

Protocol Governing UC Clermont College Student Organizations

The Student Life Office, in cooperation with the UC Clermont Student Tribunal, oversees the registration and conduct of all UC Clermont College Student Organizations. The types of organizations on the UC Clermont College campus are diverse and offer opportunities for all kinds of interests and involvement. Organization involvement is an important part of the college experience in providing opportunities for leadership development and personal enhancement.

Registration

All UC Clermont College Student Organizations, Associations, and/or Interest Groups, both institutionally funded and non-funded, must register with the Student Life Office and UC Clermont College Student Tribunal each year (generally in the Fall Semester), which includes providing a current constitution and by-laws, advisor's agreement, current list of officers and members with the most current email addresses, in order to benefit from the privileges granted said groups, as enumerated in the student organizations policies. Registration of Student Organizations/Groups is a privilege, and is not intended to restrict the free association of students in non-registered entities. All registered Student organizations must update the officer information with the Student Life Office whenever new officers are elected or named. Failure to do so may result in the loss of recognition as a UC Clermont College registered student organization. The UC Clermont College or the UC Clermont College Student Tribunal reserve the right to withhold privileges from any Student organization until it demonstrates that it is serving the best of interests of the students in support of the stated missions of the College and University.

Criteria for Registration

1. The organization must fill a need for students not currently being met by an organization on campus.
2. To begin the registration process, the student organization or group must submit a current copy of its constitution and by-laws.
3. The constitution of the organization must be consistent with College and University rules, regulations, or policies.
4. The constitution of the organization must be consistent with the constitutional standards established by the College's governing student tribunal.

5. All members of the organization must be students, either full-time or part-time, and in good academic and disciplinary standing.
6. The organization must have an advisor who is a member of UC Clermont College faculty, staff, or administration.
7. Proposed student organizations, whose mission or purpose appears to duplicate that of an existing registered student organization, may not be approved for registration.
8. Regarding new student organizations or groups, the submitted constitution and by-laws must be approved by UC Clermont College Student Government. A current membership roster, list of officers, and advisor's agreement must be submitted accompanying the two previously named documents.
9. Regarding "inactive" but previously registered student organizations, if an organization or group has not been active for two years, the organization/group must petition to register as a new student organization or group.

Privileges of Registered Student organizations

1. The cooperation and assistance of the Student Life Office.
2. The eligibility to place advertisements and notices in official publications.
3. The use of college facilities and services for meetings and approved activities.
4. The opportunity to sponsor All-College events.
5. The opportunity to participate in and coordinate activities with other registered student organizations/groups.
6. The use of the College and University name.
7. The use of the UC Clermont College mailing address.
8. The opportunity to apply for allocated funding, if eligible.
9. The eligibility to sponsor fund-raisers, on and off campus.
10. The opportunity to sponsor off-campus speakers.
11. The opportunity to serve as ushers for college relations-sponsored events as a means to fund-raise.
12. The opportunity for assistance with transportation for student travel.

Responsibilities of Registered Student Organizations

1. Comply with all laws of the State of Ohio; rules, regulations, by-laws of the University of Cincinnati and UC Clermont College; the Code of Student Rights and Responsibilities; the Student Code of Conduct; the University's statement of non-discrimination (which is *"This organization shall not discriminate on the basis of*

race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status of Vietnam era in any of its policies, procedures, and practices. This policy will include, but is not limited to, recruiting, membership, organization activities, or opportunities to hold office.)

2. Engage in sound financial management, including complying with the fiscal policies and procedures specified in the UC Clermont College Budget Board Guidelines and Being a Student Organization Treasurer.
3. Expend all organization monies to further purpose(s) of the organization and not for the private benefit of the advisor, officers, or members.
4. Maintain records sufficient to demonstrate it is serving the students, including roster of members, minutes of meetings, attendance reports, and budget expenses.
5. Submit a copy of the national constitution, if the student organization is affiliated nationally.
6. Regularly inform the Student Life Office and the UC Clermont College Student Tribunal about program, personnel, and activities of the organization.
7. Comply with the established guidelines, including but not limited to those regarding:
 - a. The request and use of College facilities;
 - b. The conduct of sales, solicitations, or fund-raisers;
 - c. The sponsorship of programs;
 - d. The posting of materials;
 - e. The registration of speakers/artists.
8. Submit a copy of the current constitution and by-laws and an officer roster as stipulated, and maintain financial records as specified in the Being a Student Organization Treasurer document.
9. In the event of any officer or advisor changes or updates, notify the Student life Office in a timely manner.
10. If the student organization amends its constitution and/or by-laws in any way, notify the Student Life Office and provide it with an updated version for its consideration and approval by the UC Clermont College Student Tribunal. Also, keeping Student Life records current with said documents ensures that the most recent constitution and by-laws are available to the organization in the event its copy is misplaced or inadvertently does not get passed down each year.

Maintaining “Registered” Status

Failure to comply as an individual or as an organization with the below-listed requirements, or a violation of law, College, or University policy by the student organization or its members or representatives, may constitute grounds for review or withdrawal of “recognition” by the convening authority:

1. The organization officers/leaders agree to accept full responsibility for the group’s adherence to all local, state, federal laws; rules, regulations, by-laws of the University of Cincinnati and UC Clermont College; the Code of Student Rights and Responsibilities; the Student code of Conduct; directives by authorized University officials; and all protocols governing UC Clermont College Student Organizations contained herein. As such, the officers/leaders must be familiar with such policies, laws, regulations, directives and protocols, and must educate members.
2. Each student organization must file the following information with the Student Life Office each year:
 - a. Copy of constitution and by-laws with any changes which might occur;
 - b. Copy of national constitution, if applicable;
 - c. Copy of Advisor’s Agreement;
 - d. Copy of officers and members with current email addresses;
 - e. Completed annual audit of activities and financial records.
3. All elected or appointed officers must meet the minimum academic eligibility requirement of a 2.0 GPA.
4. Active membership in registered student organizations is limited to students enrolled at UC Clermont College. Other persons may be permitted to associate if membership is recognized in the organization’s constitution and by-laws,
5. All student organizations are expected to comply with established policies and procedures governing the use of funds. All debts must be paid. Debts to the College/University will result in responsible parties being encumbered, among other potential individual or organizational sanctions.
6. Activities or organizations may not interfere with the normal operation of the College.
7. Student organizations, in the conduct of their activity, may not purport to represent the institution without expressing prior written consent from the University’s Legal counsel.
8. All organizations are expected to cooperate with the College and University in building and maintaining positive relationships with neighbors (local, national, and international).

Withdrawal of Registration

1. The privileges conferred through registration may be withdrawn for cause that shall include willful or negligent violation of College or University, state, or federal standards, codes or policies.
2. Registration will also be withdrawn or discontinued:
 - a. At the written request of the organization;
 - b. When constitutional provisions dissolve the group;
 - c. When an organization does not hold meetings, activities or outings for a period of one academic year, Fall to Summer Semester;
 - d. When an organization fails to carry out its programs consistent with the stated missions and goals as stated in the organization's constitution and by-laws.
3. Registration will be withdrawn, a warning issued or an organization can be placed on probation or suspension, when appropriate requests are not filled, or if for any reason an organization becomes delinquent as to its obligations as a registered organization.

Disciplinary Actions

The Student Life Office and/or the UC Clermont College Student Tribunal can initiate any of the below-mentioned actions:

1. A WARNING is a notice that they will be placed on probationary status if specified obligations are not met within a designated time period.
2. PROBATION is the loss of any or all privileges of registered student organizations. Probation must be for a specific duration at which time status can be reviewed.
3. SUSPENSION shall involve the permanent, complete withdrawal off all privileges and rights of the student organization. In addition, no suspended organization may use or rent College facilities as a non-college group. In order to regain "recognition" as a UC Clermont College student organization, the group must register as a newly-forming group, not earlier than the subsequent academic year.

Membership

1. Full membership in registered student organizations is limited to UC Clermont College students who are in good academic and disciplinary standing.
2. Full membership entitles members to full voting privileges.

3. Honorary membership shall be open to faculty, staff, and alumni subject to election by a majority of voting members. (Honorary members cannot outnumber voting members.)
4. When a student organization, whether local or national, has selective membership (i.e. honor and recognition societies, professional, service, and social groups), the selection of members must be made in compliance with the University's statement of non-discrimination: *"This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures, and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunities to hold office."*

Officer Eligibility

1. In order to run for office in a registered student organization, the student must have a minimum cumulative College and University GPA of 2.0 or higher.
2. While in office, the officer must maintain a minimum cumulative College and University GPA of 2.0 or higher and not earn a quarter GPA of less than 2.0 for more than one quarter.
3. Officers must be students enrolled and matriculated at UC Clermont College as well as be in good academic and disciplinary standing with the College.
4. Any student officer not fully meeting the eligibility requirements will have to relinquish his/her office upon notification from the Student Life Office that he/she does not meet the academic and/or disciplinary standards. Replacement of ineligible officers will be conducted in accordance to the organization's constitution and by-laws.

Finances

1. All organizations must anticipate, provide for, and meet their financial obligations promptly as well as comply with the fiscal policies and procedures specified in the UC Clermont College Budget Board Guidelines and Being a Student organization Treasurer document or are subject to sanctions by their governing student tribunal.
2. In order to be eligible to receive institutional funding, student organizations must have a minimum of five members. Membership roster including current email addresses must be on file with the Student Life Office.
3. Non-funded student organizations are subject to financial review or audit when deemed necessary by the Student Life Office. The College's right to audit the

financial records of non-funded groups is based upon the registration granted to them and the privileges that come therewith.

4. Student organizations cannot sponsor outside vendors for UC Clermont College has a no-solicitation policy.

Posting and Distribution of Materials

1. Student organizations are permitted to post or distribute material on campus only if the name of the organization clearly appears on the material and adheres to the College's posting policy.
2. Organizations distributing printed materials are responsible for cleaning up debris in the area where the distribution took place, and may be charged for failing to do so.

Solicitations by Student organizations

1. Student organizations wishing to conduct sales, including bake sales, or any fund-raiser must submit a written request to the Student Life Office. All fund-raisers must be registered with the Director of Student Life a minimum of ten (10) business days prior to the fund-raising event.
2. The sale of printed material using the College or University name is prohibited without proper authorization.

Meetings and Events/Use of Facilities

1. Student organizations must register/schedule all on-campus meetings and events with the Student Life Office not less than 10 business days prior to the event by submitting a "Request for Space" form signed by the advisor and a full description of the event prepared by the Secretary. Contact the Student Life Office, 732-5221, to schedule campus facilities.
2. Student organizations will be held responsible for any loss or damage to College facilities incurred during their use, and assessment could be made accordingly.

Indemnification Clause

"The registered student organization and its individual active, inactive, or associate members shall indemnify, defend or hold harmless the State of Ohio, the University of Cincinnati, UC Clermont College, their officers, employees, and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from

or related to the performance by the University (or College) or the organization or their respective agents of any obligation or responsibility referenced in this student organization document and any other activity undertaken for any purpose by the organization or its individual active, inactive or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to the actions caused by the sole negligence of the University of Cincinnati (or UC Clermont College) or its employees.”

Non-Funded Student Organizations

A registered student organization whose purpose or classification falls within political, religious, honorary, or fraternity/sorority categories is ineligible for institutional funding. Any student organization may choose to be self-supporting.

Organizations may set up a checking account through the Student Life Office. In order to use the College/University name on the student organization checks, and be considered a non-profit entity, the account must be established through the Student Life Office.

Starting a New Student Organization

If interested in forming a new organization, contact the UC Clermont College Student Life Office or Student Tribunal. The criteria for starting a new organization include the following:

1. The organization must fill a need for students not currently being met by an organization on campus. This is determined by the UC Clermont College Student Tribunal based on the written interest petition submitted for their review and approval.
2. A constitution and by-laws of the organization consistent with College and University rules, regulations, or policies must be formally submitted.
3. Registration must be completed with submission of roster of members and officers and their respective, current email addresses.
4. Must have at least five members.
5. All members of the organization must be students, either full- or part-time, and in good academic and disciplinary standing.
6. The organization must have an advisor who is a member of the College faculty, staff, or administration.
7. The application packet, consisting of list of officers, list of members, advisor’s agreement, constitution and by-laws must be submitted to the UC Clermont College Student Government for review and approval.

Criteria for Student Organization Constitutions

A template is available for use in developing the constitution of a new student organization constitution. Student organizations may use the exact wording provided in the template but ensure the wording fits the student organization's needs. Topics to include:

1. A date of adoption
2. A clear statement of purpose and objectives which are consistent with the mission and educational goals of the University and the College.
3. Identification as a campus-based and student-controlled group, with active membership limited to the students of UC Clermont College.
4. Procedures for nominations, elections, and removal of officers.
5. Statement of non-discrimination must appear exactly as it is printed here: *"This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status in any of its policies, procedures, and practices. This policy will include but it is not limited to recruiting, membership, organization activities, or opportunities to hold office."*
6. Statement of not-for-profit status.
7. Statement of non-hazing must appear as it is printed here: *"This organization shall comply with all University and campus policies and regulations, in addition to all local, state and federal laws."*
8. Assurance that the group is willing to work within the framework of University and College policies and procedures. If the petitioning group is a member of a national or regional organization, the University/College reserves the right to examine the record of the parent organization or of the affiliates on other campuses.
9. Clear statement of job descriptions for each executive officer.