



Student Engagement

University-Wide Recognition Student Club and Organization Policy

Policy effective: May 1, 2013

Updated: September 27, 2018

PURPOSE

The University at Buffalo recognizes that organized student groups are a valuable part of the student educational environment. Student organizations further the University's educational mission. They are responsible for making positive contributions to the primary educational mission of the University and are expected to encourage intellectual and social development of members. In addition, these groups are expected to complement the University's mission and to comply with campus policies, rules and regulations, as well as federal, state, and local laws.

STATEMENT OF GENERAL POLICY

Recognition provides official identification for an affiliated group, use of designated University facilities and services, and the coordination and communication of the group's activities to the campus community. Recognition does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of, or responsibility for, any of the activities of the group on or off the property of the University.

In order to achieve and maintain Recognized Student Organization status each student organization must:

- Adhere to the policies, regulations, and requirements set forth in this document and University Policies and procedures.
- Achieve and maintain recognition by one primary approved University Recognizing Agent that is responsible for the actions of the club or organization. Recognizing agencies include student governments, academic and administrative departments as well as other formally recognized University entities. Groups may choose an affiliate recognizing agent with the understanding that the University Recognizing Agent is responsible for the actions of the club or organization. This does not limit clubs and organizations from utilizing space from additional University agents.
- Clubs and organizations should contact their preferred recognizing body to indicate their interest and intent. All Recognized Student Organizations must abide by the Rules and Regulations of their University Recognizing Agent.

DEFINITIONS

Recognized Student Organization - A student group which is organized for the students of the University at Buffalo which has complied with university registration requirements set forth in these regulations and has complied with all requirements set forth by their University Recognizing Agent.

University Recognizing Agent - Any student government, formal university department, or approved affiliated entity that will assist with the annual registration process and act as a liaison for appropriate university policies.

Registration - The annual process in which student organizations register through UB Linked, listing officers, rosters, and group descriptions.

BENEFITS OF RECOGNITION

- The University acknowledges the group as an affiliated organization
- Use of the University's name to indicate location of organization. Refer to University Rules and Regulations: <https://www.buffalo.edu/studentlife/life-on-campus/community/rules.html>
- and the Office of Trademarks and Licensing: <https://www.buffalo.edu/licensing.html> for additional information
- Access to funding from the Mandatory Student Activity Fee if recognized by a student government
- Utilization of UBLinked – University's Interactive Student Organization web service
- Ability to reserve/rent space on campus for events and meetings
- Access to vendor and lobby tables in the Student Union
- Privilege to apply for temporary office space in the Student Union. Space is limited. (There is a separate application to request space, which can be obtained through Student Engagement.)
- Privilege to conduct fundraising activities on campus
- Financial services through a University Fiscal Agent
- Eligibility to participate in all membership recruitment opportunities offered through the Office of Student Engagement, as well as other campus resource and involvement activities
- Access Student Engagement resources including advising, leadership and diversity training programs, event planning, problem solving, and referrals

RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS

The University seeks to promote maximum flexibility and autonomy for all student governments, student clubs, and organizations. All are expected to adhere to the policies, regulations, and requirements set forth in this document and University Policies and procedures. Failure to comply may result in the loss of privileges. The University, working with the University Recognizing Agent, may take appropriate legal, administrative or disciplinary action against offending group(s) and individual(s).

Student organizations must adhere to the “University at Buffalo Student Conduct Rules, University Standards and Administrative Regulations.”

All recognized organizations must register annually within the first two (2) weeks of the fall semester or by the timeline established by their University Recognizing Agent in conjunction with Student Engagement via UBLinked.

ELIGIBILITY REQUIREMENTS

Organization Membership -The following functions and activities in Recognized Student Organizations must be reserved to students, faculty, and staff of the University at Buffalo. Non-University membership must be less than 10% of the total makeup of the organization (Exception-“City-Wide” Fraternity and Sorority organizations). Non-University members may be permitted membership in a recognized campus organization, but may not perform any of the following functions and activities*:

Holding office in the organization;

- Presiding, officiating, voting, or making/seconding motions at any meeting of the organization;
- Working at tables or distributing materials on the campus on behalf of the organization, with the exception that others may assist active members in working at tables or distributing non-commercial literature, announcements, or statements provided that an active member is at all times present and responsible for the table or the distribution; (we talked about adding, ‘without written documentation from the club or organization’)
- Soliciting funds on the campus on behalf of the organization.
- Accessing club office space on campus via card access

**The above sections are not intended as a comprehensive description of "active membership," and other functions or acts may also indicate that a person is participating as an active member of an organization.*

The participation of any person who is not a University at Buffalo student, faculty or staff member, who engages in any of the above functions or acts reserved for students, faculty, and staff of the University at Buffalo constitutes grounds for revocation of the Recognized Student Organization Status.

Student organizations must be non-profit in nature.

Upon request, student organizations must provide financial information to the Office of Student Engagement.

RECOGNITION PROCESS FOR UNIVERSITY RECOGNIZING AGENTS

Student Government

Student governments can serve as official recognizing agents for student organizations. All organizations must comply with all the formal rules and regulations related to the student government’s recognition process.

There are currently seven student governments who have an affiliation with the University at Buffalo:

- Undergraduate Student Association (SA)

- Graduate Student Association (GSA)
- American Dental Student Association (ASDA)
- Graduate Management Association (GMA)
- Student Bar Association (SBA)
- School of Pharmacy Student Association (SPSA)
- Medical School Polity (MSP)

University Department or Office

Student organizations seeking recognition from a university department or office are required to perform the following in order to be formally recognized:

- 1.) Fill out the New Student Organization Registration form through UBLinked.
- 2.) Set up a “Starting a New Student Organization” advisement session with the Assistant Director of Student Organizations and Leadership from Student Engagement.
- 3.) Seek approval from a university department or office. A letter of support must be written by the school’s Dean or Director and submitted to Student Engagement.
- 4.) A constitution for the proposed student organization is submitted to Student Engagement for review and approval.
- 5.) A roster indicating the executive board and 10 UB students interested in joining the organization
- 6.) After a letter of support is submitted and constitution approved, a UBLinked page for the new student organization will be created to finalize the University-Wide Recognition process.

ADVISEMENT

Though advisors are not required, groups are encouraged to enlist a University faculty or staff member. An advisor can help provide continuity, as well as assist in designing and evaluating organization goals and activities. Student Engagement staff are available to provide advisement on specific matters.

NON-DISCRIMINATION IN MEMBERSHIP AND PROGRAMMING

Pursuant to University policy, the University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. No club or organization shall be recognized if its constitution, rules, regulations, or practices violate this policy.

Exceptions: Fraternity and Sorority Lettered, Honors groups or other organizations allowed to have selective membership requirements. These groups are not eligible to receive funding from Mandatory Student Activity Fees.

Organizations shall have uniform terms of office for leaders to promote orderly transitions and improved program effectiveness. Recognition shall not be construed as agreement, support, or approval by the University, but only as recognition of the rights of the organization to exist at the University, subject to established conditions.

RULES

1. Each organization is required to exercise responsible management and financial integrity. Each organization and their University Recognizing Agent will be responsible for its own financial, legal, and contractual obligations. The University assumes no responsibility for such actions. Organizations based on selective membership are not eligible to apply for use of mandatory student activities fees. The Office of Student Engagement holds the right to review and audit the financial information of an organization.
2. When functioning on campus, all registered student organizations will be held responsible by the University for abiding by federal, state, and local laws, as well as all University regulations. The University will not become involved in the off-campus conduct of registered student organizations except when such conduct is determined to have a substantially adverse effect on the University or upon individual members of the University community.
3. Any organization which restricts membership or eligibility to hold appointed or elected student officer positions on the basis of race, religion, sex (except as exempted by Federal Regulations), sexual orientation, disability, age, creed, National Origin, or veteran status will not obtain or maintain University registration / recognition.
4. Only currently registered students shall be eligible for active membership status in student organizations. Students must be in good academic standing (as defined in Article 1 of the University Rules and Regulations):
 - a. to serve in an appointed office
 - b. to be a candidate for elected office
 - c. to serve throughout one's elected or appointed term

Recognized/registered student organizations and governments may establish additional requirements for office or membership so long as they are not unlawfully discriminatory or in violation of University policy.

5. The purpose or purposes of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for registration or continuance of an organization to demonstrate how and in what manner the registration or continuance of that organization would conflict with the educational functions or established policies of the University.
6. Student organizations will not be granted recognition or registration status if the recognition/registration unit determines that its proposed purposes or functions duplicate those of an existing student organization. Student organizations will not be permitted to retain recognition/registration status if they do not fulfill their stated purposes and/or functions or violate campus rules, regulations, standards, and policies.
7. Registered student organizations may not engage in hazing activities.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a

condition for continued membership in, any registered student organization. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a registered student organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any registered student organization that commits hazing is subject to disciplinary action.

REGISTRATION PROCESS

All student organization registrations for, adherence to this policy, will be conducted on UBLinked.

Registration must be completed by **September 14, 2018** in order to be in good-standing and maintain benefits.

To complete Recognition for student organizations:

1. Log onto UBLinked at ublinked.buffalo.edu and select your organization under "My Organizations" or search for your organization through the "Organizations" button at the top of the page.
2. Click the blue "Register" button within the organization's UBLinked homepage and follow the instructions.
3. Once you submit the registration it needs to be reviewed and approved. You will receive an email within a few days with confirmation or further instructions

Tip: Be sure to update the officer positions to reflect the current officers.

Maintain current information on UBLinked

- Maintain current contact information of all officers, advisors, and liaisons.
- Maintain a current roster of active members.
- Maintain current copy of group's constitution and by-laws, including those organizations external to the University with which the group may be affiliated.

Management of the Registration Process: Student Engagement, 716-645-2055.