GENERAL POLICY

As important elements in the co-curricular options offered at The University of Alabama, student organizations should offer group members opportunity to enhance, explore, apply practice, and integrate knowledge and skills gained through pursuit of academic study. They should also provide effective support and assistance to student organizations at The University of Alabama within the context of the broader teaching, research, and service missions of the institution. The Office of Student Involvement and Leadership administers the University's policies requiring registration for all student organizations. Student organization registrations remain valid through the academic year. All registration forms and information are available in the Office of Student Involvement and Leadership and the Coordinating Council for Student Organizations (CCSO). Registered student organizations are private, voluntary associations and are not official components of The University of Alabama. Registration allows student organizations to enjoy basic privileges granted by the institution when the organization meets minimum standards for registered status. Registration does not imply University approval of the organization or the activities of the group; and The University of Alabama and the Office of Student Involvement and Leadership in no way accept liability for the actions of registered student groups.

REGISTRATION PRIVILEGES

Standard privileges granted to all student organizations completing the registration process include:

- Use of University facilities including Ferguson Center meeting rooms (free of charge or at a discounted rate)
- Sponsorship of events, on-campus solicitation, and fundraising activities
- Organization mailbox services (on-campus mail only)
- Eligibility to apply for student activity funds in accordance with University procedures and regulations
- Limited computer privileges determined by User Services
- Eligibility to obtain a student organization E-mail and Website accounts through the Seebeck Computer Center
- Opportunity to participate in “Get On Board Day”
- Inclusion in the Student Organization Directory
- Access to consultation with Office of the Dean of Students professional staff on organizational issues (i.e., conflict resolution, retreats, officer transition, etc.)
- Free advertising of program/activities in the Ferguson Center
- Free use of display cases in the Ferguson Center.

REGISTRATION OF NEW ORGANIZATIONS, DEFUNCT ORGANIZATIONS & INACTIVE ORGANIZATIONS

All student organizations considered new or defunct/inactive for one [1] year or more must complete the following process to be considered for registration:

File a completed Declaration of Intent form with the Office of Student Involvement and Leadership. Privileges afforded prospective student organizations are limited to use of Ferguson Center meeting space up to three [3] times within 30 days after submitting the form, *permission to publicize meetings for membership recruitment and to complete the registration process, and *pre-registration advising from the Office of the Dean of Students concerning organization and registration participation in “Get On Board Day.” *Please note that prospective student groups may meet on campus for organizational purposes only and do not receive standard privileges of sponsoring events or soliciting funds until organizations complete the registration process. Declarations of Intent are valid for one (1) calendar year from the date received by the Office of Student Involvement and Leadership.

Ensure the following current information is on file with the Office of Student Involvement and Leadership:

(I) a completed New Student Organization Registration Form, including
[a] the names, student numbers, addresses, phone numbers, and signatures of student officers; [b] the name(s), campus address, campus phone number, and signature of a full-time member of The University of Alabama faculty or staff willing to serve as adviser to the organization; and [c] the signatures of at least [10] currently enrolled University of Alabama students interested in organizational membership.* (II) one (1) copy of the organizational constitution and by-laws (required format available from the Office of the Dean of Students);
REGISTRATION OF SOCIAL FRATERNAL ORGANIZATIONS

Student groups seeking to establish new social fraternal organizations at The University of Alabama must comply with current expansion/extension policies relating to designation as an official social fraternal organization at The University of Alabama. Additionally, these organizations must be approved by the appropriate coordinating bodies (Alabama Panhellenic Association, Interfraternity Council or the National Pan-Hellenic Council) to achieve full registered status. Previously established social fraternal organizations must provide updated organizational information to the Office of the Dean of Students as requested and by deadlines specified.

CONDITIONS FOR MAINTAINING REGISTRATION

To maintain registered status, previously registered student organizations must renew registration each fall semester by completing a Student Organization Information Update Form within the first two (2) weeks of the beginning of the fall semester.

- Have at least one (1) representative from the organization attend the Organization Registration Conference (generally held during the first weekend of the fall semester).
- Registered student organizations are responsible for submitting to the Office of Student Involvement and Leadership a Student Organization Information Update Form after election or appointment of new officers, or when changes occur in the organizational officers or advisers, mailing addresses, and phone numbers.
- Registered student organizations must submit a copy of their constitution and by-laws to the Office of Student Involvement and Leadership (every year).
- Registered student organizations must notify the Office of Student Involvement and Leadership in writing when changes occur in the general status of the organization (inactive, defunct, name change, etc.).
- To maintain registered status at The University of Alabama, student organizations affiliated/associated with a national/international organization or designated as chapters of national/inter-national organizations must retain official recognition by the national/international association.
- If the organization allows membership to include non-University of Alabama students, at least 50% plus one (1) of the total membership must remain currently enrolled University of Alabama students.
- At the end of each spring semester and no later than a specified date, non-social fraternal organizations must submit a Student Organization Annual Report to the Office of Student Involvement and Leadership. *The Student Organization Annual Report serves as an historical record of organizational activities and as an instrument through which the Office of Student Involvement and Leadership and CCSO can evaluate and improve services and resources currently available to registered student organizations. The Annual Report will not be used as a basis to deny future registration.
- All student organizations shall conduct affairs in a lawful manner and in accordance with the constitution and by-laws on file in the Office of the Dean of Students and with all applicable University policies and regulations, city ordinances, and state statutes and federal law.

WITHDRAWAL & DENIAL OF REGISTRATION

No student organization will be officially registered with The University of Alabama if the Office of Student Involvement and Leadership determines that the organizational activities are detrimental to the academic and/or educational missions of the University.

- If the Office of Student Involvement and Leadership denies registration of a new student organization, the Office of Student Involvement and Leadership will notify the president and adviser of the organization in writing of the decision to deny registration. The organization denied registration may appeal in writing to the Associate Vice President for Student Affairs within five (5) University working days from the date of the denial notification correspondence. The decision of the Associate Vice President for Student Affairs is final.
- The Office of Student Involvement and Leadership reserves the right to withdraw registration of a student organization for [1] failure to comply with regulations governing students and student groups or [2] loss of recognition by or membership in its respective national/international organization.
  - The Office of Student Involvement and Leadership will notify the president and adviser of the organization in writing about the proposed withdrawal of registration and the reason(s) for proposed withdrawal of registration.
  - Within five [5] University working days of the date of proposed registration withdrawal correspondence, the organization must show cause why registration should not be withdrawn.
  - Should the organization choose not to show cause or should the Office of Student Involvement and Leadership determine justifications for retaining registration to be inadequate, the Office of Student Involvement and Leadership will notify the president...
and adviser of the organization in writing of the actual withdrawal of registration, and the reason(s) for withdrawal of registration, and the effective date of withdrawal of registration.

The organization may appeal withdrawal of registration in writing to the Associate Vice President for Student Affairs within five (5) University working days from the date of registration withdrawal correspondence. If the organization fails to appeal withdrawal of registration within the specified time period, the decision of the Office of Student Involvement and Leadership is final.

Concerning organizational appeals of withdrawal of registration by the Office of Student Involvement and Leadership, the decision of the Associate Vice President for Student Affairs is final.

- Guidelines for Non-Fraternity Student Organizations
- Student Organizations Categories
- SGA Constitution
- Elections Policies and Procedures
- Chalking Guidelines
- Policies and Procedures for Students
- Rights & Responsibilities of Students in the Academic Community
- Student Records
- General Academic Policies
- Codes of Conduct
- Student Appellant and Grievance Policies
- Social Alcohol Policy
- Grounds Use

Related Links

- University Police
- Neighborhood Partnership
- Student Affairs
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