS

1. *Student Involvement and Leadership* defines an event related to Registered Student Organizations as an event when one of the following circumstances exists:
 - a. The event being sponsored was planned in an official meeting of the Registered Student Organization; or
 - b. The context of the event indicated it was the product of the Registered Student Organization *per se*, which may include, but is not limited to –
 - i. The presence of one or more of the Registered Student Organization's officers.
 - ii. The presence of six or more of the Registered Student Organization's members.
 - iii. The RSO promoted and/or financed the event.
 - iv. The presence of organized entertainment.

H. RSO RESPONSIBILITIES

1. Registered Student Organizations planning and carrying out their events (on and off campus) and conducting their affairs bear the responsibility for doing so in accordance with University policies (including, but not limited to, facilities regulations) as well as federal, state and local law. Failure to comply with these policies and laws could result in not being able to facilitate events for a certain amount of time, loss of certain privileges, and/or not being able to re-register for the next academic year.
2. Registered Student Organizations will be held responsible for and required to take appropriate measures to prevent and deal with the problems and infractions of their members or nonmembers when the actions of these individuals evolve from or are associated with the RSO or event related to the RSO.
 - a. Registered Student Organizations must institute measures to ensure that minors do not consume alcoholic beverages at events.
 - b. Each Registered Student Organization has the responsibility and is expected to deal with individuals allegedly in violation of law or University policy by referring such individuals to the *University of Arkansas Police Department*, the *Office of Student Accountability*, *Student Involvement and Leadership* and/or the *Office of Greek Life*. Subject to other reporting processes established by University policy:
 - i. *University of Arkansas Police Department* should be contacted immediately for any issue involving public safety, removal, or arrest (e.g., hazing, fighting, public intoxication, trespass, etc.).
 - ii. Referral should be made to the *Office of Student Accountability* for potential violations of the [Code of Student Life](#).
 - iii. *Student Involvement and Leadership* should be contacted for any other potential violations of University Policy.

- c. The Registered Student Organization must show good faith in referring individual(s) who may be responsible for violating University policy or any applicable laws. The degree to which the Registered Student Organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the actions of the individual(s).
 3. If University policies and/or applicable laws are violated during or as a result of an event, the sponsoring Registered Student Organization(s) may be considered responsible and held accountable for the violation(s).
 - a. The Registered Student Organization must understand that other potential legal liabilities may also occur for the RSO, individual students, officers, guests, and advisors.
 - b. Littering, infringing upon the rights of others, and abuse of public or private property are examples of violations of this policy.
 4. Registered Student Organizations must insure that [hazing](#) (as defined in the [Code of Student Life](#)) does not occur and will be held accountable for any actions that occur. If found responsible for hazing, the RSO risks losing recognition by *Student Involvement and Leadership* and not being able to re-register for some period of time, as well as the possibility of individual charges under the [Code of Student Life](#) and potential criminal liability.
 5. It is the Registered Student Organization's responsibility to follow all rules and regulations listed in this document and all University policies and relevant local, state, and federal laws and regulations. Failure to do so may result in sanctions or loss of privileges as ascribed by *Office of Student Accountability* or *Student Involvement and Leadership*, depending on the rules violated.
 - a. If a policy violation is determined, the Registered Student Organization will meet with the Assistant Director for Registered Student Organizations to discuss the violation and repercussions. After the meeting, the Assistant Director will notify the RSO in written communication of the intended disciplinary action, if applicable. After written notification has been received, the RSO will have five days to file an appeal to the Director of *Student Involvement and Leadership* or designee. The decision of the Director of *Student Involvement and Leadership* or designee will be final.
 - b. Depending on the severity and frequency of the violation, repercussions could include, but are not limited to: inability to host events for a certain amount of time, loss of recognition, and/or loss of ability to re-register for future academic years. Individual charges against members of the RSO under the [Code of Student Life](#) may also be filed.

I. FACILITIES USE AND SCHEDULING EVENTS

1. A Registered Student Organization may use University facilities for open or closed meetings or performances, subject to University policies regarding use of University facilities and outdoor space. It is the responsibility of the RSO to know all facilities policies and procedures.
 - a. Information about various facilities that may be used is available on the *Student Involvement and Leadership* website under the "Building Reservation Guide" on the "Event Planning" page.
 - b. General requirements and procedures for the use of University facilities and outdoor space can be accessed via the University website at <http://vcfa.uark.edu/policies/fayetteville/fama/7080.php>.

- c. Guideline for the use of *Arkansas Union* facilities can be access via the University website at <http://union.uark.edu/meetings-and-events/reservation-policies-andbanner-space.php>.
 - i. Included in these policies is the requirement that RSOs utilize the University's food vendor while facilitating events and meetings in the Arkansas Union.
 - d. Registered Student Organizations are responsible for confirming whether there are any charges for the space use on campus, and for arranging for payment. Failure to do so could result in inability to host events on campus and inability to re-register.
 - e. Registered Student Organizations should also be aware that special services provided by *Facilities Management, Arkansas Union*, or other departments will result in appropriate charges to the using groups.
2. To permit necessary adjustments and arrangements, Registered Student Organizations should schedule their events sufficiently in advance. Typically, two weeks is required for activities requiring special services. It is expected that major events will be scheduled as far in advance of the activity date as possible. Additionally, RSOs requesting funding from the ASG *Office of Financial Affairs* should reserve facilities prior to submitting the funding request.
 3. All University policies regarding the use of University facilities and outdoor space, as well fundraising, legal, reservation, and scheduling considerations, also apply to Registered Student Organizations.
 4. In the interest of minimizing conflicts, all co-curricular events (i.e., dances, concerts, speakers, workshops, etc.) sponsored by Registered Student Organizations and held outside of a campus living unit should be listed on the [University calendar](#) and on HogSync.

and HogSync after the facility has been reserved with the person or office responsible for the facility.

5. If an RSO seeks to reserve space for a speaker or performer to address a meeting of the RSO, the advisor must give their approval prior to the time that an invitation is extended and publicity is released.
6. Publicity and communications concerning any meeting shall clearly identify the sponsoring Registered Student Organization and shall carefully avoid any stated or implied University sponsorship. In accordance with University policy, the Registered Student Organization should be listed as “[NAME] *at the University of Arkansas.*”
7. An invitation to a speaker by a Registered Student Organization does not imply approval or disapproval of the speaker or his/her views by either the University or the Registered Student Organization.
8. Speakers may be invited to the campus to discuss political issues. However, political fundraising on-campus is prohibited.
9. Registered Student Organizations may solicit memberships and dues at meetings, however, money may not be raised for projects not directly connected with an RSO activity, and private business may not be conducted in University facilities.

J. PUBLICITY AND LITERATURE

1. Subject to all other University policies regarding the use of University facilities and outdoor space, students and RSOs may distribute literature and petitions in outdoor areas of campus and in indoor locations where allowed by building policy; further, student-use bulletin boards have been provided in many University buildings.
2. Guidelines regarding exterior signs and publicity on campus can be accessed via the University website at <http://vcfa.uark.edu/fayetteville-policies-procedures/fama/7230.php>.
3. Generally, all Registered Student Organization publicity, handouts, etc., are governed by the following regulations, which do not include the additional restrictions of the Election Code, available in the Associated Student Government office located in the Arkansas Union:
 - a. Campaign publicity for any Registered Student Organization elections including those for Associated Student Government must follow any additional guidelines set out in the RSO’s constitution or bylaws in addition to those outlined herein.
 - b. Signs posted in the Arkansas Union must be dated in the *Student Involvement and Leadership* office and are subject to *Arkansas Union Advisory Committee* guidelines.
 - c. All residence halls have one general bulletin board to which access to members of the campus community for posting information regarding University events and activities is available. Students should check with a Resident Assistant or the

Community Residence Director to find its location. Permission to post notices on floor bulletin boards or in any other areas of the hall must be approved by the Director of *University Housing* or designee.

- d. Campaigning for RSO elections shall not be allowed in the dining rooms. Tables for RSO fundraising or solicitation for petition signatures may be set up in the lounge area at 1021 Dining Hall only.
- e. All [Trademark policies](#) should be followed on all forms of publicity (print and digital). Failure to do so could result in the cancellation of the event or inability to re-register.

K. SOLICITATION AND FUNDRAISING

1. **Solicitation on University Buildings and Grounds** – Registered Student Organizations are required to comply with the University’s policies and procedures regarding solicitation and fundraising activities, which may be found at <https://www.uasys.edu/policies/board-policies>. Refer to specific policies: [Board of Trustees Policy 705.1](#), and [UASP 515.1](#)
2. **Policy on Canvassing and Solicitation** – Under no circumstances is non-approved door-to-door selling, soliciting, or canvassing permissible on University property.
 - a. Merchants or students may sell goods and/or services to residence halls or sorority and fraternity houses only in limited situations where the organization/students in question has requested a particular service and prior approval has been received.
 - b. Upon such request from a residence hall, sorority, or fraternity, the *Office of the Dean of Students* or, in the case of residence halls, the *University Housing Office*, will issue the merchant an official pass identifying him or her as a legitimate campus solicitor in keeping with the above policy.
 - c. Failure of a solicitor to receive appropriate approval and identification to sell on University premises may lead to action by civil authorities and possible issuance of no-trespass orders from the *University of Arkansas Police Department*.
3. **Fundraising Guidelines** – Registered Student Organizations may raise money for their organizations through fundraisers. For procedures and guidelines, visit the RSO's HogSync portal.
 - a. A "fundraiser" is defined as any money that a Registered Student Organization acquires other than dues, whether intended to be used for a specific event (such as a conference), donated to a philanthropy, or just held in the Registered Student Organization’s account for future use.
 - b. Fundraisers are meant to help a Registered Student Organization accomplish its objectives. All fundraisers must benefit the RSO, not an individual or individuals.
 - c. Registered Student Organizations wishing to organize a fundraising project are required to fill out a fundraising form located in the RSO's HogSync portal under "Forms".
 - d. Political campaign fundraising on the University campus is not permitted.