



UNIVERSITY OF  
ARKANSAS.

Student Affairs

# 2018-2019 Registered Student Organizations & Event Policy

# Registered Student Organizations and Events

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### **A. INTRODUCTION**

1. The Committee on Academic Integrity and Code of Student Conduct is a campus faculty committee responsible for developing and interpreting policies outlined in the Student Handbook.
2. Responsibility for implementing the policies of this section of the Code of Student Life has been delegated to the Office of the Vice Chancellor for Student Affairs. The Vice Chancellor, in turn, has delegated much of this responsibility to the Office of Student Activities under the guidance of the Associate Vice Chancellor for Student Affairs & Dean of Students.
3. University recognition as a Registered Student Organization does not imply that the viewpoints of the organization are those of the University.

4. The Office of Student Activities procedures and guidelines related to Registered Student Organizations are available at <http://osa.uark.edu/registered-student-organizations/index.php>.

## **B. DEFINITION OF REGISTERED STUDENT ORGANIZATIONS**

1. Registered Student Organizations (RSOs) provide students the opportunity to form and develop organizations on a common intent.
  - a. Registered Student Organizations are composed entirely of University of Arkansas students. Registered Student Organizations may not extend membership to non-students. To secure approved Registered Student Organization status from the University the organization must -
    - i. Have and maintain a minimum of six (6) active members.
    - ii. Have a faculty/staff advisor who is actively engaged and consults the officers/members and regularly attends meetings of the organization. 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.
  - b. Residence halls, fraternities, 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 the Office of Student Activities before facilities other than their own specific living units can be used.
    - ii. Fraternity and sorority governing bodies are expected to complete the registration process with the Office of Greek Life.
2. Many groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, University athletic teams, and theatrical activities are not RSOs, but Departmental Organizations.
3. The University's relationship with Registered Student Organizations differs from that with Departmental Organizations. Whether an organization will be categorized as a Registered Student Organization or a Departmental Organization will be determined by the following attributes:
  - a. *Registered Student Organizations* are not an extension of University departments (even if they are professional or field-based) and are distinct from the University of Arkansas. Registered Student Organizations receive University recognition and may receive University resources, and as such are subject to University policies, but actions of the Registered Student Organization are not actions of the institution. Registered Student Organizations maintain separate finances, although in accounts held by the University, and make their own decisions about events, within University policy.
  - b. *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.

- i. As such, they are directed or chaired by an appointed University staff member, and are responsible to campus academic or administrative authorities. Membership in Departmental Organizations is subject to various internal requirements and regulations determined by the department.
- ii. The University staff member, by virtue of his or her expertise, is responsible for directing the organization. Students often participate in the organization's decision-making process.
- iii. Such groups do not register through the Office of Student Activities; instead, their functions are handled through established University departmental procedures.

### **C. ELIGIBILITY FOR CO-CURRICULAR PARTICIPATION**

1. **Academic Progress** - The major 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). To assume leadership, elected and/or appointed positions, the student must meet the University requirements listed below.
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 co-curricular activities 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 six (6) hours, or the minimum hours required by program of study, for graduate students).
    - ii. A 2.25 or better cumulative grade-point average.
    - iii. The absence of academic or disciplinary probation.
  - b. Registered Student Organizations may make, with the consultation of the Office of Student Activities or the Office of Greek Life, such additional eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with University policies on non-discrimination.
  - c. The co-curricular requirements must be met in order to participate in the following.
    - i. Apply or receive consideration for an appointed or elected office.
    - ii. Campaign for an elective office.
    - iii. Hold an elected or appointed office.
    - iv. Receive special honors.

- 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. The Office of Student Activities or Office of Greek Life is responsible for ensuring that the students participating in said organizations are in compliance with these requirements each semester, in conjunction with the Office of Student Standards and Conduct and the Office of Academic Integrity.
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 Assistant Director for Registered Student Organizations or designated representative. To initiate this eligibility appeal, the student must file an appeal in writing to the Assistant Director for Registered Student Organizations. Co-curricular Eligibility Appeal forms are available in the Office of Student Activities.

#### **D. REGISTRATION OF STUDENT ORGANIZATIONS**

1. **Application** – Access the Office of Student Activities website at <http://osa.uark.edu/registered-student-organizations/registration.php> 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 student organizations must re-register each year according to Office of Student Activities timeline to continue to receive benefits.
  - 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, Fayetteville, policies and procedures. Additionally, for Registered Student Organizations affiliated with a national organization, any national constitutions/by-laws applicable to the local organization may not conflict with University of Arkansas policies and procedures.
3. **Acknowledgments** – In applying for Registered Student Organization status, leaders of the organization are required to acknowledge the University of Arkansas non-discrimination 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 organization and processed consistent with University policy. A group's registration will not be approved until all necessary reviews are completed.

5. **Restrictions and Withdrawals** - Organizations that fail to meet the requirements for registered status or violate Registered Student Organization registration policies at any time may have their status withdrawn or restricted by the Assistant Director for Registered Student Organizations or an Assistant Director of Greek Life, accordingly. Such organizations may appeal to the Director of the Office of Student Activities or Director of Greek Life.
6. **Benefits** – The following is a list of possible benefits granted to Registered Student Organizations:
  - a. Request use of University facilities.
  - b. Be listed in University publications, websites and newsletters.
  - c. Use the University name in publicity and press releases (in the format *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. Apply for and occupy office space in a University building.
  - g. Participate in University programs as an organization.
  - h. Participate in any information fairs.
  - i. Apply for University recognition for organizational achievement.
  - j. Conduct fundraisers on campus (with prior approval).
  - k. Reserve meeting space on campus.
  - l. Utilize organizational emails, websites, listservs, and Hogsync.
  - m. Obtain locker or mailbox space through the Office of Student Activities.

## **E. NON-DISCRIMINATION POLICY FOR REGISTERED STUDENT ORGANIZATIONS**

1. **Acknowledgements** – As part of the registration and re-registration processes, student organizations are required to acknowledge the following:
  - a. That the organization 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 organization'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 refer to Fayetteville Policies and Procedures 214.1. at <http://vcfa.uark.edu/policies/fayetteville/oec/2141.php>.
  - 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 his or her 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, 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 membership and leadership to students who, upon individual inquiry, affirm that they support the organization's religious, political, or other legally protected views, consistent with the First Amendment to the U.S. Constitution.
  - 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 organization's recognition by the University and/or loss of University benefits.
3. **Communication** - All official University publications shall carry the statement that "The University of Arkansas is an equal opportunity/affirmative action institution."
- a. For further information refer to <https://hr.uark.edu/working/handbook/3-general-employment-policies/3-5.php>.
4. **Implementation** - Each Registered Student Organization is responsible for taking appropriate steps to comply with the Non-Discrimination Policy for Registered Student Organizations. Organizations 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. For further information refer to <http://osa.uark.edu/pdfs/compliance.pdf>.
5. **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 REGISTERED STUDENT ORGANIZATIONS

1. **Banking Arrangements** - Registered Student Organizations must deposit their funds in a University checking 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. Social fraternities and sororities overseen by the Office of Greek Life are exempt from this regulation.
2. **Expending Funds** - All funding, whether received from non-University sources or University sources, must be spent for organizationally related activities.

- 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 office, 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 organizational checking accounts, even though the group is no longer active on campus. If a Registered Student Organization fails to officially re-register with the Office of Student Activities for two (2) consecutive years, its University checking account will be closed. Any unexpended balance remaining in the checking account will be used to fund programs and materials for 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.
- 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 REGISTERED STUDENT ORGANIZATION EVENTS**

1. The Office of Student Activities defines an event related to non-affiliated Greek Registered Student Organizations when one of the following circumstances exists:
  - a. The event being sponsored was planned in an official meeting of the organization.
  - b. The context of the event indicated it was the product of the Registered Student Organization, per se. This includes, but is not limited to –
    - i. The presence of one or more of the Registered Student Organization's officers.
    - ii. The presence of eight or more of the Registered Student Organization's members.
    - iii. Promoting or financing the event.
    - iv. The presence of organized entertainment.

2. The Office of Greek Life defines affiliated Social Sororities and Fraternities events according to the Greek Social Policy.

## **H. REGISTERED STUDENT ORGANIZATION RESPONSIBILITY FOR EVENTS**

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 regulations as well as federal, state and local law.
  - a. Affiliated Social Sororities and Fraternities with the Office of Greek Life are also responsible for adhering to the Greek Social Policy.
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 organization or event related to the organization.
  - 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 University of Arkansas Police Department, the Office of Student Standards and Conduct, the Office of Student Activities and/or the Office of Greek Life.
    - 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. The Office of Student Activities should be contacted for any constitutional violations.
    - iii. Referral should be made to the Office of Student Standards and Conduct for violations of the Code of Student Life and/or University judicial action.
  - 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 of the state, county, or city. 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, state, and/or local 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 organization, 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.

## 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.
  - a. Information about various facilities which may be used is available on the OSA Website under the Building Reservation Guide at <http://osa.uark.edu/registered-student-organizations/forms.php#pol-gen>.
  - b. Requirements and procedures for the use of University facilities 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-and-banner-space.php>.
2. With the exception of the Arkansas Union, Barnhill Arena, the Reynolds Center and Barton Pavilion (Agri Park), Registered Student Organizations will not be required to pay the routine service charge for the use of identified facilities.
  - a. Registered Student Organizations are responsible to confirm whether there are any charges for the space use on campus, and to make arrangements for payment.
  - b. Registered Student Organizations should also be aware that special services provided by Facilities Management or other departments will result in appropriate charges to the using groups.
3. Ordinary maintenance requirements (i.e., scheduled refinishing of floors, painting, etc.) will be assumed by the University even though this schedule may be advanced due to the extra use of such facilities.
4. 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.
5. All University policy regarding the use of University facilities and outdoor space as well fund raising, legal, reservation, and scheduling considerations also apply to Registered Student Organizations.
6. 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 are encouraged to advertise on the University calendar and HogSync after the facility has been reserved with the person or office responsible for the facility.
7. If an off-campus speaker or performer is to be invited to address an open meeting of a Registered Student Organization, the faculty/staff advisor, or in the absence of an advisor, a tenured faculty member, must give his or her approval prior to the time that an invitation is extended and publicity is released. The University administration may properly inform a Registered Student Organization of its views and/or concerns regarding any proposed meeting to which an off-campus speaker or performer has been invited but will leave the final decision concerning the meeting to the Registered Student Organization and its advisor.

8. Publicity and communications concerning any meeting shall clearly identify the sponsoring Registered Student Organization and shall carefully avoid any stated or implied University sponsorship.
9. 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.
10. In the event that a request for the use of a University facility by a Registered Student Organization cannot be granted, see the facilities use policy at <http://vcfa.uark.edu/policies/fayetteville/fama/7080.php>.
11. Speakers may be invited to the campus to discuss political issues. However, political party membership may not be supported or opposed at the event.
12. 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, the campus is open to the distribution of literature and petitions, and student-use bulletin boards have been provided in all University buildings.
2. 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.
3. Guidelines regarding exterior signs and publicity on campus can be accessed via the University website at <http://vcfa.uark.edu/policies/fayetteville/fama/7230.php>.
  - a. Signs will not be attached to trees, interior or exterior surfaces of academic or administrative buildings, or surfaces of University equipment (trash cans, light poles, etc.). This specifically includes gummed or pressure sensitive material and is applicable to windows and other glass surfaces.
  - b. Signs not exceeding four square feet in area may be placed on stakes in the ground provided the stakes are not larger than one square inch.
  - c. Publicity campaigns and literature signs must not obstruct traffic, create a safety hazard, restrict normal activity such as ground care, or interfere with academic or business functions of the University.
  - d. All signs must carry the name of the sponsoring organization.
  - e. All signs and leaflets must be removed and the area completely cleaned up on the day following the final day of the event being publicized. All remaining signs will be cleaned up by the appropriate University personnel and charges billed to the sponsoring organizations.
  - f. Campaign publicity for any Registered Student Organization elections including those for Associated Student Government must follow any additional guidelines set out in the organization's Election Code in addition to those outlined herein.

- g. Signs posted in the Arkansas Union must be dated in the Office of Student Activities and are subject to Arkansas Union Advisory Committee guidelines.
- h. All residence halls have one general bulletin board to which free access for posting signs is available. Students should check with a Resident Assistant or the Resident 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.
- i. Campaigning for election will not be allowed in the dining rooms. Tables for fundraising or solicitation for petition signatures may be set up in the lounge area at Brough Commons only.
- j. A city ordinance prohibiting putting handbills on vehicles without the owner's permission also applies to the campus. Clearance for such activity must be obtained from the Office of the Dean of Students and the University of Arkansas Police Department.

## **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 fund-raising activities, which may be found at <https://www.uasys.edu/policies/board-policies>. Refer to specific policy 225.1 at <https://www.uasys.edu/wp-content/uploads/sites/16/2017/09/225.1.pdf>.
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, sororities, and fraternities on specific occasions when the organization in question has requested a particular service.
  - 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 identification to sell on University premises may lead to requested action by civil authorities.
3. **Insurance** - The suitability of life insurance programs for college students is regulated by law in cases of premium deferment by a premium financing arrangement.
  - a. Insurance agents and companies offering this type of insurance need to receive approval of the suitability of their programs under Regulation 14 of the State of Arkansas Insurance Department prior to solicitation of students.
    - i. Any agent or company wishing to sell premium financed life insurance to college students must register with the Office of the Dean of Students.
4. **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 account for future use.
- b. Fundraisers are meant to help a Registered Student Organization accomplish its objectives. All fundraisers must benefit the organization, 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".