

# Student Organization Registration Process

## REGISTRATION PROCEDURES FOR STUDENT ORGANIZATIONS

General Policy (for Social, Service, Special Interest, Professional Organizations, Club Sports, and Honoraries)

- A.** Student Organizations are an important link in the co-curricular activities of Bowling Green State University (BGSU). They should contribute to the personal development and enjoyment of their members within the context of the broader teaching, research, and service missions of BGSU. Any student group wishing to take advantage of privileges granted by BGSU must register with the Office of Campus Involvement. Students interested in registering a student organization should contact the Office of Campus Involvement for specific information on the registration process. All groups meet University requirements for student organizations will be permitted to register.
- B.** The Division of Student Affairs is committed to provide the support and assistance to all student organizations properly registered within the Division. The initial step in receiving this support is the completion of the annual registration process. Registrations are only valid through the academic year. Students who are considering the formation of a new student organization may take advantage of a limited number of privileges and services designed to assist them in getting started.
- C.** Registration is simply a means by which student organizations may receive standard privileges granted when certain minimum requirements are met; it does not imply either University approval or disapproval of the student organization's purpose, function, or activities. All of the minimum requirements must be met in order to receive University privileges. Each organization must register annually to maintain recognition.
- D.** Standard privileges are granted to all student organizations that complete the registration process. They include:
- Use of University services
  - Eligibility to apply for University funds and/or Pepsi-Cola marketing funds in accordance with University rules and regulations
  - Participation in organization fairs
  - Inclusion in publications and directories
  - Sponsorship of events
  - Ability to have a Web page on the University server
  - Eligible for on-campus fundraising activities, including the ability to provide a bursarable charge option for students wishing to purchase the item (s) your organization is selling.
  - Twenty percent discount on selected catering through University Dining Services
  - Opportunity to obtain student organization office space and/or storage space
  - Use of resources provided by the Office of Campus Involvement
  - The ability to use the Paint/Poster room (Rm. 406) in the Bowen-Thompson Student Union and the Mailbox room (Rm. 424)
  - On-campus advertising
  - Use of University facilities

Exclamation Points

## **Student Organization Registration Process**

**A.** Student organizations wishing to register with the University must file the following documents with the Office of Campus Involvement.

- 1) A completed "Student Organization Application for Registration" listing the organization's officers and containing the signature, title, and campus address of a full-time member of the faculty or staff indicating his or her willingness to serve as advisor to the organization.
- 2) The full roster of the organization's membership with the names, PIN I.D. numbers, and signatures of at least ten (10) full-time member of the faculty or staff indicating his or her willingness to serve as advisor to the organization.
- 3) One copy of the organization's ratified constitution and by-laws. The required format is available in the Office of Campus Involvement. Organizations must keep this document on file to be submitted each year to maintain recognition.
- 4) A copy of the constitution and by-laws of any related or affiliated (national/international) organization. Organizations must keep this document on file to be submitted each year to maintain recognition.
- 5) The Student Organization Registration Form and Hazing Compliance Form.

**B.** Students wishing to start an organization are granted space privileges for 30 days to organize and meet the requirements for registration. The Office of Campus Involvement will provide advising support during this formations period.

**C.** Registration of an organization results from compliance with these regulations; it does not imply University approval of the organization or its activities.