

Procedures for Registering Student Organization and Maintaining University Recognition

1. University Recognition entitles a student interest group to:

- A. The use of some institution-owned or controlled facilities for meeting without charge;
- B. Request the use of university funds from schools or the Vice President for Student Affairs or his/her designee;
- C. Request approval under OHSU Policy 07-90-025, where applicable, from the Vice President for Student Affairs or designee to host functions;
- D. Request a web page on the Student Interest Group web page hosted by the Office of Student Affairs;
- E. Post activity/event notices to the Student Portal.

2. Procedures for Obtaining and Maintaining University Recognition:

- A. Submit annually an electronic registration form provided by the Office of Student Affairs by October 1 of each academic year;
- B. Secure a faculty advisor for the academic year:
 - As a general rule, the advisor to a recognized student organization shall be a member of the University faculty. A student organization may request in writing that a University-employed staff member serve as their advisor. Request for exceptions for non-faculty to serve as an advisor must be approved by the Office of Student Affairs;
- C. Maintain a current and relevant mission statement;
- D. Additional registration requirements may include, but are not limited to:
 - Showing evidence of financial stability;
 - Showing evidence that it does not duplicate existing organizations;
 - Showing evidence that it does not conflict with local, state or federal statutes.

3. Organization and Activity Requirements:

- A. Officers of recognized student organizations shall:
 - Register school-specific events sponsored two weeks in advance with the Office of Student Affairs or primary school in which the interest group resides;
 - Register campus-wide events with the Office of Student Affairs and include a detailed plan for that event, (i.e., scheduling, ticket sales, policing, set-up/clean up, and evidence of financial stability of the sponsoring group.) In cases of co-sponsorship, the plan shall delineate which group is responsible for given aspects of the event.
 - Register community or off-campus events with Risk Management to ensure liability coverage is available;
 - Communicate student conduct regulations and university policies with group members;

- B. During events, workshops or other activities, group officers of recognized student organizations shall:
- Monitor all activities and events to be sure they are within the law and do not infringe, disrupt or damage the rights of others;
 - Ensure that the event chairperson and/or faculty advisor be present during the entire period that the event is in progress;
 - Ensure that all University policies and Oregon State laws, including those regarding alcohol use and distribution (policy #07-09-025) are observed and enforced;
 - Work directly with school administrators, faculty advisors and/or University officials to maintain communication and report activity concerns;
- C. Events and activities co-sponsored by student interest groups and academic departments shall be the responsibility of the academic department;
- D. Groups sponsoring or co-sponsoring events shall share in the financial profit or loss if finances are involved.