

3.10 Registration of Student Organizations

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Purpose

To specify criteria for the registration of student organizations and to delegate responsibility for the student organization registration process.

Policy Statement

1. The University or Northern Iowa recognizes and supports the right of students to form voluntary organizations and associations dedicated to pursuing mutual interests, developing leadership and organizational skills, providing pre-professional experiences, and fostering educational, social and recreational opportunities.
2. The University of Northern Iowa shall not deny benefits or privileges available to student organizations based on the viewpoint of a student organization or the expression of the viewpoint by the student organization or its members, as protected by the First Amendment to the Constitution of the United States.
3. Responsibility for developing and administering procedures for the registration of student organizations is delegated to the Office of Student Involvement. The registration process is the mechanism through which student organizations are able to access University facilities and University and Northern Iowa Student Government (NISG) services.
4. Registration of a student organization does not constitute University or NISG endorsement or approval of the viewpoints or activities of the organization. It is the policy of the University to register any student organization formed in good faith for a lawful purpose.
5. The University of Northern Iowa shall not deny any benefit or privilege to a student organization based on the student organization's requirement that the leaders of the student organization agree to and support its beliefs, as those beliefs are interpreted and applied by the student organization, and to further its mission.
6. Student organizations may, but are not required to, limit leadership positions to students who, upon individual inquiry, affirm that they support the student organization's beliefs and agree to further the student organization's mission.
7. Registration criteria and procedures must be consistent with applicable University, Board of Regents, state, and federal policies and laws.
8. The Office of Student Involvement is charged with the deactivating of student organizations. Appeals of registration decisions will be reviewed by the Director of Student Involvement & Event Services. The President of the University or designee shall have appellate jurisdiction

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Procedures

1. Individuals planning to establish a registered student organization must submit an application online and include any information necessary for the Office of Student Involvement to make a registration decision. The Office of Student Involvement retains

the right to request a student representative from the student organization appear if the materials provided in the application are not sufficient.

2. The following criteria will be used by the Office of Student Involvement in registering student organizations:

1. Registered student organizations must be non-profit in nature.
 1. Non-profit shall be defined as not being explicitly designed to make a profit for an individual or organization.
 1. Organizations may raise their own funds in order to more adequately fund their programs
 2. Funds raised must not be in the personal possession of any one member except as necessary for the transition to the organization.
 3. Funds must be transferred year to year to appropriate executive, officer or other leadership positions
 2. Organizations may not be created in order to exclusively raise funds for the organizations' members or any persons' own personal gain or into the organizations' members or any persons' own personal account(s).
2. Registered student organizations must demonstrate a viable program and/or purpose as determined by the Office of Student Involvement's review of the organization's constitution and proposed activities.
3. Registered student organizations must maintain a current constitution on file with the Office of Student Involvement.
 1. The constitution should include the following:
 1. Name of organization
 2. The purpose of the organization
 3. Membership requirements
 4. Officer positions, qualifications and functions
 5. Provision for amendments
 6. Provision for financing the organization
4. Registered student organizations must update all organizational information with the Office of Student Involvement annually.
5. Newly formed student organizations must have a minimum of 2 (two) currently enrolled student members before initiating the registration process.
6. Registered student organizations must have an advisor who is a member of the UNI faculty or staff. Graduate Assistants may serve as additional advisors in conjunction with UNI faculty or staff advisor, but they will not have signing authority for the organization. Advisors are required to complete Clery Act training on an annual basis as provided by the university.
 1. The role of an advisor shall be to assist students in their direction of the group.
 2. Advisors shall not have the ability to make final decisions about the registration status or general direction of the student organization.

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3. Advisors must not make final decisions on behalf of the student organization, unless requested by the officers of the organization.
4. Any requests for funding must be made independently of the advisor, to ensure the limited funds of Northern Iowa Student Government go to activities entirely conceived of, planned by, and implemented by students.
7. Registered student organizations must consist of at least 90 percent UNI students who are currently enrolled or who have been enrolled within the last year.
 1. However, if the organization shows that its purpose and function may be enhanced by including more non-student members, it may be recognized with a membership including up to a maximum of 25 percent non-students.
8. Registration of social fraternities and sororities which purport to affiliate with a national fraternity or sorority must first apply to the Interfraternity Council or Panhellenic Council and the Office of Student Involvement .
 1. With the approval of the application by the Interfraternity Council or Panhellenic Council and the Office of Student Involvement, according to the established guidelines in this document, the social fraternity or sorority can then continue the registration process in the same manner as other organizations.
 2. Academic and service fraternities and sororities shall follow the regular registration guidelines.

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Membership Criteria

1. Registered student organizations must abide by the following membership criteria:
 1. Membership and participation in registered student organizations must be open to all students without regard to age, color, creed, disability, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status or military status, or on any other basis protected by federal and/or state law.
 2. Membership and participation in registered student organizations must also be open without regard to gender, unless exempt by law.
 3. Registered student organizations that select their members and/or leaders on the basis of a commitment to a set of beliefs may limit membership and participation in the organization to students who, upon individual inquiry by the organization, affirm that they support the organization's goals and agree with its beliefs, as protected by the First Amendment of the United States Constitution.
 1. This remains true so long as no student who meets the other criteria for membership or participation is excluded based on his or her status regarding age, color, creed, disability, gender identity, genetic information, marital status, national origin,

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political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran, or military status, or on any other basis protected by federal and/or state law.

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2. Registered student organizations intending to limit their membership and participation according to this policy must outline their restrictions in their constitution or by-laws.

Deactivation

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1. All student organizations will be required to attend an annual Student Organization Re-Registration meeting in September in order to re-register the organization, make new officers aware of the services available to student organizations, and to keep an up-to-date record of student organizations in the online database.
2. Following failure to complete the re-registration process, a list of student organizations that have not re-registered will be communicated with the Northern Iowa Student Government.
3. Additionally, deactivation of a student organization can occur with failure to follow university policies and procedures, national, regional or other parent entity with which it is affiliated, and/or State of Iowa and federal law.

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Vice President for Student Affairs, approved November 14, 2013
President's Cabinet, approved May 12, 2014
President and Executive Management Team, approved May 27, 2014

Deleted: The NISG Senate is charged with approving, denying, and/or revoking registration of student organizations. Appeals of registration decisions will be heard by the NISG Supreme Court. The President of the University or designee shall have appellate jurisdiction over rulings of the Supreme Court.¶