

Registered Student Organization Approval Process

Thank you for your interest in becoming a registered student organization at the University of Louisville. There are a variety of organizations available to students at UofL and we hope that yours will add to the vibrant campus community we create at the University of Louisville. As you begin to consider forming your organization, the Student Organization Advisory Board is a great resource to make sure your organization starts off strong.

Approval authority for all registered student organizations lies with the Office of Student Involvement. The Office of Student Involvement at the University of Louisville affirms its commitment to fostering a campus environment that upholds the values and mission of the University. As part of this commitment, the Office of Student Involvement reserves the right to review the status of any student organization at any time.

Official Student Organization Benefits

- Use of University facilities & Student Activities Center meeting rooms at a free or discounted rate
- Organization support services through the Student Organization Advisory Board and Office of Student Involvement
- Eligibility to apply for Club Programming Committee (CPC) funding in accordance with University procedures and regulations
- Opportunity to participate in annual fall and spring student organization tabling and recruitment events
- Inclusion in the official online database of UofL student organizations on EngageUofL
- Access to consultation services with the Student Involvement Office professional staff on organizational issues (i.e., conflict resolution, officer transition, constitution review, mediation, etc.)
- Opportunity for recognition for the highest honors given to student organizations at UofL through the annual Student Awards Ceremony held in the spring
- Eligibility to advertise, register, and host events on campus

Minimum Requirements to Create a Student Organization

1. 5 members, who are current UoL Students, and their names and ULink email addresses
2. Two identified student leaders (usually President and Treasurer) with a ULink email address & phone number
3. A faculty or staff advisor, who must be an employee of the University of Louisville
4. A UofL Student Organization Constitution including all required components and the non-discrimination clause (See "Constitution Writing Guide" found on EngageUofL)
5. Successful completion of the new organization form and packet on EngageUofL. If approved, complete all requirements and the organization registration processes as defined by the Office of Student Involvement.

Registration and Association to the University of Louisville

Without official registration, your organization may be denied access to UofL facilities and prohibited from taking advantage of other campus resources and services, including but not limited to the benefits outlined above.

Registered student organizations are private, voluntary associations and are not official components of the University of Louisville. Registration allows student organizations to enjoy basic privileges granted by the institution, through the Office of Student Involvement, when the organization meets minimum standards for registered status. Registration does not imply University approval of the organization or endorsement of its views or the activities of the group; and The University of Louisville and the Office of Student Involvement in no way accepts liability for the actions of registered student groups.

All student organizations considered new (meaning they have not yet been created) or defunct/inactive for one [1] year or more, must complete the New Organization process. To maintain active and registered status, all student organizations must annually complete certain requirements, including the requirements found on EngageUofL.

New student organizations should review the active, registered student organizations listed on EngageUofL to see if there is an existing organization that has the same name or a similar mission and/or purpose/goal. No new student organization whose mission, purpose/goal, and/or name is substantially similar to that of another active, registered student organization at the University of Louisville will be approved. A new student organization with a substantially

similar mission, purpose/goal, and/or name must provide written proof of how the new student organization differs from an active, registered student organization and be approved by the Office of Student Involvement before becoming a registered student organization.

Additional Approvals

Some organizations may require additional steps such as further approval, information, or recognition before being approved as a registered student organization. Below is a list (not exhaustive) of examples of groups that may require additional steps. In the sole discretion of the Office of Student Involvement, it may choose to gather additional information or require supplemental steps of any organization before approving the group for official recognition.

- *Social/Fraternal Organizations*: If you are an organization that is seeking recognition under social/fraternal organizations additional steps may apply, as required by the Office of Fraternity and Sorority Life (OFSL) and in conjunction with the Office of Student Involvement.
- *Sports Clubs*: Sports Club organizations are registered organizations, which also have a relationship to the department of Campus Recreation. These organizations are governed by the same guidelines as all student organizations but are also required to adhere to any guidelines related to sports clubs as established by Campus Recreation
- Groups with *mentoring, outreach, or service with minors* as a mission: The University of Louisville has a Policy on Minors. This policy provides proper parameters and guidance to programs and services involving minors (anyone under 18 years of age or individuals who are above the age of 18 but are under the care of an adult) that may be hosted by an organization both on and off campus. Organizations whose mission involves the mentorship, care, or activities involving minors may be subject to additional approval procedures.
- Groups who may engage in activities that may be considered *high risk*, including international travel, high levels, of physical contact, or other risky activities: Student organizations who may be engaging in regular or frequent activities that may be deemed high risk will be evaluated on a case-by-case basis.

If you are considering starting an organization that may require additional approval, it is strongly encourage that you consult the Office of Student Involvement via email (involved@louisville.edu) or SACW310, to set-up a meeting with one of our professional staff members. If you suspect that your group may fall into one of these categories, but are unsure, please reach out to us for that as well.

Final Notes

Once all registration steps are completed in the registration or re-registration process, the Office of Student Involvement will review the organization's registration submission. After all information has been verified, the organization's (re)registration may be approved. Due to the volume of requests and registrations processed, please allow up to two weeks for approval or an update in status. All communications, emails, and updates will be directed to the student who submits the (re)registration form.

A review of a registered student organization's status and eligibility may be initiated if a student organization's actions:

- Violate the University of Louisville Student Code of Conduct: Student organizations are expected to adhere to the standards of behavior outlined in the University of Louisville Student Code of Conduct. Any actions that constitute a violation of these standards will prompt a review of the organization's status.

Student organizations must adhere to and complete the (re)registration processes as outlined by the Office of Student Involvement. Failure to comply with organization registration procedures may result in a review of the organization's eligibility or status, potentially leading to the organization being moved to inactive or closed status. This policy ensures that all student organizations remain accountable and maintain the standards required for active participation within the campus community.

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