

**Registered Student Organizations (RSO’s):** Towson University, through the Office of Student Activities, actively encourages students to form groups based on personal interest. Recognition or registration of a student group is not an endorsement by the University of the student group, its purposes or its programs.

RSO’s include the following types of organizations:

* Academic/major
* Cultural
* Religious-based
* Political and Civic engagement
* Graduate Student
* Interest

Registered Student Organizations are responsible for adhering to Federal, State and local laws, and TU policies and procedures. In order to become a RSO, the following must be met:

* Must adhere to membership non-discrimination clause in its student group constitution. “**Active membership of student organizations must be chosen without discrimination on the basis of race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation or gender.** **Students must have at least a 2.0 GPA to be an active member of a student organization.** **Active membership of a student organization includes the right to vote and hold office.”**
* Membership must include **at least five (5) students.**
* An advisor is required. (The advisor must be a full time faculty or staff member of the University).
* Membership list and constitution are posted on Involved@TU.

**SGA Budgeted Organizations (SBO’s):** The Student Government Association has the capacity to provide funding for student organizations. Additional requirements exist for student organizations who wish to become SBOs. RSO’s must be registered for at least two semesters (Fall/Spring) before they can apply to become SGA Budgeted. SBOs are responsible for adhering to Federal, State and local laws, and TU policies and procedures. In order to become an SBO the following must be met:

* Must be open to all undergraduate students.
* A membership of **at least fifteen (15) students** is required.
* An advisor is required. (The advisor must be a full time faculty or staff member of the University).
* Have had their constitution passed by the SGA. Amendments to the constitution must be approved by the SGA Senate, and the organization must be democratically structured.
* Fulfill SGA community service and fundraising guidelines.
* All organizational funds must be deposited with the SGA Finance Office, and all budgeted funds must be used to benefit the TU community.

**Additional Categories of Student Organizational Registration**

* Honor and Professional Greek Societies,
* Residence Hall Building Councils
* Social Greek Letter Organizations, and
* Sport Clubs.

**Professional Social Greek organizations:** Are usually recognized by a department and their mission is based on a professional agenda, and the chapter does not discriminate based on race creed, sexual orientation, gender.

**Honor/Greek Lettered Societies:** these may include but are not limited to honor societies, service societies, and leadership societies, their mission is based on a professional agenda, and the chapter does not discriminate based on race creed, sexual orientation, gender, etc.

**Residence Life Student Organizations:** The University Residence Government serves as the umbrella organization for all building councils.

**Social Greek Organizations:** These are the “traditional” fraternities and sororities. In order to exist on campus, fraternities/sororities must be affiliated with an Inter/ National Organization and be a member in good standing in one of the four governing councils: (the Inter-Fraternity Council [IFC], the National Pan-Hellenic Council [NPHC], the Panhellenic Association [PHA], or the Unified Greek Council [UGC]). Fraternities/sororities are required to have a chapter advisor as well as a faculty/staff advisor. If the following exist, the organization is considered to be under the auspices of Fraternity/Sorority Life:

* subjective criteria for new membership,
* have a specified length of new member orientation
* members take an oath or pledge

**Sport Clubs**

Sport Clubs are defined as the following:  “a group of students who voluntarily organize to further their common interest in a sport through participation and competition AND that sport is represented in NCAA or Olympic competition.

In order to become a Sport Club, the following must occur:

* Provide a letter of intent that describes their mission, purpose, etc. and the names and contact information of ten (10) students interested in starting the Sport Club – included in this is they must have some sort of sport/activity/competition related activities as part of the proposed activities of the club
* The Sport Club Council approves the new club
* Once approved, the club has 4 weeks (28 days) to hold a General Interest meeting, submit a membership roster, election results and constitution to the SCC to be granted status as a “provisional” Sport Club
* The new club is assigned a student/staff supervisor to serve as an advisor
* Sport Clubs must be in good standing for two semesters before they can apply for an annual budget funding from the SCC

**WHY YOU WANT TO BE REGISTERED**

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| --- | --- | --- |
| **Benefits** | **RSO’s** | **SBO’s** |
| Receive a Budget for the Organization from SGA | No | Yes |
| Advertising Space in *The Towerlight* on SGA days (if available) | No | Yes |
| Assigned SGA senator, director, or representative as a liaison to SGA | No | Yes |
| Advertising space in SGA kiosks & campus electronic sign boards | No | Yes |
| Room reservations | Yes | Yes |
| Bulk mailings\* | No | Yes |
| Copy services\* | No | Yes |
| Rent University vehicles | No | Yes |
| Rent University equipment\*\* | Yes | Yes |
| Supplemental SGA budgets and Prove it Funds | No | Yes |
| Access to FNL Grants | No | Yes |
| Involved@TU student organization management system | Yes | Yes |
| Eligible for On-Campus Accts | Yes | Yes |
| Organizational email and Web accounts through OTS | Yes | Yes |
| Assistance of the OSA Staff particularly, the Coordinator for Student Organizations | Yes | Yes |
| Recruiting Publications | Yes | Yes |
| Participate in Involvement Fair | Yes | Yes |

\*Charges may apply

**Registration REQUIREMENTS**

Each year, the following must be satisfied so that an organization will remain registered with Student Activities and the Student Government Association. Failure to meet these obligations will result in the loss of benefits that are afforded to registered student organizations in their respective classification, including not having access to financial accounts if applicable.

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| --- | --- | --- |
| **Requirements** | **RSO’s** | **SBO’s** |
| Constitution | Yes | Yes |
| \*Treasurers Workshop | No | Yes |
| \*Fundraising & Community Service Requirements | NO | Yes |
| \* Authorized Signature Card | Optional | Yes |
| \* ECS Student Event Coordinator Card | Yes | Yes |
| \*Contact Info | Yes | Yes |
| \*Attend Student Group Summit | Yes | Yes |
| Advisor Re/Commitment Form | Yes | Yes |
| Rosters for use on the Involved@TU transcript | Yes | Yes |
| Travel Liability Waivers (when applicable) | Yes | Yes |

\*are required one time per semester

**Additional Information regarding Requirements**

* Contact forms are due by the end of the second week of September and again by first Friday in May. All contact information will be required to be done electronically on the Involved@TU system. (Note: Officers’ email addresses and/or general organization email account information will be accessible to outside the TU community)
* Attendance is mandatory each semester at the Student Group Summit. At least one executive member must attend; it is strongly recommended that the entire executive board attends. All are welcome.
* Turn in an advisor re/commitment form each year. It is highly recommended that each advisor attends training when offered.
* Update a Student Organization Membership roster no later than October1st for the Fall semester and March 1st on the Involved@TU system. Roster information includes: First Name, Last Name, TU Email Address, TU ID number, Organizational position. Failure to do so, assumption will be made that the organization is no longer active.
* Students assuming a leadership role in an organization must have and maintain a minimum 2.00 cumulative grade point average through their term of office (more information listed under Academic Criteria for Student Leaders in the Student Organization Handbook.) Please note that some organizations require higher grade point averages for leaders.
* The final submission date for registration information before penalty will be disseminated by the SGA Director of Student Groups and the OSA Coordinator of Student Groups.

**Failure to meet these obligations will result losing registered status, which means that the privileges afforded to all registered groups are no longer applicable.**

**Expectations for Student Organizations:**

* Complete the annual registration process by submitting all required information, participate in available training opportunities, and make timely changes to information. This includes Contact Information and Events and Conference Services (ECS) event manager information cards for SGA recognized and affiliated organizations.
* Update officer and other pertinent information when they change
* Maintain the minimum membership required for registration category and have an advisor at all times
* Follow and abide by all federal, state, and local laws and regulations, and all procedures of Towson University, including the Code of Conduct and the Student Organization Handbook.
* Remain in good standing with all aspects of Towson University, i.e. Student Conduct, Campus Life, Student Activities
* Adhere to your organization constitution
* Meet all fiscal obligations incurred by the organization and abide by the SGA Codes when applicable.
* Ensure proper planning and execution of organization events, and consult with staff for help with event policies and contract management.
* Ensure proper education and communication for officers in transitions.
* Establish consistent communication with the organization advisor, and keep informed of organization activities and decisions.
* Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.

It is the responsibility of all student organization officers to familiarize themselves with Towson University policies, procedures and conduct code, and to share this information with their membership.

Universities Contacted for Registration Information Research

* **The College of William and Mary,** Williamsburg, VA
  + Office of Student Activities
* **University of Delaware**, Newark, DE
  + Activities and Programs Office
* **Old Dominion University,** Norfolk, VA
  + Office of Student Activities and Leadership
* **University of California,** Los Angeles, CA
  + Center for Student Programming
* **University of Michigan,** Ann Arbor, MI
  + Center for Campus Involvement
* **University of Maryland,** College Park, College Park, MD
  + Office of Campus Programs
* **Rutgers University,** New Jersey
  + Student Activities Business Office
* **Drexel University,** Philadelphia, PA
  + Office of Campus Activities
* **George Mason University,** Fairfax, VA
  + Student Involvement Office
* **Georgia State University,** Atlanta, GA
  + Student University Center
* **James Madison University,** Harrisonburg, VA
  + Office of Student Activities and Involvement
* **University of Massachusetts,** Amherst, MA
  + The Center for Student Development
* **Pennsylvania State University,** University Park, PA
  + Office of Student Activities