

Procedures for Registering Your Student Organization on Campus

An MSU registered student organization is a volunteer group of students organized to obtain certain goals and objectives. The goals and objectives are met through various educational, social, cultural, religious or philanthropic activities. These activities should enhance and support MSU students, the University and the community. Membership in an organization benefits students' growth and education while attending the University.

The University acknowledges the importance registered student organizations have on campus. As such, these organizations are authorized to use University facilities and services to assist them in meeting their goals and objectives.

It is the responsibility of each registered student organization to adhere to the mission of the University and its supporting bylaws and statutes. An organization's goals, objectives, and activities are not to be in conflict with established University policies or regulations.

Due to the cyclical nature in the goals and objectives of these organizations, the Vice President of Student Affairs and Services, or his/her designee, and designated student groups shall review this document every five years (starting in 1991).

Registration Requirements (Student Group Regulation, [*Spartan Life*, pp. 92-93](#))

1. In order to exercise the privileges accorded registered student organizations, a student group which is not a major governing group or living-unit organization must register with the Student Affairs and Services Division.
2. Registration shall be valid from the date of registration until the end of the second week of the succeeding fall semester. **Student Organizations Must Register Each Year.** Registration for an academic year can begin as early as the first day of August prior to the fall semester in which the organization wants to be registered.
3. Registered Student Organizations must have an advisor(s):
 - a. For undergraduate organizations, an advisor must be an MSU faculty member, staff member, or graduate student. For graduate student organizations, the advisor must be an MSU faculty or staff member.
 - b. Advisors must sign an agreement form acknowledging their understanding of advisor responsibilities.
4. A constitution must be included in the organization's file (See Appendix). A written constitution must provide:
 - a. A statement of purpose.
 - b. Eligibility of voting membership stipulates that only students registered with Michigan State University are eligible to be officers and/or voting members.
 - c. Necessary operating procedures such as committees, rules of order, etc.
 - d. That no discrimination on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, disability status, or marital status shall exist within the organization.
 - e. Procedures for amending the constitution.

5. To be registered, a student organization must also file the following information with the Student Affairs and Services Division:
 - a. The name of the organization.
 - b. The names, addresses, phone numbers, student numbers, and email addresses of at least **four** members including the organization's officers and their titles.
 - c. The purpose of the organization.
 - d. The name(s) and contact information of the advisor(s). Note: Sample constitutions and registration forms are available on the Department of Student Life website.
6. The Student Affairs and Services Division and the organization's advisor must be notified of any change made in the original required information. The information must be presented **within four weeks** after an organization has instituted the change.
7. If the required information is not submitted, a group will be denied registration.
8. Registered student organizations may also submit (if applicable) to the Student Affairs and Services Division the following information:
 - a. Notification of national affiliations.
 - b. Notification of dates, times, and locations of regularly scheduled meetings.
 - c. Notification of dates, times, and locations of regular and special activities for the following year.
9. No organization may have its registration denied or suspended on the grounds of its beliefs and attitudes. A student organization's goals, objectives, and activities should not be in conflict with established University policies or regulations.
10. In order to register and/or maintain registration as student organizations, membership of all sororities and fraternities are required to participate in annual MSU "Greeks Take the Lead" sexual harassment and assault prevention training. Failure to participate in annual training will result in inability to register as a student organization and/or revocation of student organization status. For information regarding Greeks Take the Lead programming and to schedule a training session, contact the MSU Sexual Assault & Relationship Violence Training Program Coordinator at (517) 355-8286.
11. A student organization may have its registration suspended if:
 - a. The organization is found to be in violation of submitting falsified required information by the Student Affairs and Services Division.
 - b. The organization is found to be in violation of an ordinance or written policy or regulations of Michigan State University by the Student Affairs and Services Division.
12. Any or all parts of a decision by Student Affairs and Services Division personnel to suspend the registration of a student organization may be appealed to the Student-Faculty-Staff Hearing Board. The student organization can continue to operate within University guidelines, procedures, and regulations until the appeals process is exhausted.
13. Upon request, a student organization will be provided with a list of University facilities and services available to qualifying registered student organizations.