

3341-2-36 Recognized Student Organizations.

Applicability	All University units
Responsible Unit	Student Engagement
Policy Administrator	Director of Student Engagement

(A) Policy Statement and Purpose

This policy outlines how students may register an organization; the appeal process if a proposed organization is denied recognition; and membership, financial responsibility, advisor and meeting requirements for all organizations.

(B) Policy

Recognized student organizations are an important link in the co-curricular activities of Bowling Green State University. They should contribute to the personal development and enjoyment of their members within the context of the broader teaching, research and service missions of Bowling Green State University. Any student group wishing to take advantage of privileges granted by Bowling Green State University must register for recognition with Student Engagement. Students interested in registering a student organization should contact Student Engagement for specific information on the registration process. All groups which meet university requirements for student organizations will be permitted to register. The Division of Student Affairs is committed to providing support and assistance to all recognized student organizations properly registered with the university. The initial step in receiving this support is the completion of the annual registration process. Registrations expire annually.

(C) Recognition of Student Organizations

Recognition is a means by which student organizations may receive standard privileges granted when certain requirements are met; it does not

imply university approval of the student organization's speech, purpose, function or activities.

(1) Standard Registration Privileges

Standard privileges are granted to all recognized student organizations that have been recognized upon completion of the registration process. They include:

- (a) Use of university facilities, though select event spaces and gymnasiums may carry additional fees;
- (b) Opportunity to apply for university funds in accordance with university rules and regulations;
- (c) Use of resources provided by Student Engagement, including online organization platforms;
- (d) An opportunity for inclusion in university publications, directories and distribution materials;
- (e) Ten percent discount on select catering through BGSU Dining;
- (f) An opportunity to participate in university organization fairs;
- (g) Eligibility for on-campus fund-raising activities;
- (h) An opportunity to obtain a student organization mailbox, office and/or storage space in the Bowen-Thompson Student Union.

(2) Student organizations wishing to register for recognition with the university must submit the following information to Student Engagement:

- (a) Appropriate registration files, including a list of the organization's officers as listed in its constitution, and a full-time member of the faculty or staff indicating their willingness to serve as advisor to the organization.

- (b) Full roster of the organization's membership. The organization must have at least ten university students as active members. Organizational membership may be composed of BGSU faculty and staff but a minimum of seventy-five percent of the membership must be comprised of BGSU students. Organizations that are unable to meet these criteria must schedule a meeting with staff from Student Engagement to create a recruitment plan.
- (c) One copy of the organization's ratified constitution. A recommended format is available from Student Engagement. Organizations should keep this document on file and must promptly provide Student Engagement with an updated copy each time the document is revised.
- (d) Students wishing to start an organization may request temporary organization privileges for thirty days to organize and meet the requirements for registration. Student Engagement will provide advising support during this formation period.
- (e) Student organizations wishing to register may be required to meet with staff from Student Engagement to jointly develop a one-page written plan to assist the organization in its development. The plan may include, but is not limited to, attendance at workshops, completion of a recruitment action plan, and participation in leadership training. The written plan must be on file with Student Engagement in order for the organization to be in good standing.

(D) Denial of Registration

If Student Engagement determines that the materials submitted by the organization do not meet the requirements of this policy or that recognition would be inconsistent with viewpoint-neutral university policies, registration may be denied. If registration is denied, Student Engagement shall notify the president and advisor of the applying organization of the decision in writing. The applying organization may appeal in writing to the Director of Student Engagement within five university working days from

the date of the denial letter. The decision of the Director of Student Engagement is final.

(E) Student Organization Requirements

- (1) Membership in registered student organizations shall be open to all students of BGSU without regard to race, sex, sexual orientation, gender identity, gender expression, creed, ethnicity, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, status as a veteran, or any other class protected by Ohio or federal anti-discrimination law. Any grievance regarding alleged discrimination should be reported to the Office of the Dean of Students or the Office of Equity and Compliance as appropriate. There are two exceptions to this requirement. First, Title IX does not apply to the membership practices of social fraternity and sorority organizations. Second, religious qualifications may be required by an organization if its ratified constitution expresses a religious aim or purpose.
- (2) Selection criteria for members must be relevant to the goals and objectives of the organization.
- (3) Dual-enrolled students, students who are earning college credit while attending high school, including College Credit Plus, may participate in student organizations, with the exception of social fraternities and sororities and club sports.
- (4) Officers of student organizations must be full-time BGSU students, unless they are in their graduating semester, in good conduct standing, and maintain a minimum cumulative 2.25 GPA. The GPA required by their organization's local or national constitution may be higher than the university's requirement, and the officers and advisors are expected to enforce such requirement. Officers are defined as elected or appointed members who carry official titles and responsibilities germane to the organization, including but not limited to titles such as: President, Vice President, Secretary, Treasurer, Chairperson, Senator, etc. Appeals for exceptions to this requirement may be made to the Director of Student Engagement. The decision of the Director of Student Engagement is final.
- (5) Organizations may have as many officer roles as required by their organization's constitution but those roles must include a president

and a treasurer (or titled roles which fulfill the duties of those two positions). The president and treasurer may not be the same person.

(F) Financial Management and Accountability

- (1) Recognized student organizations interested in requesting university funding or accessing funds in a university account are required to have their president and/or treasurer attend annual trainings. The president and/or treasurer must comply with university policies related to initiating contracts. Organizations may also complete an alternative plan approved by Student Engagement prior to submitting a request for funding and/or accessing university funds. Expenses incurred on-campus (e.g., Falcon Outfitters or BGSU Dining charges) must be directly billed to the organization and submitted to Student Engagement. All other expenses, including travel arrangements, must be submitted to Student Engagement, and the staff will coordinate the payment process.

All funds allocated to the organization from university-controlled sources must be maintained in a university account and spent in accordance with university policies and procedures.

- (2) Pre-loaded Debit Cards

Recognized student organizations with non-university allocated funds (i.e., agency or revenue dollars) in a university account may request one pre-loaded debit card. The use of debit cards must comply with all university policies and procedures. Each transaction must be reconciled with Student Engagement. Failure to adhere to these expectations will result in the student organization forfeiting its right to have a debit card.

- (3) Contracts

Authority to obligate the university by contract in all matters relating to recognized student organizations lies solely with the Division of Student Affairs. All contracts involving recognized student organizations' funds managed by the university must be submitted to Student Engagement no later than four weeks prior to the event or contracted date, for signature by the Associate Vice President for Student Affairs (or designee) after approval from the university's

General Counsel (if applicable). The Associate Vice President for Student Affairs (or designee) is the only person who can sign contracts for recognized student organizations. This review is established for the protection of the organization, its officers and members, and the university. Some service providers may not be eligible for use by student organizations because of existing contractual relationships the university has with other vendors.

To expedite the contract review and signature process, all student organizations must submit a request for Student Engagement to complete the appropriate agreements. The Provost and Senior Vice President for Academic and Student Affairs (or designee) must pre-approve the use of any contract that differs from this template.

Students shall not participate in forming contracts with entities in which the student or the student's immediate family has an ownership interest.

University employees may not enter into an agreement with student organizations for compensation.

To enter into any agreement, Student Engagement requires that a recognized student organization be able to financially cover the cost of any contract without relying on projected revenue (e.g., ticket sales). A student organization might consider co-sponsorship with another organization to secure needed funds.

- (4) Student organizations may not use funds to contract with individuals/entities, excluding currently enrolled Bowling Green State University students, in a way that would create an employment relationship. Accordingly, all individuals/entities must follow the university's Purchasing policies and meet criteria as an [Independent Contractor](#).
- (5) Recognized student organizations must maintain records of how their funds are generated and disbursed. This includes an account of the amount of funds, the methods by which funds are generated and expended, and an account of the amount and object of expenditures. Recognized student organizations are to keep receipts for money collected.

- (6) Student Engagement may request financial records from any recognized student organization for the purpose of upholding the Student Organization Allocation Board policies, university rules and regulations, as well as state and federal laws.
 - (7) Recognized student organization members shall have the right to know how their money is being spent. The treasurer must keep detailed financial records and make them available to members, the advisor(s), Student Engagement, as well as local, state, and federal officials upon request.
 - (8) All records associated with university fund allocations and expenses are available for public inspection as required by state law.
- (G) Recognized Student Organization Advisor
- (1) All recognized student organizations are required to have an advisor who is a full-time staff or faculty member at BGSU. Graduate students may not serve as primary advisors to recognized student organizations.
 - (2) Within the context of the broader mission and policies of the university, advisors shall share insights and directions that allow recognized student organizations to further their objectives and enhance the meaningfulness of organization membership.
 - (3) Specific responsibilities of the advisor may include but are not limited to: regularly attend general and executive board meetings; provide guidance to the officers; oversee all financial transactions of the organization; ensure that officers meet the minimum requirements for holding office as established by the university and the organization's constitution and by-laws; provide consultation concerning membership selection procedures and responsibilities; and review the organizations registration.
- (H) Meetings and Activities
- Each recognized student organization and its members and officers are responsible for coordinating the activities of the group. This includes:

- (1) Planning all programs and activities, including associated facilities and equipment rentals.
- (2) Managing and accounting for all funds under the recognized student organization's account.
- (3) In the case of sport clubs or groups that engage in physical activity, the group must make sure all rules and safety procedures are followed and in accordance with university policies. They must also obtain, maintain and inspect all necessary equipment, make sure all required training related to equipment usage is completed, and assure that prompt medical attention is available when necessary.
- (4) No meetings or activities are permitted from five p.m. the Friday before each week of final exams through the end of the final exam period.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: October 10, 2022