

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual

Topic: Student Organization Official Registration Policy

Updated: January 18, 2006

Prospective organizations must apply to the University Commons and Student Activities Office with the following documentation: a) constitution , b) a completed registration agreement form, and c) a list of charter members.

Prior to submitting this material any new or reactivating group may hold one organizational meeting and conduct publicity exclusively for that meeting.

In reviewing this material and after meeting with the organization's leadership, a designated administrator in the University Commons and Student Activities Office evaluates the application subject to the following established criteria (which are incorporated into the required registration agreement):

1. The organization's purpose and activities must be lawful and consistent with University objectives.
2. The organization's membership must be open to all regardless of race, color, creed, religion, age, physical handicap, disability, marital status or national origin and it may not illegally discriminate on the basis of sex. Specifically, pursuant to the Americans With Disabilities Act (ADA), student organizations are obligated to ensure that their meetings, programs, services or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
3. The organization must warrant that it will comply with the University's policy on hazing practices. (See Student Handbook)
4. The organization must conduct its affairs in accordance with its constitution and University regulations.
5. The organization must conduct its affairs in accordance with sound business procedures and appropriate University requirements.
6. The organization must have an advisor (faculty, staff, alumni, or other responsible party) approved by the University Commons and Student Activities Office.

Upon satisfaction of the above criteria, the University Commons and Student Activities Office approves the registration agreement and forwards the appropriate material to the Assistant Vice President for Student Life for review and final endorsement.

DISSOLUTION CLAUSE: In the event an organization is declared officially inactive, after six (6) months any funds remaining in the organization's bank account(s) may be retrieved and placed in the Student Organization Holding Account. Organizations, via their registration application/agreements, authorize the Associate Director or Student Activities Coordinator of the University Commons and Student Activities Office to close out the appropriate bank account(s). Records of these transactions will be maintained in the organization's permanent file in the University Commons and Student Activities Office. Reactivating organizations may apply to Loan and Grant to retrieve the funds deposited. The rationale behind this policy is to reduce the number of "abandoned" accounts, most of which are eventually eroded by service charges.

To maintain Official Registration an organization must continue to comply with the above criteria and reapply for registration each Fall and/or each time new officers are elected. In addition, the president or other designated student representative must attend a mandatory club council meeting which is held every fall.

Mailboxes: The University Commons and Student Activities Office provides mailboxes for all registered student organizations. The mailboxes are located in the Student Programs Office. These boxes are an important means of communication for our Office, as well as other university offices and other organizations. The following address applies to all student organizations who maintain a mailbox:

Organization's Name (as registered)
c/o Student Activities
11000 University Parkway
Pensacola, FL 32514

Mail is delivered daily to the boxes. Material in boxes not checked and emptied regularly may be removed and forwarded to the organization's advisor.