

## **Relevant Sections of the UMBC SGA Student Organizations Policy**

### ***Student Organizations Committee***

The Student Organizations Committee shall be composed of up to three staff members selected by the Director of the Office of Student Life, the SGA Vice President for Student Organizations, the Chair of the SGA Finance Board, and another student nominated by the SGA President and approved by the SGA Senate. In addition, the SGA President and Executive Vice President shall serve as ex-officio, nonvoting members. The Committee's role shall be to fulfill the responsibilities identified for it in this document.

### ***Student Organization Recognition***

The privileges accorded to organizations with the status of "recognized in good-standing" include the use of the UMBC name and logo (with certain restrictions), the ability to reserve rooms, tables, and banner space, the ability to hold events, and the ability to establish a club carryover account with the Student Affairs Business Services Center.

### ***Requirements for Recognition***

In order to receive or hold UMBC recognition, a student group must have on file with the Office of Student Life (OSL):

- A current Student Organization Registration Form, which must contain the name and contact information of five (5) UMBC undergraduates who are interested in creating or actively participating in the organization.  
At least four of these students must be designated as the following officers: President, Treasurer, Vice President/SGA-Liaison, and Secretary/Public Relations Coordinator. The titles and responsibilities of officers shall be outlined in the organization's constitution. Officers are responsible for all affairs of the organizations and for attending any mandatory SGA or OSL training sessions.
- A current copy of the organization's constitution, which should include clauses explaining who is eligible to become a member of the organization, the process by which officers are selected and may be removed, and the process by which the constitution is adopted or amended.
- A signed statement by the faculty/staff member agreeing to serve as an advisor.
- A signed statement by the President of the organization stating that at least 75% of the club's members are UMBC undergraduates.
- Any other forms or requirements deemed necessary and proper by the Student Organizations Committee.

### ***Funded Status***

An organization which meets the following qualifications will receive Funded Status. The organization must:

- be open to all UMBC undergraduate students, and
- have no selection criteria, and
- not exclude anyone on account of race, age, gender, sexual orientation, national origin, disability, religion or political affiliation, and
- not require dues, and not have been placed in the Sports/Recreation category by the Student Organizations Committee (after receiving "In Good Standing" status, such an

organization may seek funding from the UMBC Athletics Department by seeking the recognition of the Sports Club Council).

An organization with Funded Status may request and receive SGA funds as outlined in the SGA Budgetary Policy.

### ***Restricted-Funding Status***

An organization that fails to meet the qualifications for a funded organization will receive Restricted Funding Status.

An organization with Restricted Funding Status may only receive SGA funds for the purpose of holding events which are intended for and open to all UMBC undergraduate students, and for purchases directly in support of these events.

If the organization collects dues, it must report this revenue to the Finance Board when requesting funds.

### ***Revocation of Recognition***

The Student Organizations Committee may recommend the revocation of an organization's recognition. If an organization's recognition is revoked, it loses all of the privileges associated with recognition.

### ***Governing Councils***

Organizations may form associations whose membership is comprised of other recognized organizations. These associations may seek recognition as a Permanent organization, in which case they must have an affiliation policy in their guiding documents.

### ***Registration***

Student organizations must submit registration forms in advance of each fall semester and, if any officers or advisors are replaced during the fall, must submit an updated registration form in advance of each spring semester. The registration forms require student organizations to identify a minimum of five members, including four officers, as well as their faculty/staff advisors. The Student Organizations Committee is responsible for creating and distributing the registration forms.

The deadline for submitting registration forms for fall semesters is August 15<sup>th</sup>, and for spring semesters is January 15<sup>th</sup>.

### ***Amendments to Organizational Constitutions***

Any time an organization amends its constitution or guiding documents, it must submit the amendments to the Student Organizations Committee. The amendments must be clearly marked with an accompanying explanation of changes. All amendments must be approved by the Student Organizations Committee before they take effect.

### ***Reasons for Revocation of Recognition***

Some possible reasons for the Student Organizations Committee to recommend revocation of recognition are found in:

- a) 5-Member Rule- If an organization is unable to maintain a membership of at least 5 members, or fails to submit a completed registration form, over the period outlined in this section, it may be considered for recommendation of revocation of recognition.
- b) Debt Management- An organization that maintains a negative balance in its carryover account over the course of the period outlined in this section may be considered for recommendation of revocation of recognition.
- c) Bad Behavior- Upon reaching the third degree of the multi-tier hierarchy of penalties established in this section, an organization may be considered for recommendation of revocation of recognition.

### ***5-Member Rule Violations***

This section sets out a process and timeline for addressing recognized organizations' violations of the 5-member requirement.

If a student organization fails to submit a complete registration form showing compliance with the 5-member rule by the August 15<sup>th</sup> or January 15<sup>th</sup> registration deadlines, the Student Organizations Committee will issue a warning by September 1<sup>st</sup> for fall semesters, February 1<sup>st</sup> for spring semesters.

The Student Organizations Committee shall recommend revoking recognition of any organization outside of the Greek Life category failing to submit a complete registration form showing compliance with the 5-member rule by September 15<sup>th</sup> in fall semesters, February 15<sup>th</sup> in spring semesters.

The Student Organizations Committee shall recommend suspending all privileges associated with recognition of any Greek Life organization failing to submit a complete registration form showing compliance with the 5-member rule by September 15<sup>th</sup> in fall semesters, February 15<sup>th</sup> in spring semesters. If the Greek Life organization meets the registration deadline for the subsequent semester, the Student Organizations Committee shall recommend lifting the suspension. If the Greek Life organization fails to meet the registration deadline for the subsequent semester, the Student Organizations Committee shall recommend revoking its recognition.

### ***Debt Management***

No student organization may expend funds or incur obligations totaling more than the sum of its SGA and carryover account balances.

### ***Process for Addressing Student Organizations' Debt***

1. Immediately upon the discovery by the SGA Treasurer that an organization has spent funds or incurred obligations totaling more than the sum of its SGA and carryover account balances (and, thus, entered a "negative balance" or fallen "into debt"):
  - The SGA Treasurer will notify the organization, the SGA Finance Board, and the Student Organizations Committee that the organization has violated the rule.

- All organization funds will be frozen and no further expenditures or allocations will be allowed, other than allocations/expenditures totaling no more than \$50 for the purpose of fundraising.
- Any existing and/or pending space reservations will be cancelled, and no new space reservations will be allowed except room reservations for the purpose of regular meetings and table reservations for the purpose of fundraising.

These restrictions will be lifted as soon as the organization resolves its debt.

The SGA Treasurer will notify the Commons Administration, Scheduling Office, the Office of Student Life, and the Student Affairs Business Services Center of the restrictions placed on and lifted from an organization.

2. Within 10 school days (inclusive of the tenth day) of the SGA Treasurer's discovery that the organization has entered a negative balance, the organization must meet with the SGA Finance Board and present a plan for repaying the debt, to be approved by the Committee.
3. Within 20 school days (inclusive) of the SGA Treasurer's discovery that the organization has entered a negative balance, the organization must make financial progress toward repaying its debt.
4. Within 40 school days (inclusive) of the SGA Treasurer's discovery that the organization has entered a negative balance, the organization must repay at least half of its initial debt.
5. By the end of the academic semester (fall or spring) following the semester in which the SGA Treasurer discovers that the organization has entered a negative balance, the organization must eliminate that negative balance.

The 10, 20, and 40 school-day periods may extend between semesters. An organization whose debt is discovered with fewer days remaining in a semester than allows for the debt's resolution according to points 2, 3, and 4 will continue this process during the following semester.

### ***Penalties Relating to Student Organizations' Debt***

#### ***Student Judicial Action***

If, in the judgment of the Finance Board, the organization fails to meet one or more requirements, the Chair of the Finance Board will file a complaint against the President and/or Treasurer of the in-debt organization with the University's Office of Student Judicial Programs.

Article V, Section B, Rule 7 of the Student Code of Conduct states:

*Acts of Dishonesty or Falsifying University Records:*

*This rule prohibits, but is not limited to, the following:*

- (a) *falsifying, forging, altering, causing the alteration of, or furnishing false information (written or oral) on, or relative to, University records, or to University officials; ...*

*(b) furnishing false information to any University official or office,*

By spending in an organization's name, its officers implicitly declare that there is money in the organization's accounts to pay for this expenditure. If these funds do not exist, the organization and those who represent it have misrepresented themselves to the university and "[furnished] false information... to [a] university official or office."

### ***Other Types of Bad Behavior***

The "Bad-Behavior Policy" is to be employed when the Student Organizations Committee determines that a student organization has violated a policy, rule, or standard of the Student Government Association, the Office of Student Life, the Division of Student Affairs, or the University, besides falling into debt.

Notification of an organization's entry into or progression along the hierarchy of penalties that follows will be made to the organization's officers by the Student Organizations Committee.

Should the Student Organizations Committee find that an organization has violated another type of rule or policy, it may place the organization within the hierarchy of penalties according to the severity of the violation.

### ***Hierarchy of Penalties***

#### ***First Tier***

If a student organization

- violates a rule regarding appropriate use of campus space
- fails to submit paperwork required by the SGA or OSL by a given deadline, or
- abuses the event-planning process (including, but not limited to, pre-and post-event paperwork, and misrepresenting an event to OSL), *the Student Organizations Committee will recommend that the Commons Administration Scheduling Office cancel existing and pending space reservations, and revoke of the ability to make any future space reservations (with the exception of rooms for the purpose of regular meetings).*

#### ***Second Tier***

If an organization

- out of carelessness, contributes to a safety violation, or
- fails to promptly fulfill all financial responsibilities relating to and following an event, or
- causes physical damage to a campus space or facility, or
- fails to resolve a first tier violation within a month of the violation's report, *The Finance Board will freeze the organization's funds, and the Student Organizations Committee will implement all First Tier penalties*

#### ***Third Tier***

If an organization

- intentionally violates safety rules, or
- intentionally engages in unnecessary risk-taking, or
- fails to resolve a second tier violation within a month of the violation's report, or if one or more members of an organization are convicted of violating a local, state, or federal law in connection with the organization's business or activities, *the Student Organizations Committee will consider recommending revocation of the organization's recognition.*

***Remedy of Bad Behavior***

The Student Organizations Committee will reduce or terminate the penalties described previously when an organization remedies the violations as follows:

- if possible, outstanding obligations must be fulfilled. For instance, missing paperwork or information must be provided; and
- a written report must be prepared, presented to, and discussed with the SGA Vice President for Student Organizations, then submitted to the Student Organizations Committee's satisfaction. The report will detail the violation, its causes and remedies, and a plan for avoiding future violations.

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