



Policy 8.12

Student Organization Recognition, Advising, Activity Fee, and Website Policy

Responsible Official: SVP and Dean for Campus Life

Administering Division/Department: Campus Life

Effective Date: July 11, 2012

Last Revision: August 14, 2014

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Overview

The purpose of this policy is to outline the authority of various entities at Emory University to recognize Student Organizations. Further, the policy outlines the list of benefits that Emory University grants official Student Organizations. Finally, the policy provides for the registration of all Student Organizations on campus so that a comprehensive list of all groups can be maintained.

Policy Details

8.12.1 Rights

Emory University students may organize Student Organizations. In accordance with the Emory University Non-Discrimination Policy, no student shall be denied membership in any Student Organization.

Notwithstanding the foregoing, certain limitations for participation based on major, degree, grade point average, or school of enrollment may be imposed if approved in advance by the Recognizing Body. Student Organizations that wish to make exceptions to enrollment based on religious or other purposes must petition the appropriate Recognizing Body.

8.12.2 Official Registration List

The Division of Campus Life is responsible for maintaining a comprehensive and up to date list of all registered Student Organizations through the Office of Student Leadership & Service staff. All Student Organizations at Emory University who wish to have access to any of the rights, privileges, and benefits outlined in this policy must follow the official registration procedures as outlined by the Division of Campus Life. Such registration list shall be deemed the official list of Student Organizations recognized at Emory University at any time.

8.12.3 Authorization

In order for an organization to be recognized as an official Student Organization, the Student Organization must have the approval of a Recognizing Body and be listed on the official list of Student Organizations maintained by the Division of Campus Life. Each Recognizing Body is responsible for managing their own processes to recognize Student Organizations. The Senior Vice-President and Dean for Campus Life, or his/her designee, are responsible for holding Student Organizations and Recognizing Bodies accountable to all relevant University policies.

In addition, all Student Organizations must have an official University advisor. For groups recognized by University departments, their advisor is the director/chair of that department or his/her designee. For all groups chartered by the Student Government Association, advisors are required to be a full-time faculty or staff member. The Division of Campus Life grants authority to the Office of Student Leadership and Service to set additional requirements for SGA Advisors.

The Student Government Association is also responsible for collecting and distributing the Student Activity Fee. Final decision-making authority regarding the Student Activity Fee resides with the Student Government Association, in consultation with the Senior Vice-President and Dean for Campus Life or his/her designee, who will ensure accountability with relevant University policies and procedures.

8.12.4 Responsibilities of Student Organizations

All Student Organizations are required to abide by and follow all Emory University policies, rules, and regulations. Any Student Organization that does not follow such policies, rules or regulations will be referred to the Office of Student Conduct. These policies include, but are not limited to, the following:

- The Emory University Undergraduate Student Code of Conduct or a student's respective graduate and professional school's codes of ethics and codes of conduct
- Space Reservation Policies
- Defensive Driving and Travel Policies
- Alcohol Policy
- Anti-Hazing Policy
- Contract Policy (only for SGA Recognized Student Organizations).
- Volunteer Event Approval
- Student Organization Website policies and procedures
- Catering and Food policies
- Finance, Administration, and Preferred Vendor policies
- And a number of others outlined at www.policies.emory.edu and www.osls.emory.edu in the Eagle Source

8.12.5 Benefits to Registration

The following benefits are available, if applicable, to Student Organizations. No student groups who have not followed this policy to become officially recognized Student Organizations have access to these benefits.

8.12.5.1 Available to all Student Organizations at Emory University

- o Use of Emory University name to identify institutional affiliation (per guidelines of Emory Brand Management) which can include a logo, access to letterhead, and other such benefits.
- o Ability to reserve space on campus/use space on campus (some charges may apply) and use University meeting rooms and facilities.
- o Free organizational advising, consulting and training by Office of Student Leadership & Service Staff
- o Participation in Student Activity Fairs as hosted by Campus Life or the Office of Student Leadership & Service
- o Ability to be financially supported by other University Departments with co-sponsorship funding opportunities.
- o Access to the Student Organization Management database "Community."
- o Access to a website supported and hosted by Emory University (subject to Emory University Policy 8.12.6)
- o Ability to apply for Grant Opportunities in Campus Life such as Late Night @ Emory, the Student Organization Food Grant managed by SGA and Food Service Administration, etc...
- o Use of the Eagles' Landing for informal meetings
- o Other benefits as deemed appropriate by various offices, departments, and divisions of Emory University.

8.12.5.2 Available to Student Organizations who receive recognition from the Emory University Student Government Association.

- o Ability to apply for Student Activity Fee money
- o Access to Student Organization Locker storage

8.12.6 Student Organization Websites

Registered student organizations are entitled to a website supported and hosted by Emory University. Organizations may contract with a third party to design and build a website on their behalf, though a third party is not exempt from this policy. All student organization websites must meet the following criteria:

- Hosted on a server controlled by Emory University
- Compliant with applicable local, state, and federal laws, including but not limited to those concerning copyright and trademark protections, harassment, and sexual misconduct
- Compliant with Emory University Branding Guidelines
- Compliant with Campus Life Technology and Communications Guidelines
- Built on a Wordpress foundation
- Directly accessible for administration by a Campus Life employee
- Aggregated under a single domain name
- Administrated by students bound by the Student Code of Conduct and other applicable Policies and Codes

Exceptions to these criteria may be granted by the Office of Student Leadership and Service or by the Campus Life Interactive Communications Developer. Websites built by third party must be approved by the Campus Life Interactive Communications Developer before becoming active. Student organizations in violation of this policy forfeit their entitlement to a website and may have their website archived until compliance is reestablished.

Websites are protected under Policy 8.14, Respect for Open Expression Policy.

8.12.6.1 Student Organization Website Domain Names

Student organizations may not purchase domain names without the explicit approval of the Campus Life Interactive Communications Developer (CLICD). A record of domain names owned by student organizations must be maintained by the CLICD. Domain names must be compliant with the following criteria:

- Forwarded to a web property controlled by Emory University (i.e. the student organization's URL under the domain that contains aggregated student organization websites)
- The intended use of the name is within the scope implied by the name

Exceptions to these criteria may be granted by the Campus Life Interactive Communications Developer.

Definitions

Department or Division is defined as a department or division of Emory University that has a Director, Department Chair, or similar title.

Recognizing Body is defined as the Department or Division, Emory University Student Government Association or other Emory University authorized governing or recognizing body that may authorize a Student Organization.

Student Organizations are groups of students that meet the Student Government Association requirements for recognition. This term includes, but is not limited to, student organizations recognized by the Office of Student Leadership and Service through the Student Government Association, Greek letter organizations recognized by the Office of Sorority and Fraternity Life, athletic teams organized by Athletics and Recreation (including varsity and intramural sports teams), and organizations recognized and/or advised by a Recognizing Body or other administrative units of the University.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/8.12>
- [Community Platform for Registration](http://www.studentorgs.emory.edu) (<http://www.studentorgs.emory.edu>)

Contact Information

Subject	Contact	Phone	Email
Questions about Registration Process	Office of Student Leadership & Service	404-727-6169	osls@emory.edu

Revision History

- Version Published on: Nov 27, 2012 (*added 8.12.6 & 8.12.6.1. changed name of policy, changed definition*)
- Version Published on: Nov 27, 2012 (*changed wording in 8.12.3*)
- Version Published on: Jul 11, 2012 (*Original Publication*)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.