

Subject: Student Organizations
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Registered Organizations

The University of South Carolina recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. The University, in the registration process set forth, seeks the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals, or purpose of any organization.

Definitions:

1. Student Organization

A student organization shall be defined as any group, consisting of at least 70% USCB students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

- a) have illegal goals and objectives;
- b) advocate or support the overthrow of the United States Government;
- c) propose or participate in activities which would violate regulations of the Board of Trustees, the University, or federal, state, or local laws and regulations or materially disrupt activities and discipline of the University.
- d) advocate incitement of imminent lawlessness which may produce such action referred to in (c) above; or
- e) discriminate on the basis of sex, race, color, national origin or handicaps unless otherwise exempt.

Any groups existing on campus that wish to use University facilities and/or services and that fulfill the above description must be registered. Only groups that registered will have access to campus facilities and/or services.

2. Registration

Registration shall be defined as the collection and recording of specific information required of qualified student organizations as defined in section I. The registration, in turn, affords those organizations certain privileges.

Registration, continued.

The University views student organizations as private affiliations and does

not endorse the mission, goals, or purpose of the organization. The University of South Carolina Beaufort does not allow its name to be used in the organization's name in any form or allow the organization to represent the University on behalf of the University. Registered organizations exist only on the University of South Carolina Beaufort campus. Registered student organizations shall be referred to as "Organization Name, a registered organization at the University of South Carolina Beaufort".

Denial of Registration

Organizations which are not in compliance with criteria or do not appropriately complete the registration procedures will be denied registration. Student organizations may not be denied registration based on similarity of purpose to previously registered organizations. The names of such organizations must be different.

Loss of Registration Status

A registered student organization may lose its status of registration and all privileges associated with the registration status if any of the following occur:

- a) a student organization submits a written notification of its disestablishment;
- b) a constitutional provision deactivates an organization as of a certain date.

Privileges and Responsibilities

To function as a part of the University rather than as an outside organization of citizens, a student organization must be registered to obtain the following privileges;

- a) Reserve campus facilities
- b) Conduct meetings on campus
- c) Solicit funds/request funds (if eligible)
- d) Use University services
- e) Use of a USCB campus address

When an organization becomes registered it accepts the responsibility of adhering not only to federal and state law but university regulations as well.

Grant of Registration

1. Acceptance of Registration

Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state and University laws and policies, procedures, rules and regulations.

2. Responsibilities of a Registered Organization

a) The organization will seek approval from the Director of Student Life for changes made in its constitution.

b) the organization will register all changes that occur within the organization. The names, addresses, phone numbers, social security numbers or officer as well as the name of the advisor must be kept up-to-date in the Student Life Office.

Membership

Active membership in registered student organizations shall be limited to persons officially connected with the University as faculty, staff, or full time students/ Students taking six (6) credit hours or more and who pay the University Fee are eligible for regular membership in student organizations. Students enrolled in the spring semester under the above conditions and indicating intent to continue (students who have pre-registered) in the fall semester as well as students enrolled in summer school are eligible for summer membership. Any persons not meeting the above requirements shall not be eligible for active membership in registered student organizations.

Annual Renewal

1. All registered student organizations must review their registration annually.

2. Organizations shall renew their registration by the third Friday in September of each year.

3. the Director of Student Life shall be responsible for the annual re-registration process.

4. Failure to re-register:

a) Failure by an organization to renew its registration by the third Friday in September shall terminate its privileges to operate on the University campus, utilize University facilities, or receive monies from the Student Activity Fee or any other student generated revenue.

Summer Procedures

1. Each organization shall designate an individual to conduct the affairs of the organization during the summer and interim periods.

2. the name, address, and telephone number of this individual shall be filed with the Director of Student Life.

Disciplinary Procedures

See the University Discipline Policy section of the Student Handbook for information regarding disciplinary procedures for violations of University policies, procedures, rules and regulations by registered organizations.

Advisors

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor. The advisor must be selected from full-time faculty or administrative staff members at USCB. The Director will also assist advisors with questions concerning their organizations. (See # 530)

Registration Procedure

1. Students wishing to form a new student organization should contact the Director of Student Life.
 - a) Representative(s) of the proposed organization must meet with the Director of Student Life.
 - b) A constitution (including appropriate membership clause), the Registration Form and the Petition to Register Form must be turned in and reviewed by the Director of Student Life.
 - c) Upon final approval by the Director of Student Life, and when the registration form is complete and returned to the Office of Student Life, the organization will be considered a registered organization and notification of the organization's registration will be sent to the organization as well as specified departments/service areas on campus.
 - d) Should an organization be denied registration the representatives will be notified in writing no more than two days after all criteria has been turned in and reviewed. The organization may appeal to the Vice chancellor for Student Development.

2. Organizations Pending Approval

Once a prospective student organization has turned in the Registration Form, the Petition to Register Form, and the constitution to the Campus Activities Center, and before the organization is registered, the organization must follow the guidelines below:

- a) It may meet on campus no more than three times in a University facility.
- b) These meetings shall be for the sole purpose of organizing. The organization shall not sponsor speakers, fund-raising efforts or any program or event.
- c) The organization may publicize meetings and invite membership but is not eligible to use the name University of South Carolina Beaufort (USCB) in association with the organization. It must be specified that the meetings be for organizations purposes only.
- d) Failure to follow these guidelines could impact the approval/disapproval of the organization's registration.

Requests for Student Activity Funds Allocation

All registered student organizations that have been registered for one full year are eligible to apply for student activity funds. Allocations are made during the fall and spring semesters. Organizations wishing to request funds for the upcoming fiscal year should submit their applications to the Student Government Office within the deadlines established by the

Senate Finance Committee.

The criteria used by the finance Committee for allocating the student activity fees include:

- A. Size of organization
 - 1) The number of students being served by the groups activities
 - 2) The number of students participating in the organization itself
- B. Activities
 - 1) The number and scope of services provided
 - 2) The general value of the service provided
 - 3) The expansion of the program in relation to the increase in the allocation request.
- C. Past Use of Allocated Funds
 - 1) A comparison of the approved budget with the receipts and disbursements of the past year.
 - 2) Economical use of funds.
- D. Other

Contributions in the form of special or unique services (especially communications). Detailed procedure for disbursing student activity funds are made available to the treasurers of all funded student organizations by the Student Government Advisor.