

UMBC-Recognized Undergraduate Student Organizations' Privileges, Responsibilities and Contributions to the UMBC Community

Dear Student Leader,

Congratulations on the recognition of your new organization! UMBC officially “recognizes” undergraduate student organizations that have at least five members and have completed an application and approval process. With recognition comes both privileges and responsibilities, some of which are highlighted below. These privileges and responsibilities apply to all recognized student organizations, including Sports Clubs, the Greek community and charter organizations such as the Student Events Board and The Retriever Weekly. In addition, we have included suggestions about how your organization can be a productive contributor to student life at UMBC. If you have any questions or would like additional information, please visit the Office of Student Life’s Student Involvement Center on The Commons’ second floor (room 2B24) and the Office of Student Life’s web site (www.umbc.edu/studentlife).

*Note: The privileges, responsibilities and contributions addressed in this document relate specifically to **undergraduate student organizations**. **Graduate student organizations** have a similar but not identical set of privileges, responsibilities and opportunities to contribute. In addition, **individual UMBC students** have many other privileges, responsibilities and opportunities to contribute beyond those mentioned in this document.*

Privileges

UMBC-recognized undergraduate student organizations are able to:

1. use the UMBC name, logo, and mark in association with the organization in connection with UMBC-sanctioned events, but only in a manner consistent with the UMBC Style Guide (www.umbc.edu/umbcstyle/);
2. plan and implement events, programs, and fundraising activities on campus;
3. apply for funding from the Student Government Association (SGA) (unless your organization has membership restrictions, in which case eligibility for funding is limited) or from other appropriate sources;
4. receive advice and support from a faculty/staff advisor you select;
5. receive advice and support from Office of Student Life staff;
6. receive event-related support from Event Planning & Conference Services, The Commons, Suite 335 between noon and 4:30 p.m. Monday through Friday;
7. reserve campus facilities for meetings and events in accordance with university policies (subject to certain conditions);

8. reserve banner space, Commons Main Street tables, space for chalking and other available marketing venues at UMBC (subject to certain conditions);
9. use campus bulletin boards and other designated posting areas in accordance with applicable policies;
10. advertise your event for free on myUMBC “Events” and/or “Spotlights”;
11. place advertisements in *The Retriever Weekly* at special rates reserved for student organizations;
12. co-sponsor events with other recognized student organizations;
13. receive important information by e-mail from the Office of Student Life and SGA, and communicate with other organization leaders, through UMBC listprocs;
14. participate in Involvement Fest (Student Organization & Volunteer Fair), which is organized by the Office of Student Life’s Student Involvement Center each semester;
15. participate in the annual UMBC Black & Gold Awards Ceremony honoring student leaders, organizations, advisors and programs;
16. use a campus mailing address and apply to the Office of Student Life for the use of a campus mailbox and/or storage cabinet (located in the Student Organizations Area on The Commons’ 2nd floor);
17. link to, and store website files on, the Office of Student Life website;
18. use the Office of Student Life’s Student Involvement Center computers, library and involvement resources;
19. learn about and participate in organizational development and leadership training sessions;
20. participate in networking events with other student organizations; and
21. request the assistance of the Leadership Consultants (LC’s) or Involvement Peers to provide leadership workshops/consultation for your organization.

Responsibilities

All officers of UMBC-recognized undergraduate student organizations are responsible for ensuring their organizations’ compliance with the requirements listed below. Failure to do so may result in penalties being imposed on organizations and their officers, some of which are described in SGA’s Student Organizations Policy. Each student organization and its officers must:

1. register the organization with the Office of Student Life by August 15 and update the registration whenever there is any change in officers;
2. maintain at least 5 members in your organization;
3. ensure that the organization’s activities and programming are consistent with the organization’s constitution and bylaws, as well as all applicable university, local, state, and federal laws, rules, regulations, and specifications (the Code of Student Organization Conduct is online at www.umbc.edu/sjp/organization.html, and the Code of Student Conduct is at www.umbc.edu/sjp/articles/articleALL.html);
4. when hosting events, student organization officers are responsible for the actions & well-being of all guests;
5. operate on a nonprofit basis rather than for the financial advantage of any organization member;

6. know and follow the processes and guidelines established by SGA relating to finances (including SGA's policy against student organizations that receive SGA funds maintaining outside bank accounts), and complete all financial transactions promptly and responsibly;
7. know and follow the processes and guidelines established by the Office of Student Life and EPCS relating to event planning;
8. maintain officers' subscriptions to e-mail lists created by the Office of Student Life or SGA to facilitate communication with student organizations;
9. read and respond promptly to e-mails from the Office of Student Life and SGA;
10. attend meetings and workshops when required by the Office of Student Life or SGA;
11. provide accurate information in a timely manner in response to requests from UMBC staff;
12. keep members of the organization informed about organization meetings and activities;
13. identify a faculty or staff advisor willing to help the organization meet its goals, and if the advisor resigns or fails to fulfill his or her responsibilities, identify a new advisor and report the change to the Office of Student Life by updating the organization's registration;
14. review the organization's Constitution and Bylaws (if any) at least once each year, and make any needed changes; and
15. keep your organization's web site (if applicable) up-to-date.

Contributions

In order to promote the well-being of your organization and all UMBC students, and support productive relationships between your organization and other student organizations, we recommend that you join your peers in:

1. respecting and complying with your organization's internal policies and processes, especially in connection with decision-making and elections;
2. representing your organization honestly;
3. recognizing that your actions and behavior reflect upon your organization, even when the actions and behavior are not directly connected with the organization;
4. tolerating diverse views within your organization, knowing that people with the same broad goals and interests can see issues and opportunities in different ways;
5. embracing and respecting UMBC's diversity;
6. taking care not to interfere with other activities taking place at UMBC, or with other students' ability to take advantage of their opportunities and enjoy life at UMBC on their own terms;
7. looking for opportunities to work with other organizations to pursue common interests and achieve mutual objectives; and
8. looking for opportunities to work with the Office of Student Life and other UMBC offices to enrich campus life.

We wish you every success with your student organization, and are eager to help you reach your goals!

Sincerely,

THE OFFICE OF STUDENT LIFE STAFF