UNIVERSITY POLICY SA-06.00-06/01

DATE: June 21, 2001
TO: University of West Florida Community
FROM: Morris L. Marx, President
SUBJECT: Student Organizations
AUTHORITY: 6C-6.010 and 6C6-3.023, F.A.C.
Policy/Purpose: Defines Registration Procedures for Student Organizations

The University Commons and Student Activities Office coordinates the official registration of student organizations. Groups are registered in 6 categories: Academic, Professional, Social Greek, Religious, Special Interest and Honor Societies plus a special category for Fort Walton Beach Campus organizations.

A. Registration Process

Prospective organizations must apply to the Director of the University Commons and Student Activities Office with the following documentation: a) constitution, b) a completed registration agreement form, and c) a list of charter members.

Prior to submitting this material any new or reactivating group may hold one organizational meeting and conduct publicity exclusively for that meeting.

In reviewing this material and after meeting with the organization’s leadership, the Director of the University Commons and Student Activities Office evaluates the application subject to the following established criteria (which are incorporated into the required registration agreement):

1. The organization’s purpose and activities must be lawful and consistent with University objectives.
2. The organization’s membership must be open to all regardless of race, color, creed, religion, age, physical handicap, disability, marital status or national origin and it may not illegally discriminate on the basis of sex. Specifically, pursuant to the Americans With Disabilities Act (ADA), student organizations are obligated to ensure that their meetings, programs, services or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
3. The organization must warrant that it will comply with the university’s policy on hazing practices.
4. The organization must conduct its affairs in accordance with its constitution and university regulations.
5. The organization must conduct its affairs in accordance with sound business procedures and appropriate university requirements.
6. The organization must have an advisor (faculty, staff, alumni, or other responsible party) approved by the Director of the University Commons and Student Activities Office.
Upon completion of the above criteria, the Director of the University Commons and Student Activities Office recommends to the Associate Vice President of Student Affairs that the organization become a Registered Student Organization.

B. Dissolution

In the event an organization is declared officially inactive, after six (6) months any funds remaining in the organization’s bank account(s) may be retrieved and placed in the Student Government Loan and Grant Account. Organizations, via their registration application/agreements, authorize the Director of the University Commons and Student Activities Office to close out the appropriate bank account(s). Records of these transactions will be maintained in the organization’s permanent file in the University Commons and Student Activities Office. Reactivating organizations may apply to Loan and Grant to retrieve the funds deposited.

APPROVED:                        DATE: July 5, 2001
Dr. Morris L. Marx, President

06/21/01