



Eastern Kentucky University

Policy and Regulation Library

Administrative Regulation: 5.1.2ADR

Responsible Office(s): Student Affairs

Effective: August 1, 2021

Next Review Date: March 4, 2026

Administrative Regulation: 5.1.2ADR Student Organizations

Statement

The University recognizes the role which organized student activities serve in enhancing the educational experience of the members of the University community. Intellectual and personal growth takes place in student organizations which have effective leaders and effective members. The University recognizes that students should have an avenue to form and join organizations to support their own personal and educational goals.

The purpose of registering with the University is to provide that opportunity for students, facilitate communications between the University and organizations, streamline interactions between the University and organizations and clearly define the lines of authority and responsibility. Some Registered Student Organizations (RSOs), enjoy more authority to choose their membership, leadership, use of funding, etc. than others. In those cases, where more autonomy is granted, more responsibility must also be accepted by the group.

This policy is designed to provide guidance as to the types and responsibilities of each type of RSO.

Entities Affected

All student organizations as well as those inside and outside the University which may be affiliated or conduct business with student organizations.

Procedures

All student organizations are required to complete an initial registration process including paperwork, training, etc. with Student Life and First-Year Experience in order to gain status as an RSO. All RSOs must complete reregistration with Student Life and First-Year Experience at the beginning of each subsequent semester to remain an active organization. RSOs who fail to complete these requirements will default into inactive

status and be treated as External Constituents unless and until the requirements are met. There are two classifications of student organizations permitted to register with Student Life and First-Year Experience: Sponsored Student Organizations (SSO) and Voluntary Student Organizations (VSO). This classification defines the organization's relationship with the University.

I. Sponsored Student Organization (SSO):

These RSOs are categorized as such by the University and as a result have the greatest level of University support and benefits in exchange for the greatest level of accountability to the University.

To classify as an SSO, the RSO must:

- A. Be directly linked to a University Department or College.
 - 1. Obtain written authority by a Department Chair, Dean, or Director to operate as an extension of the specific University Department or College, and support that Department or College in its mission.
 - 2. Have an official University Advisor who has affirmed their role as such, and is a current University faculty or staff member within that Department or College, who has supervisory authority over the officers, operations, and activities planned by the SSO. SSOs may be required or permitted to have Volunteer Advisors as appropriate.
 - 3. Operate under all University Policies/Procedures and additional policies and procedures that are developed and administered by the University Department or College.
 - 4. Establish and adhere to a Constitution and By-Laws that are approved by the SSO's officers and University Advisor.
- B. Must complete the registration process with Student Life and First-Year Experience pursuant to this policy.
- C. Follow all requirements of the RSO Manual, as amended, housed in Student Life and First-Year Experience.

II. Voluntarily-Affiliated Student Organization (VSO):

These RSOs are categorized as such by the University. VSO's have a basic level of access to University support and benefits. These RSOs are not operated by nor affiliated with the University. The University does not control or accept responsibility for the activities nor endorse the programs or the members of any VSO. VSOs and its operations remain independent and distinct from the University. Participation in a VSO is not considered as part of or equivalent to any education program or activity operated by the University.

To classify as a VSO, the RSO must:

- A. Be voluntarily registered with the University.
 - 1. Operate under all University Policies/Procedures.
 - 2. Establish and adhere to a Constitution and By Laws that are approved by the VSO's officers and Volunteer Advisor*.
 - 3. Maintain the appropriate level of insurance (if insurance is required by the University, dependent upon the level of risk the group typically is involved in).
- B. Must complete the registration process with Student Life and First-Year Experience pursuant to this policy.
- C. Follow all requirements in the RSO Manual, as amended, housed in Student Life and First-Year Experience.

*VSOs may choose to have advisors as appropriate. If such an advisor is appointed, they must register as a Volunteer with the University. University employees are not permitted to act as advisors to VSOs within the context of their University employment.

III. External Constituents of the University

These student groups have no access to University support and/or benefit. These groups have chosen not to affiliate with the University and will be categorized as External Constituents under applicable University Policy. Thus, no registration process must be completed with Student Life and First-Year Experience.

IV. Requirements / Benefits:

Dependent upon the category of RSO, each RSO must meet the following requirements in exchange for the benefits noted in the table below. This list is not exhaustive.

Requirements	SSO	VSO	External Constituents
Covered by University insurance	Yes	No	No
Maintain separate insurance policy as appropriate based on the level of activity risk*	No	Maybe	Maybe
Appropriate level of event specific insurance for on-campus events	No	Maybe	Yes
Written authority by a Department Chair, Dean, or Director to operate as an extension of the specific	Yes	No	No

University Department or College			
EKU Faculty/Staff University Advisor	Yes	No	No
Supplemental advisors	Optional	Optional	No
Required Advisor training	Yes	Yes	No
Operate under all University Policies and procedures	Yes	Yes	Yes
Establish and adhere to a Constitution and By-Laws approved by officers and advisors	Yes	Yes	No
Benefits			
Eligible for Student Government Association Funding	Yes	Yes	No
Ability to accept tax deductible contributions due to an affiliation with EKU	Yes (only with approval from sponsoring unit)	No	No
Participate in RSO management software	Yes	Yes	No
Reserve University space as an RSO (in compliance with the Scheduling of University Facilities Policy)	Yes	Yes	No (but can reserve as an External Constituent)
Office of Student Life RSO listings	Yes	Yes	No
Ability to create an official University logo in accordance with Communications and Brand Management standards	Yes	No	No
Advertise on Campus per University policy	Yes	Yes	Yes
Permission to fundraise (according to Univ. Policy)	Yes	Yes	Yes
Ability to bank on-campus	Yes	No	No

* To be determined by the RSO Risk Management Committee

Definitions

- **Advertise on Campus:** Includes, but is not limited to, flyers, electronic communications, postings, mailings, etc. For more information, see Policy 11.1.1, Signage, Bulletin Boards, and Posting Places.
- **Constitution and By-Laws:** Contains the fundamental principles that outline the purpose, structure, operating procedures, responsibilities, and limits of the student organization.
- **Office of Student Life RSO Listings:** The official listing of all RSOs found on the RSO management software.
- **RSO Risk Management Committee:** Committee comprised of representatives from the following areas: Campus Recreation, Risk Management & Insurance, Student Government, Office of Student Life and First-Year Experience, EKU Police, and others as deemed necessary and appropriate.
- **Volunteer Advisor:** An individual over 18 years of age who, in their personal capacity, oversees and/or advises the RSO. University employees are not permitted to act as advisors to VSOs within the context of their University employment. Volunteer Advisors must complete required training as specified by Student Life and First-Year Experience and if not employed by the University, must register as a Volunteer with the University. Volunteer Advisors may not be enrolled in an undergraduate program at EKU.
- **University Advisor (SSOs Only):** Must be a currently employed full or part-time EKU employee who, acting in their official capacity as an EKU employee, has direct job responsibilities that involve oversight of the SSO and who has completed required training as specified by the Office of Student Life and First-Year Experience.

Responsibilities

- Director of Student Life and First-Year Experience
 - Oversee the administration of the policy as well as the implementation and the training aspects
 - Adjudicate violations of the policy in accordance with the procedures outlined in the RSO handbook
- Registered Student Organizations
 - Complete an initial registration process including paperwork, training, etc. with Student Life and First-Year Experience
 - Complete reregistration with Student Life and First-Year Experience at the beginning of each semester
 - Operate under all University policies and procedures

- Establish a Constitution and By-Laws that are approved by the RSO's officers and advisors, as appropriate.
- RSO Risk Management Committee
 - Approves recognition of all RSOs into appropriate category.
 - Assesses the level of risk of RSOs and determines the appropriate category and level of insurance for each.

Violations of the Policy

Violations of this policy will be handled through the process outlined in the RSO Handbook.

Regulation Adoption Review and Approval

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
March 4, 2021	Board of Regents	Adopted effective 8/1/21
September 24, 2010	Board of Regents	Adopted
September 8, 2010	President	Approved
September 7, 2010	Administrative Council	Approved