



UNIVERSITY POLICY SA-22.04-01/24

TO: The University of West Florida Community
FROM: Dr. Martha D. Saunders, President
SUBJECT: Student Organizations
RESPONSIBLE OFFICE: Division of Academic Engagement and Student Affairs

I. Purpose:

This policy establishes the authority for forming and managing Student Organizations at the University of West Florida (the “University”).

II. Definitions:

Departmental Student Organization - An organization established specifically to advance the programs and services of a particular department or unit that is maintained by departmental faculty or staff in varying degrees of collaboration with student volunteers and/or student staff. Examples include Campus Activity Board, Homecoming, and Forensics.

Fraternities and Sororities - An official interest group, colony, or actively chartered chapter of a national or international organization affiliated with the North American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), the National Multicultural Greek Council (NMGC), the National Association of Latino Fraternal Organizations (NALFO), or the National Asian Pacific Islander American Panhellenic Association (NAPA).

Registered Student Organizations - An organization established and maintained by students that is registered with the University to receive benefits, including access to facilities and the ability to apply for activity and service fee funding and the ability to participate in University events. Examples include a variety of special interest groups, faith-based organizations, professional societies, honor societies, and academic clubs.

Sports Club - An organization established and maintained by students sharing a common interest in a competitive sport or recreational activity that is registered with the University to receive benefits, including access to facilities and the ability to apply for activity and service fee funding and the ability to participate in University events.

Student Organization - All student clubs and organizations with an established affiliation with the University, including Student Government Association (“SGA”), Departmental Organizations, Registered Student Organizations, Fraternities and Sororities, and Sports Clubs.

III. Policy:

- A. All Student Organizations and their individual members are subject to the University of West Florida Student Code of Conduct.
- B. Student Organizations are afforded the following benefits:
 - 1. Eligibility to apply for Activity and Service Fee funding through the SGA.
 - 2. Inclusion in appropriate University publications.
 - 3. Use of the University’s trademarks in accordance with the UWF Collegiate Licensing Program’s policies and procedures.
 - 4. Eligibility for use of campus meeting facilities and outdoor spaces.
 - 5. Eligibility, but not the right, to utilize University staff and programming resources.
 - 6. Eligibility to apply for awards and honors presented to University Registered Student Organizations and their members.
 - 7. Eligibility to use Argo Pulse or similar software program to promote events.
- C. The Office of Student Engagement (“Student Engagement”) shall be responsible for establishing and maintaining a standard process for officially recognizing Registered Student Organizations. Minimum documentation must include a completed registration agreement form, an organizational constitution, and a list of charter members.
- D. The following specific requirements and qualifications apply to Registered Student Organizations:
 - 1. Each Registered Student Organization’s purposes and activities shall comply with applicable provisions of the United States Constitution; federal laws; the Constitution of the State of Florida; state laws; rules and regulations of the Board of Governors, the University of West Florida Board of Trustees, and the University; the University Student Conduct Code; the purposes set forth in the Student Body Constitution; and the constitution of the Student Organization. The Student Organization and its officers are responsible and accountable for all actions of the organization. Any violation of law, Board of Governors’ rules and regulations, University of West Florida Board of Trustees regulations, or University policies shall be considered as offenses committed by the Student Organization. Its officers or members shall be subject to action pursuant to the provisions of UWF Regulation 3.010, the University of West Florida Student

Code of Conduct. Any violation by a Student Organization shall render the organization's registration subject to review and possible revocation. Benefits of registration include by are not limited to, use of university name and facilities, eligibility for activity and service fee funding, and participation in university events.

2. The Student Organization's membership must be open to all regardless of race, color, religion, age, disability, marital status, sexual orientation, gender identity, national origin, or any other protected classification, and the Student Organization may not illegally discriminate on the basis of sex. Pursuant to the Americans with Disabilities Act (ADA), Student Organizations are obligated to ensure that their meetings, programs, services, and other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary. A Student Organization whose primary purpose is religious will not be denied registration as a Registered Student Organization on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization.
 3. The organization must warrant that it will comply with the University Regulation 3.018, Anti-Hazing Regulation: Prohibition and Prevention of Hazing – Procedures and Penalties, as it may be amended.
 4. The organization must have an advisor (faculty or staff member) who is approved by Student Engagement.
- E. Student Engagement shall be responsible for establishing and maintaining a standard process for officially recognizing Fraternities and Sororities. This process shall, at minimum:
1. Ensure the national or international organization's status as a 501(c)(7) organization.
 2. Document commitment from a person or group of individuals willing to serve as chapter advisor(s).
 3. Document the national or international organization's risk management policies related to alcohol, drugs, hazing and facility management (if applicable).
 4. Document the national or international organization's new member education/intake curriculum and processes.
 5. Require submission of the national or international organization's constitution and bylaws containing language that demonstrates compliance with the University and U.S. Department of Education's definition of and criteria for a fraternity and sorority.
 6. Any additional information or documentation requested by Student Engagement.
- F. Recreation and Wellness shall be responsible for establishing and maintaining a standard process for officially recognizing Sports Clubs. Minimum documentation must include a

completed New Sports Club Petition, an organizational constitution, and a list of charter members. In addition, the following specific requirements and qualifications apply to Sports Clubs:

1. Club must be sport-like in nature.
 2. Club must align charters and bylaws with that of a national organization or governing body (membership in the national organization is suggested but not required).
 3. Club must be distinguishable from other active Sports Clubs.
 4. Club must maintain at least 10 active student members at all times.
 5. Club must have an active faculty or staff advisor who is approved by Recreation and Wellness.
- G. Sponsoring departments shall be responsible for establishing and maintaining Departmental Student Organizations when appropriate to accomplish the mission of that department. Departmental Student Organizations must share a common purpose or function with the sponsoring department and exist to serve specific student programming and leadership functions. Sponsoring departments are expected to, within the context of resources and the consequences of varying outcomes, provide departmentally appropriate opportunities for student engagement in planning and implementing the programs and services that the Departmental Student Organization is charged to provide. Sponsoring departments have the authority to initiate and terminate Departmental Student Organizations.
- H. The University of West Florida SGA shall be established pursuant to the Board of Governors Regulation 6.014, Student Governments. The Vice President for Academic Engagement and Student Affairs or designee shall serve as the advisor to the SGA.

IV. Procedures

- A. The SGA, as required by Florida Board of Governors Regulation 6.014, Student Governments, will adopt and maintain internal operating procedures (e.g., constitution, statutes, and bylaws) that shall be approved by the Board of Trustees or its designee. These procedures should address requirements related to the applicability of Florida public meetings laws (Section 286.011, Florida Statutes).
- B. Student Engagement will develop and maintain detailed procedures, published regularly in the Student Organization Handbook, to appropriately recognize, monitor, and support the University's Registered Student Organizations.
- C. Student Engagement will develop and maintain detailed procedures, published regularly in the Fraternity & Sorority Life Procedures Manual, to appropriately recognize, monitor, and support UWF's Fraternities and Sororities.

