

# REGISTRATION GUIDELINES FOR STUDENT ORGANIZATIONS AT OHIO STATE

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## **REASONS FOR REVIEW**

Following the creation of the Student Activity Fee in 2003, the Council on Student Affairs made minor adjustments to how resources were allocated to student organizations. Several observations and events this past year led CSA to undertake a comprehensive review and overhaul of the system for registering student organizations and allocating University resources to their activities. These observations and events include:

- Lack of an overall philosophy on student organizations;
- Running out of student activity fee funds for student organizations mid-year in 2003-04;
- The need to tie the allocation of University resources to educational and developmental outcomes for students involved in student organizations; and
- The perception that some student organizations were tapping student activity fee monies for frivolous purposes.

## **PROCESS**

The chair of the Council on Student Affairs appointed an Ad-hoc Committee on Student Organization Classification and Resource Eligibility to develop a new system for recognizing student groups and registered student organizations at The Ohio State University. After working on this task for more than a quarter, and after soliciting and receiving significant feedback from students, faculty, staff, and members of the community, the Ad-hoc committee sent its recommendation to the Council for its endorsement on 1 June 2004.

With few amendments, the Council on Student Affairs endorsed the Ad-hoc Committee's proposal on June 1<sup>st</sup> and forwarded it to William H. Hall, Vice President for Student Affairs, who has final authority under the faculty rules for promulgating rules and regulations governing student organizations.

The CSA Allocations Committee will review the impact of these new policies in Spring 2006 and recommend any additional changes to the Council on Student Affairs in Spring 2007.

## **PHILOSOPHY ON STUDENT ORGANIZATIONS**

The Ohio State University has traditionally held that one of the most viable ways for our students to engage in university life is to become involved with student organizations. A Student Organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the University set forth in the Academic Plan and the Diversity Action Plan.

Acknowledging our land-grant mission and consistent with the university motto *disciplina in civitatem* (education for citizenship), The Ohio State University recognizes the contributions Student Organizations make to an effective learning environment that prepares our students to live in a multi-cultural society and to work in a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. The Ohio State University strongly supports a diverse student organization community that contributes to the mission of the University.

## SUMMARY OF CHANGES

<b>2003-04 System</b>	<b>2004-2005 System</b>
No philosophy on student organizations at Ohio State	Explicit philosophy statement on student organizations at Ohio State, including guiding principles for the policies
Student organizations divided into 2 categories: selective and non-selective	System of student groups and student organizations based compliance with University rules, membership requirements, size, and longevity of the organization
Students limited to serving as registered organization leader for 5 groups	Students limited to serving as registered organization leader for 3 groups
Only 3 students needed to create a registered student organization with all of the benefits and resources available to them	A minimum of 5 students needed to create a registered student organization with all of the benefits and resources available to them
Faculty/staff limited to serving as advisor to 7 organizations	Faculty/staff limited to serving as advisor to 3 organizations unless advising is explicitly a part of their job description
Student activity fee monies divided into operating, program, and travel funds	Student activity fee monies divided into operating (including travel) and program funds both of which must be applied for
All student activity fee monies for programming monies awarded on a first-come, first-served basis	Student activity fee monies for programming allocated explicitly for the quarter in which they will be expended
Requests for funding made on a rolling basis	Requests for funds due on the 5th Friday of the quarter preceding the quarter they are needed
Sport clubs treated as a separate line item	Sport clubs no longer eligible for student activity fee resources because they are funded and supported by the Department of Recreational Sports
Decisions on funding requests made from a viewpoint neutral point of view based solely on whether the request is open to the entire campus and does not violate any relevant rules, regulations, or laws	Decisions on funding requests made from a viewpoint neutral point of view, taking into account objective, evaluative, and comparative criteria

## GUIDING PRINCIPLES

The monies generated by the student activity fee, recommended by the Council on Student Affairs and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public monies. Accordingly the Council on Student Affairs must act as a good steward of these University resources, ensuring that these resources are used by student groups and organizations in a manner consistent with the mission of the University. In order to do this, CSA has created requirements for registration and resource allocation that seek to manage the limited resources such that they have the greatest impact on the Ohio State student body. These policies are created to promote the philosophy of student organizations at Ohio State and are made with the following guiding principles:

- Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students
- Student organizations should be guided by, and contribute to the development of, the highest ethical, moral, and democratic ideals and standards
- Student organizations should contribute to the development of skills including but not limited to leadership, interpersonal, and life management, in all of its members
- All students at Ohio State should have the opportunity to become involved in a student organization and to participate as an organization leader
- A vibrant and diverse student organization community is one where student organizations grow over time, where they have a lasting impact on the traditions and culture at Ohio State, and where they affect students beyond their own organization
- Student-faculty interaction is an important part of the college experience; relationships between faculty/staff advisors and the students in a student organization should be meaningful
- Student interaction across diverse backgrounds, across colleges and departments, and between student organizations is encouraged
- SOURCE resources are intended to provide the basic operating needs of registered student organizations, creating efficiencies in such areas as publicity and photocopying
- Student organizations should be self-supporting through a variety of creative mechanisms including but not limited to collecting dues from its membership, fundraising events, soliciting contributions, and when applicable student activity fee monies
- With limited resources available to student organizations and with requests for funding that vastly exceed available monies, rational principles of proportionate use and guidelines have to be set by the Council to fairly distribute these monies
- Public monies should not be used for private benefit, but instead for the benefit of the student body and the University as a whole
- Decisions regarding University resources to student organizations should not be made by non-student members of a student organization
- University resources under CSA jurisdiction should be used primarily by students and to lesser extent to other individuals associated with the University (faculty, staff, alumni, and student partners or spouses)
- Monies set aside for student organizations should have an impact on the campus community and should promote the educational, research, and outreach mission of the University
- Monies set aside for student organization programming should prioritize unique programs, over a broad range of categories, rather than duplication
- Debts and other obligations of a student organization are organizational obligations and carry forward from year to year

## RECOGNIZED STUDENT GROUPS AND STUDENT ORGANIZATIONS

- Unregistered Student Groups
- New & Re-established Student Organizations
- Established Student Organizations

### UNREGISTERED STUDENT GROUPS

The Ohio State University respects the right of students to associate in order to express commonly shared viewpoints. Ohio State recognizes but does not support or endorse these unregistered student groups.

Some student groups may desire this level of classification because of the minimal amount of requirements.

Requirements	Benefits (Subject to applicable policies, rules, regulations, and laws)
<ul style="list-style-type: none"> <li>• Organization name</li> <li>• Statement of purpose</li> <li>• Name, local address, phone number, and the OSU internet username (“lastname.nn”) for one student leader who is currently enrolled at Ohio State</li> <li>• 90% of the membership must be currently enrolled Ohio State students</li> </ul>	<ul style="list-style-type: none"> <li>• Inclusion in the University-published online directory of student groups</li> <li>• Use of bulletin boards, outdoor signboards, and kiosks on the University campus</li> <li>• Use of University facilities, as a non-University entity<sup>1</sup> <ul style="list-style-type: none"> <li>○ Host events, including sponsoring guest speakers on campus</li> </ul> </li> </ul>

### NEW & RE-ESTABLISHED STUDENT ORGANIZATIONS

A student organization at Ohio State is a registered student organization created for any educational purpose supporting the vision and goals of the University set forth in the Academic Plan and Diversity Action Plan, and supporting the Philosophy of Student Organizations at The Ohio State University. Registered student organizations are treated differently than unregistered student groups because they contribute directly to the University’s educational, research, and outreach mission.

Requirements limiting the number of leadership positions a student holds are intended to give more students a leadership opportunity and to ensure that involved students are not overextended. This rule in no way limits the number of organizations with which a student may be involved, only the number of organizations s/he may lead. Likewise, the requirement limiting the number of student organizations a faculty/staff advisor may advise is intended to ensure that the advisor’s relationship to the organizations is meaningful.

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<sup>1</sup> Unregistered student groups have access to University facilities that are generally available to the public.

Registration becomes effective after the student organization has completed all online registration and training requirements. Each organization's status will be displayed on the online public directory.

<b>Requirements</b>	<b>Benefits (Subject to applicable policies, rules, regulations, and laws)</b>
<ul style="list-style-type: none"> <li>• Constitution<sup>2</sup> on file with the Office of Student Affairs, must include:               <ul style="list-style-type: none"> <li>○ Organization purpose that is tied to the educational purpose of the University and supports the mission of Ohio State</li> <li>○ Statement of nondiscrimination prohibiting discrimination on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status                   <ul style="list-style-type: none"> <li>▪ A student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those beliefs</li> </ul> </li> </ul> </li> <li>• No student shall be excluded from full membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972</li> <li>• At least 3 student officers, including a Primary Leader, Treasurer, and Secondary Leader.               <ul style="list-style-type: none"> <li>○ Officers must be enrolled for at least 3 quarters or semester equivalent within the current academic year, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension</li> <li>○ GPA requirements will be based on minimum requirements for good standing as set by the Office of Academic Affairs, Graduate School, and individual professional colleges</li> <li>○ Officers must not be registered officers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Inclusion in the University-published online directory of student organizations</li> <li>• Use of bulletin boards, outdoor signboards, and kiosks on the University campus</li> <li>• Use of University facilities               <ul style="list-style-type: none"> <li>○ Host events, including sponsoring guest speakers on campus</li> <li>○ Hold on-campus fundraising events</li> <li>○ Use of amplified sound</li> </ul> </li> <li>• Access to CSA student activity fee monies up to \$200/year for operating expenses</li> <li>• Access to CSA student activity fee monies up to \$2,000/year for programming</li> <li>• Participation in Student Involvement Fair</li> <li>• Participation in Homecoming Parade</li> <li>• Use of the SOURCE and its resources</li> <li>• Mailbox space in the SOURCE</li> <li>• Server space on University computers, including website hosting and organizational email accounts and listservs</li> <li>• Access to office space in the Ohio Union</li> </ul>

<sup>2</sup> See guidelines on writing a student organization constitution and bylaws.

<sup>3</sup> Student organizations may be registered provisionally if the Primary Leader and Treasurer have not participated in the SOURCE organization orientation and treasurer training. No funds will be disbursed to the student organization until after the trainings have occurred.

<sup>4</sup> Registered student organizations whose constitution expressly promotes faculty-student interaction may have a membership that is composed of 60% students providing that the other 40% is composed of faculty or administrative and professional staff at Ohio State.

<p>in more than 3 student organizations</p> <ul style="list-style-type: none"> <li>○ The officers' names, email addresses, phone numbers, and the OSU internet username ("lastname.nn") must be included in the organization's registration application</li> <li>○ Treasurer must have completed SOURCE treasurer training<sup>3</sup></li> <li>○ Primary leader must have completed SOURCE Organization Orientation.</li> </ul> <ul style="list-style-type: none"> <li>● 90% of the membership must be currently enrolled Ohio State students<sup>4</sup> <ul style="list-style-type: none"> <li>○ Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate -in the activities and programs of student organizations as associate members, but may not comprise more than 10% of the total membership</li> </ul> </li> <li>● Student membership of 5 or more</li> <li>● Identify the student organization as primarily graduate, professional, or undergraduate organization based on the composition of the organization leadership</li> <li>● At least 1 faculty/staff advisor who is a member of the faculty or administrative and professional staff selected by the student organization in accordance with its constitution and bylaws <ul style="list-style-type: none"> <li>○ Advisor must be certified by the Office of Student Affairs every 3 years by completing SOURCE Advisor Certification</li> <li>○ Advisor may not serve as primary advisor to more than 3 student organizations at the same time unless his/her job description requires advising more than 3 student organizations. The advisor's job description must be on file with the student organization's file in the SOURCE. This rule does not preclude faculty and staff from serving in an informal co-advisory capacity to additional organizations.</li> <li>○ The name of the advisor(s), his/her email address, phone number, and OSU internet username ("lastname.nn") must be included in the registration</li> </ul> </li> </ul>	
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<ul style="list-style-type: none"> <li>○ Classified civil service employees and graduate administrative associates may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.</li> <li>• Statement from the local, state, national, or international organization certifying affiliation when the student organization is a campus chapter of a local, state, national, or international organization (if applicable) <ul style="list-style-type: none"> <li>○ Constitution of the local, state, national, or international organization on file with the Office of Student Affairs</li> </ul> </li> <li>• Must adhere to the responsibilities of student organizations</li> <li>• Non-university checking account (with local bank or credit union) with president, treasurer, and advisor as signatories OR a University chart field account maintained by an academic department, unless the organization does not have any organizational assets, i.e. dues, CSA funding, other University provided funds. Under no circumstances may organizational money be placed in personal banking accounts.</li> <li>• Tax ID number or an EIN</li> </ul>	
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## ESTABLISHED STUDENT ORGANIZATIONS

This level of classification is intended to promote growth and continuity, recognizing the contributions that established student organizations bring to the University. Healthy student organizations actively recruit new members and strive to ensure that the organization outlasts the original group who founded it. Such growth and expansion not only benefits the student organization but also the individual members within the organization.

<b>Requirements</b>	<b>Benefits (Subject to applicable policies, rules, regulations, and laws)</b>
<ul style="list-style-type: none"> <li>• Meet all the requirements for a New &amp; Re-Established Student Organization</li> <li>• Organization must be in continuous good standing at least two full years</li> <li>• Student membership of 15 or more</li> <li>• Must renew registration annually by the October 15 deadline to maintain Established status</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits available to New &amp; Re-Established Student Organizations</li> <li>• Access to CSA student activity fee monies up to \$3,000/year for programming</li> <li>• Use of the University name to designate the student organization's location "at The Ohio State University" or "Ohio State" on its letterhead and publications, subject to University name, logo, and seal guidelines</li> <li>• Rental of University vehicles through the</li> </ul>

## STATUSES OF STUDENT ORGANIZATIONS

The different statuses an organization can be at in the process of registration are defined here:

- **Pending**: organizations that are in the process of completing registration requirements for a given year. All organizations will be listed as pending from May 1 through October 15, prior to the annual October 15 deadline, as registration requirements are being completed.
- **Active - New/Re-established**: organizations that have been registered for less than two (2) continuous years with the SOURCE; all registration requirements may or may not have been completed by the annual October 15 deadline.
- **Active - Established**: organizations that have been registered for at least two (2) continuous years with the SOURCE; at least 15 members of the organization; all registration requirements completed by the annual October 15 deadline.
- **Inactive**: organizations that have not completed all registration requirements by the annual October 15 deadline. This may include organizations that no longer exist as groups on campus.
- **Unregistered**: organizations that choose to be listed in the Student Organization Directory online, but that do not complete registration requirements and so do not receive any benefits or resources from the SOURCE.

## RESPONSIBILITIES OF STUDENT ORGANIZATIONS

Registered student organizations at The Ohio State University, their officers, members, and guests are responsible for:

- Complying with applicable federal, state, and local laws and with University regulations, including but not limited to the provisions of the Ohio Administrative Code including the Rules, Regulations, and Bylaws of The Ohio State University, The Ohio State University Operating Manual, the Code of Student Conduct and guidelines promulgated by the Vice President for Student Affairs. Copies of pertinent documents are available at the Office of Student Judicial Affairs;
- Planning and implementing their own programs and activities;<sup>5</sup>
- Sponsoring and supervising their programs;
- The safe operation of their programs;
- Assuring that facilities are used for the purpose for which they were scheduled;
- The activities of non-student members and guests while participating in the activities of the student organization;
- Sound fiscal management and prompt payment of debts incurred, including maintaining fiscal records that include:
  - Checkbook;
  - Check stubs or copies of all checks;
  - Consolidated receipt/disbursement book;
  - Paid bills and invoices for all purchases;
  - Copies of receipts issued for all cash payments;
  - Other documents, reports, receipts, photographs, etc. that the organization deems important;
  - Financial statements; and
  - Budgets;
- Expending student organization monies to further the purpose(s) of the student organization and not for the private benefit of its officers or members;
- Keeping the organizations' faculty/staff advisor informed of its activities, programs, and financial standing; and
- Maintaining up-to-date online registration records – including officer contact information, advisor contact information, and constitution – with the Office of Student Affairs.<sup>6</sup>

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<sup>5</sup> This is not intended to preclude bringing to campus contracted programs such as speakers, bands, performers, MTV sponsored events or other national touring programs.

<sup>6</sup> Reclassification may occur at this time based on changes submitted.

## **DENIAL AND/OR TERMINATION OF REGISTRATION**

The Office of Student Affairs reserves the right to deny or terminate registration status. Circumstances that will result in denial or termination of registration include, but are not limited to, the following:

### **DENIAL**

- When the student organization is not formed for an educational purpose consistent with the philosophy statement on student organizations at Ohio State;
- When the student organization has not complied with registration requirements;
- Registering a student organization under termination or sanction from its local, state, national, or international affiliate (if applicable);
- Registering a student organization currently under disciplinary sanction under a new name;
- Registering a subsidiary of a currently registered student organization;
- When the student organization has delinquent debts which the student(s) requesting registration cannot show will be paid within a reasonable time; and
- Submitting false information to The Ohio State University or a university representative.

### **Termination**

- A request from the student organization to dissolve;
- A lapse in communication with the Office of Student Affairs, including failure to maintain on file with the Office of Student Affairs the most current copy of the student organization's constitution, officer contact information, and faculty/staff advisor contact information;<sup>7</sup>
- When the student organization, its programs, and its activities are not planned and implemented by its student membership;<sup>8</sup>
- Failure to live up to the student organization responsibilities previously enumerated;
- Failure to meet financial obligations;
- Failure to comply with the student organization's constitution;
- Failure to comply with the rules, regulations, policies, and procedures of The Ohio State University as determined by appropriate University representatives;
- Submitting false information to The Ohio State University or a university representative; and
- Action taken by the Office of Student Judicial Affairs.

### **APPEAL PROCESS**

A student organization may appeal to the Council on Student Affairs any denial or termination of registration by the Office of Student Affairs. An appeal must be initiated within 30 days of a student organization's receipt of the notice of registration denial or termination. All such appeals should be directed in writing to the SOURCE, which will forward them to the chair of CSA.

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<sup>7</sup> Updating the student organization file must occur within 30 days of any change to this information.

<sup>8</sup> This is not intended to preclude bringing to campus contracted, outsourced programs.

## ORGANIZATIONS WITH ADDITIONAL REGISTRATION REQUIREMENTS AND/OR CERTAIN EXEMPTIONS

In addition to meeting the registration requirements for student organizations, some student organizations have other requirements for registration imposed by the Council on Student Affairs and/or by other offices at the University. Some have exemption from certain requirements. The following four types of student organizations are the only ones that have additional requirements and/or exemptions.

1. **Media organizations:** Media organizations are registered student organizations whose purpose is to create media, such as student publications and electronic media, including but not limited to any brochure, newspaper, newsletter, yearbook, radio, television, or other telecommunication devices edited, published, and/or managed by students for distribution to members of the University community.

Additional requirements for media organizations are as follows:

- Media organizations must have an affiliation with an academic or administrative department at Ohio State. This affiliation includes but is not limited to:
  - A faculty/staff advisor from this University academic or administrative department, and
  - A University fund through this University academic or administrative department;
- Media organizations must have an official liaison between the student organization and the Office of Student Affairs;
- In addition to the requirements for officers and advisors, a registered student media organization must have an advisory board. The composition and duties of the advisory board shall be established in the student organization's constitution and should provide that:
  - The advisory board shall be composed of at least 2 faculty or administrative and professional staff members, one of whom must be the advisor, and 3 students, none of whom may be an officer, editor, or general manager of the student media organization;
  - The duties of the advisory board shall include, but not be limited to, approval of the student organization's annual budget and expenditures, advising on matters of ethical accountability, and advising on the selection of the editor or general manager;
  - Unless specifically provided in the constitution, the advisory board shall not have control over the editorial policy or the student organization; and
  - The advisory board may not engage in prior censorship of student publications or student media broadcasts;
- Registered student media groups possessing equipment must submit a written inventory of all equipment to the Office of Student Affairs each time there is a change in officers and at least once per year. The inventory shall include the OSU tag # or a completed description of the equipment including purchase or trade date and price, current condition, and exact location. The Vice President of Student Affairs may request an on-site inspection to verify the inventory; and
- The signature of the advisory board chairperson is needed on the student organization registration form.

Currently there are two media organizations: *Makio* and Student Radio.

Because media organizations provide a service to the entire campus community, they receive a special allocation from the monies set aside for undergraduate student organizations. Until 2005-06 when these policies are reviewed, Buck-iTV shall receive an annual allocation of \$35,000 and Student Radio shall receive an annual allocation of \$10,000. During 2004-2005, CSA supported an agreement that will convert Buck-iTV to a student laboratory managed by Academic Affairs. The FY06 allocation is being transferred to Academic Affairs for the benefit of the student laboratory. Also during 2004-2005, the Undergraduate Student Government [USG] agreed to underwrite Student Radio with CSA disbursing those funds and providing the necessary oversight regarding the operations and expenditures of Student Radio. This agreement will be solidified in an MOU between Student Affairs, CSA, USG, and Student Radio. The expectation is that this agreement will be reviewed within three to five years. Media organizations are ineligible to apply for any additional funding from CSA; this includes both operating and programming fund monies. This does not preclude them from the other benefits associated with being a registered student organization.

2. **Social fraternities and sororities:** Social fraternities and sororities are registered student organizations that may be either single-sex or co-ed Greek-letter organizations whose mission and purpose is recognized as primarily promoting the intellectual, social, spiritual, moral, civic, and career development, and the wellness, of student members.

Additional requirements:

- All social fraternities and sororities must be officially recognized by one of the four Greek Councils: Interfraternity Council (IFC), the Multicultural Greek Council (MCGC), the Panhellenic Association (PHA), or the Pan-Hellenic Council (PHC).
- All social fraternities and sororities must be endorsed by the Coordinator of Greek Affairs, Office of Student Activities. The signature of the Coordinator of Greek Affairs will be accepted as sufficient documentation of such endorsement.
- The Office of Student Affairs may establish criteria for accepting new chapters and specific requirements for existing organizations. The Coordinator of Greek Affairs will make such criteria available to students upon request.
- Social fraternities and sororities may have their registration terminated at the request of their local, state, national, or international chartering organization.

Exemptions:

- Social fraternities and sororities may limit membership based on sex and still be eligible for recognition as a registered student organization.
- With permission from the Director of Student Activities, social fraternities and sororities may have fewer than 10 members and be eligible for recognition as an Established Student Organization if the Director finds a compelling reason that supports the ideals and mission of the University.
- If the OSU advisor of record is not the advisor directly responsible for the organization's finances, exemptions may be made pertaining to the requirement that the OSU advisor must be a signatory on the organization checking account. The petition for exemption should be directed to the Greek Life staff at The Ohio State University. The organization may appeal the Greek Life decision to the CSA Allocations Committee. The decision of CSA Allocations shall be final.

3. **Honor societies:** Honor societies are registered student organizations whose purpose is to recognize achievement in academics and/or co-curricular involvement.

Additional requirements:

- New academic honor societies must also submit with their registration application a letter of acceptance from the dean of the college with which the honor society is most closely associated. Each college may establish criteria for accepting new academic honor societies.
- New class honoraries must make application to the Association of Ohio State Class Honoraries. The Association will make a recommendation to the Vice President for Student Affairs based upon student interest, the need for additional opportunities for student recognition, the future viability of the proposed society, and the contribution the proposed honor society can make to the quality of campus life.
- Other new honoraries must obtain the permission of the Vice President of Student Affairs, who may establish criteria for accepting new honoraries and specific requirements for existing organizations. Such criteria will be made available upon request.
- Honoraries that are affiliated with national organizations must be in compliance with their national organizations guidelines for chapter affiliation in order to be recognized at Ohio State.

Exemptions:

- Honoraries and honor societies may limit membership based on selection criteria, which may include, but are not limited to, grade point average, merit of a membership application, or performance in a selection interview, and still be eligible for recognition as student organizations. Compliance with the nondiscrimination policy is required in order to be a registered student organization.

4. **Sport Clubs:** A sport club is a registered student organization that is recognized by and registered with the Department of Recreational Sports.<sup>9</sup> Sport clubs receive funding, staff support, and special access to recreational facilities from the Department of Recreational Sports and are ineligible for resources available to other registered student organizations through the SOURCE and the Office of Student Activities.

Additional requirements for sport clubs are as follows:

- The Department of Recreational Sports may establish criteria for new sport clubs and specific requirements for existing organizations. The Sport Club Director will make such criteria available to students upon request.

Exemptions:

- Sport clubs may limit membership based on sex if the primary purpose of the student organization is to engage in sports in which the major purpose or activity involves bodily contact.
- Students may comprise only a majority of the membership. Only students may hold officer/leadership positions.
- Sport clubs are ineligible for the following benefits available to other registered student organizations:
  - Access to CSA monies for operating expenses

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<sup>9</sup> Sport Clubs must register annually with the Department of Recreational Sports. By the third Friday of each quarter, the Department of Recreational Sports will provide the Office of Student Activities with an updated list of registered Sport Clubs and the names, phone numbers, and e-mail addresses for each Sport Club's primary leader and University staff/faculty advisor.

- Access to CSA monies for programming
- Use of the SOURCE and its resources
- Mailbox space in the SOURCE
- Access to office space in the Ohio Union

## STUDENT ORGANIZATIONS OUTSIDE THE NORMAL REGISTRATION SYSTEM

These organizations by their campus-wide nature exist outside of the normal registration system. Nevertheless they must comply with the requirements for Established Student Organizations and the guidelines on fundable/non-fundable expenses.

1. **Governance organizations:** All student organizations recognized by the University Senate as representative bodies and holding seats on the University Senate are considered governance organizations for the purposes of student organization registration and its related services.

Additional registration requirements:

- An on-campus general ledger chart field
- Submit quarterly budget reports to the CSA Allocations Committee
- Approval from the Council on Student Affairs to carry forward more than 25% of their annual budget above their reserves (not to exceed 10% of their annual budget)
- Submit a written inventory of all equipment to the Office of Student Affairs each time there is a change in officers and at least once per year
  - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current condition, and exact location
  - Vice President of Student Affairs may request an on-site inspection to verify the inventory

Exemptions:

- May limit membership based on student classification—graduate, professional, and undergraduate student
- Are not required to have an off-campus checking account
- May use student activity fee monies for general operating expenses, including travel, provided they comply with relevant University guidelines on spending. These expenses include the following:
  - Travel may include participation at conferences, registration fees associated with conferences, and food costs limited to the federal guidelines on per diem
  - Equipment
  - Other general office supplies that may be provided by the SOURCE<sup>10</sup>
- May purchase the equipment and other capital expenses necessary to operate their offices
- May pay for staffing, with the prior approval of the Vice President for Student Affairs

Currently there are three governance organizations: Council of Graduate Students, Inter-Professional Council, and Undergraduate Student Government. In order to facilitate their representative functions, the Council on Student Affairs allocates 10% (currently approximately \$224k) of the student activity fee monies to the student governance

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<sup>10</sup> Student governance organizations are prohibited from availing themselves of supplies and materials at the SOURCE.

organizations based on the number of students in each population. This amount is fixed until the student activity fee is reviewed comprehensively for continuation/adjustment in 2006-07. Because they receive a separate allocation, governance organizations are not eligible to apply for student activity fee programming funds.

The Council on Student Affairs may establish criteria for accepting new governance organizations and specific requirements for existing governance organizations. The chair of the Council on Student Affairs will make such criteria available to students upon request.

2. **Campus-wide programming organizations:** A student organization whose sole purpose is to plan campus-wide programming.

Additional registration requirements:

- An Executive Board, chosen through an application and interview process conducted by the Director of the Ohio Union or designee, the organization advisor, and the out-going organization president or other out-going senior member of the Executive Board, composed of the following:
  - Organization president
  - Organization vice president
  - Chairs of standing committees
  - Organization advisor, *ex officio*, non-voting
- Staff support provided by the Office of Student Affairs
- An on-campus general ledger chart field
- At least one graduate and one professional student active within the organization
- A process approved by the Ohio Unions Council for receiving input from each student population—graduate, professional, undergraduate
- A membership that is broadly inclusive of the diversity at Ohio State
- Report monthly to the Ohio Unions Council
- Report quarterly plans to the CSA Allocations committee no later than the 3<sup>rd</sup> week of the quarter
- Submit an end-the-year report to the Ohio Unions Council and then to the Council on Student Affairs
- Allocate a minimum of \$50,000 to graduate/professional programming
- Allocate a minimum of \$100,000 to late-night programming
- Follow CSA-approved procedures for booking major events that deviate from the standard booking procedures
- Submit a written inventory of all equipment to the Office of Student Affairs each time there is a change in officers and at least once per year
  - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current value, and exact location
  - Vice President for Student Affairs may request an on-site inspection to verify the inventory

Exemptions:

- May include general operating expenses, including travel in their annual budget, provided they comply with relevant University guidelines on spending. These expenses may include the following:
  - Travel may include participation at conferences, registration associated with conferences, and food costs limited to the federal guidelines on per diem.

- Equipment
- Other general office supplies that may be provided by the SOURCE<sup>11</sup>

The Ohio Union Activities Board is currently the only recognized campus-wide programming organization. In order to facilitate OUAB's campus-wide mission, the Council on Student Affairs allocates 55% of the student activity fee monies (currently approximately \$1.2M) to OUAB for campus programming. This amount is fixed until the student activity fee is reviewed comprehensively for continuation/adjustment in 2006-07. Because they receive a separate allocation, campus-wide programming organizations are not eligible to apply for student activity fee programming funds.

The Council on Student Affairs may establish criteria for accepting new campus-wide programming organizations and specific requirements for The Ohio Union Activities Board. The chair of the Council on Student Affairs will make such criteria available to students upon request.

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<sup>11</sup> Campus-wide programming organizations are prohibited from availing themselves of supplies and materials at the SOURCE.

## ALLOCATION GUIDELINES

The Council on Student Affairs must act as a good steward of student activity fees and the other University resources over which it has jurisdiction. With a limited amount of student activity fee monies, CSA has implemented policies that seek to maximize the impact these funds have on the campus community.

To this end, student activity fee monies were divided into several funding lines when the three student governments agreed on the fee.<sup>12</sup> These funding lines are as follows:

- 55% Ohio Union Activities Board (campus-wide programming)
- 24% Student Organizations Funding
- 10% Student Government Funding
- 9% Explore Columbus
- 2% Project Community (alternative spring break program)

Monies set aside for registered and active student organizations must also provide a significant impact on the campus community and should promote the educational, research, and service mission of the University. Student organizations seeking funding from the CSA Allocations Committee must demonstrate how their programs enhance the student experience and have an impact on students at Ohio State beyond their own membership.

From the monies set aside for student organizations, \$50,000 is used to fund the SOURCE, a resource room for all registered student organizations.<sup>13</sup> The SOURCE provides access to photocopying, a graphic designer, mailboxes, a button maker, poster materials and printing, and fax machines. An additional \$6,000 from these monies is allocated to the Inter-Professional Council to augment its budget.<sup>14</sup> The remaining monies are divided between undergraduate student organizations and graduate professional student organizations.

- 74.4% undergraduate student organizations
- 25.6% graduate/professional student organizations

In each of these funding lines, the monies are divided between operating funds (25%) and programming funds (75%). Both operating funds and programming funds are available by application only and are not automatically granted to student organizations. While programming funds are disbursed after submission of receipts for fundable expenses, operating funds checks are advanced to student organizations upon approval of a submitted application and budget.

## OPERATING FUNDS

CSA makes available a limited amount of funds to each registered and active organization for its operating expenses in order to encourage student organizations to cover some of their own operating expenses. Student organizations may apply for up to \$200/year for their annual operating expenses.

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<sup>12</sup> This division of the funds is permanent until the student activity fee undergoes a comprehensive review in 2006-07 to determine whether to continue the fee at the current rate, increase or decrease the fee, or eliminate the fee.

<sup>13</sup> The student governments and OUAB are prohibited from using SOURCE resources except for the services of the graphic design staff.

<sup>14</sup> Because the professional student population is so small (6.1% of the total student population), this additional allocation is made above the 10% in order to fund their operating expenses.

Applications for operating funds will be processed starting on July 1<sup>st</sup> of each year. These applications must include their annual operating budget including all sources of income. Operating funds will be awarded on a first-come basis until funding runs out.

### **FUNDABLE OPERATING EXPENSES**

- Telephone and Internet: e.g. UNITS internet service and/or UNITS telephone service including monthly charges, local calls, and business long distance calls; UNITS services must be used on university property.
- Office supplies: e.g. stationery, pens/pencils, paperclips, computer disks, stamps for general organizational use, and other consumable items needed to conduct business
- Newsletters: e.g. regular, periodic publications to the organization's membership containing information about the organization and its activities
- Advertising and promotion: e.g. materials used to recruit members, announce meetings and organizational activities
- Books and subscriptions: e.g. literature central to the organization's purpose and readily available to the entire membership
- Dues to local, state, national, and international organizations: membership dues for the organization in its local, state, national, or international organization
- Bank charges: e.g. charges associated with maintaining checking and savings accounts
- Awards: e.g. plaques, certificates, prizes, scholarships, recognitions
- Travel: transportation and lodging costs associated with traveling to a planning or leadership retreat or to a regional or national conference and/or competition where the purpose of the event aligns with the purpose of the organization
- Food: food for recruitment or marketing events
  - Expenses for food are limited to 50% of the allocated operating funds
- Other: organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required

### **NON-FUNDABLE OPERATING EXPENSES**

- Activities or expenditures to benefit individuals: expenditures designed for the personal gain of individuals and not the organization as a whole; these include but are not limited to the following:
  - Books and subscriptions
  - Local, state, national, or international organization dues
  - PDAs and cellular telephones
  - Personal long distance charges
  - Printing of resumes and duplication of course materials
- Bank Charges: Insufficient funds penalties and interest on loans
- Salaries or other remunerations: fees paid to any individual, including students, for his/her services
- Donations: direct monetary donations to charitable organizations or individuals
- Food: meetings for members only, special or recognition dinners for members of the organization, meals when traveling
- Equipment and software: costs associated with purchasing equipment and software for the organization

- Programs: programs and activities sponsored by the organization
- Religious or worship services: e.g. masses, prayer circles and meetings, sabbats, Seders, Shabbat services
- Political and lobbying activities: e.g. partisan political activities, political campaigns, or political lobbying

## OPERATING AUDITING PROCESS

Audits are due to the CSA fiscal coordinator by June 1 in order to receive funding reimbursement.

## PROGRAMMING FUNDS

CSA makes available limited funds to registered and active student organizations for their programs. New & Re-Established Student Organizations may apply for up to \$2,000/year for their programs. Established Student Organizations may apply for up to \$3,000/year. Student organizations may apply for funding for multiple events throughout the year, but are only eligible for funding up to their per-year-limit. Programming funds will only be disbursed after submitting receipts for fundable programming expenses and an assessment of the program.

### *Definitions:*

**Program:** A program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus, that is open to the campus community, contributes to the purpose and mission of the student organization, and provides developmental and educational outcomes for and other benefits to its student membership and its other participants.

**Open Program:** A program that is open to all students beyond the membership of the sponsoring student organization. A program that meets the marketing requirements by advertising to a wide range of students through various mediums; organizations must advertise through at least one university sponsored advertising source (i.e. Honors and Scholars Net, Buckeye Net News, fliers in campus buildings, Lantern ads, etc.). An open program is not one that is advertised to a limited constituency through organizational listservs, online websites, etc.

**On-Campus:** On-campus is defined as the property of The Ohio State University and the University District defined by four borders: north to Patterson Avenue; east to Summit Avenue; South to King Avenue; and West spanning on properties owned and managed by The Ohio State University. To receive funding, programs must take place on-campus unless a recommendation for exemption is made by the Ohio Union event planner in coordination with the allocations committee.

**Recruiting:** Events in which the primary purpose is recruiting do not constitute programs.

**Service:** Hands-on, volunteer activities requiring physical labor or skills. Service may be performed off campus. Service at professional meetings, conferences and competitions does not constitute fundable service. Service must be an open event not limited to one group or constituency requiring unique training and/or skills. If the event does require such skills or training, event must include other opportunities to allow all interested students a chance to participate.

**Receptions:** Receptions that are part of a larger event such as a guest speaker or performance are fundable.

**Fundraiser:** A fundable program if the fundraiser benefits a 501(c)(3) charitable, nonprofit with the CSA funding strictly limited to the costs of the event.

Large-scale student organization programs that fall within the purview of OUAB will not be awarded funding. Instead, individual students and student organizations are strongly encouraged to bring such ideas to the appropriate OUAB committee or the appropriate student government organization, each of which has the funds and the organizational structure to accomplish such large-scale, campus-wide activities.

Monies set aside for student organization programming will be divided up so that there are funds available for programming in each quarter of the academic year. Quarterly funds not awarded will be rolled forward into the next quarter's allocation. The monies are distributed so that more funds are available in the quarters where traditionally more programs are held.

- Summer: 1/8
- Autumn: 1/4
- Winter: 1/4
- Spring: 3/8

Registered student organizations seeking student activity fee funding for their programs must apply for program funding by the 5<sup>th</sup> Friday of the quarter preceding the event's occurrence for programs occurring during Winter, Spring, and Summer quarters. For programs occurring prior to the end of October in Autumn quarter, the deadline is the 5<sup>th</sup> Friday of the full summer term. For programs occurring after October until the start of Winter quarter, the deadline to apply for funding is the 2<sup>nd</sup> Friday of Autumn quarter. The CSA Allocations Committee will evaluate all requests and notify student organizations of its decision within three weeks. Each program must be classified by the student organization as one of the following depending on the program's emphasis:

- Academic
- Arts
- Diversity
- Outreach/service
- Social
- Sports/recreational
- Wellness
- Miscellaneous

Funding for programming will be allocated across these categories after reviewing all requests and the nature of other events available on campus in a given quarter.

All allocations are subject to the availability of funds. Requests for funding will be evaluated based on the following additional criteria:

- Program contributes to the broad educational or service mission of the University as expressed in the philosophy statement on student organizations
- Program fits within the purpose of the student organization as written in its constitution
- Indication of the program's ability to attract broad student interest
- Anticipated # of student participants and the anticipated total # of participants

- Cost/student participant and cost/total number of participants
- Indication of the student organization's ability to implement the program within its stated timeline and available resources
- Student organization's history of successfully sponsoring programs on campus
- Availability of alternative funding sources

### **FUNDABLE PROGRAMMING EXPENSES**

- Entertainment: e.g. speaker fees, honoraria, or other fees for speakers, presenters, DJs, artists, or rental for film or other entertainment media, including travel expenses for out of town speakers or presenters
- OSU Physical Facilities: charges for setup and cleanup, including but not limited to electricity, water hook-up, tables and chairs
- Tickets: costs associated with printing tickets for a program
- Publicity: e.g. costs for publicizing a program with flyers, posters, advertising in local media; publicity may not exceed 20% of the total cost of the program/activity.
- Security and safety: e.g. costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers as programming/activity demand
- T-shirts: costs associated with making t-shirts for a program
  - Expenses for t-shirts are limited to 15% of the cost of the entire program
- Food and beverages: costs associated with providing food at a program, provided that the primary purpose of the event is NOT a meal, an organization celebration including an end-of-the-year or award banquet, a reception that is not part of a larger program, an organization meeting, or a recruitment event.
  - Expenses for food are limited to 25% of the cost of the entire program and may not exceed \$5/student participant
- Awards: e.g. plaques, certificates, prizes, scholarships, recognitions. Expenses for awards may not exceed 10% of the program/activity budget
- Travel: up to 50% of the transportation and lodging expenses associated with a program that is a service project not on campus
- Equipment: rental costs associated with equipment not available for free at the university
- Consumable supplies: costs associated with consumable supplies not available for free at the university including but not limited to decorations and flowers. Costs associated with the consumable building materials needed for temporary set construction, not to include costumes, props, etc., are considered consumable supplies.

### **NON-FUNDABLE PROGRAMMING EXPENSES**

- Non-OSU Facilities: charges associated with renting a space not owned by OSU
- Items prohibited by state law and university policy: e.g. alcohol, firearms, tobacco, and illegal substances, lottery tickets, and promotions offered through Explore Columbus.
- Activities or expenditures to benefit individuals: expenditures designed for the personal gain of individuals and not the organization as a whole, these include but are not limited to the following: Books and subscriptions; Local, state, national, or international organization dues; PDAs and cellular telephones; Personal long distance charges; Printing of resumes and duplication of course materials.
- Fundraising: costs associated with a fundraiser whose purpose is to generate revenue for the student organization, its programs and activities, or individual members

- Donations: direct monetary donations to charitable organizations or individuals not associated with the costs of a service project
- Salaries or other remunerations: fees paid to any individual, including students, for his/her services except for any purposes specified in fundable programming expenses.
- Equipment and software: costs associated with purchasing equipment and software for the organization
- Religious or worship services: e.g. masses, prayer circles and meetings, sabbats, Seders, Shabbat services
- Political and lobbying activities: e.g. partisan political activities, political campaigns, or political lobbying
- Banquets: Events in which the primary purpose is food and/or there is not a program aspect to the banquet.
- Food and beverages: For programs in which the primary purpose of the event is a meal, an organization celebration including an end-of-the-year or award banquet, a reception that is not part of a larger program, an organization meeting, or a recruitment event.
- Off-Campus Events: Any events that are held outside of the University District or not on University property, unless the primary purpose is for service
- Recruitment: Events in which the primary purpose is recruitment and/or there is no program aspect to the event
- OSU Faculty/Personnel: Persons who are employed by the University may not be paid for services rendered if they are included within the services for which they are employed by the University.

### **Off-Campus Exemption for Student Organizations during the Construction of the Ohio Union**

Student organization programs typically held on-campus and that receive funding may no longer be able to be held on campus due to the closing of the Ohio Union. If a student organization wishes to hold an event off-campus and receive funding, the organization must meet with an event planner at the Ohio Union, in coordination with the allocations committee to talk about on-campus and off-campus options. Please note that funding request must be submitted by the deadline. If a program cannot be held on-campus, a recommendation must be made to the allocations committee by the event planner. In the event a program will be funded at an off-campus location, money can go toward all fundable expenses, but cannot go toward facility costs.

### **PROGRAMMING AUDITING PROCESS**

Audits are due to the CSA fiscal coordinator 30 days after the program takes place in order to receive funding reimbursement.

### **APPEAL PROCESS**

A student organization may request that the CSA Allocations Committee reconsider its request. A request for reconsideration must be initiated within 15 days of a student organization's receipt of notification that their request for funding was denied. The treasurer and Primary Leader of the student organization have the right to present the organization's case for reconsideration in person before the CSA Allocations Committee. Should they choose to exercise this right, they will be given 15 minutes for their presentation and questions from the committee on the next available CSA Allocations Committee meeting agenda.

Should the CSA Allocations Committee not reverse its decision, the student organization may appeal this decision to the Council on Student Affairs. An appeal must be initiated within 15 days of a student organization's receipt of the notice of the CSA Allocations Committee's decision. Appeals to the Council on Student Affairs will be made in writing only. All such appeals should be sent to the SOURCE, after which they will be forwarded to the appropriate committee chair.