

Student Group Registration Information

General Statement

All organizations functioning on the Lawrence Campus of the University of Kansas are required to register with the University. Registration provides several advantages; official identification as a University affiliated group, use of designated University facilities and services, coordination and communication of group activities with campus administration and other organizations, and eligibility to receive funding from Student Senate.

Organizations must be established for legal purposes consistent with the broad educational aims of the University and in accord with regulations, guidelines, and policies of the University, the City of Lawrence, and the State of Kansas. However, registration does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of or responsibility for any group activities on or off University property.

Should a student organization not follow general guidelines that are consistent with University policies, the group may be subject to losing their status as a student organization with the Student Involvement & Leadership Center. If a student organization loses its registration, the president may appeal to the Office of the Vice Provost for Student Affairs in order to regain status as an organization.

What are the Registered Student Organization Requirements?

Organizations wishing to register with the University of Kansas must meet the following requirements:

- Provide the University with the **name** and a **statement of purpose** for the organization.
- A minimum of **three members** is required to register an organization with the Student Involvement and Leadership Center.
- Be **nonprofit** in nature.
- **Annually renew** the organization registration (beginning July 1st each year).
- Maintain in the Student Involvement and Leadership Center a **current list** of names and email addresses of **officers, advisors, and/or liaison person** where applicable.
- Upon request, provide a copy of the organization's **charter, constitution, or by-laws**, including those of organizations outside the University with which the group is affiliated.
- Have an **advisor** who is a member of the faculty or professional staff of the University, or approved by the Student Involvement and Leadership Center if the selected advisor is not on staff. Community organizations must secure a faculty or staff member who will agree to act as liaison between the University and the organization. Graduate Teaching Assistants may be considered professional staff.
- **Confirm the Electronic Registration** By doing so, the group is acknowledging they will adhere to all applicable Regents and University regulations affecting registered organizations and, in particular, the Regents and University Policies on Nondiscrimination in Organizational Membership.

How do I Register/Renew a Student Organization?

Student Organizations must register or re-register each year with the Student Involvement and Leadership Center (SILC). To register or re-register your group, go to: rockchalkcentral.ku.edu to login to the Online Student Organization Management System. In order to login, you must have a personal KU user id and password.

Note: In order for an application to be submitted correctly, an organization must have a minimum of three members (in addition to an advisor).

Groups will have from July 1st until September 15th of each year to submit updated information to our office. Our office will review the organization's registration materials and determine (1) the group's eligibility to register with the University of Kansas, and, (2) the organization's category for registration purposes. The responsibility for verification of membership rests with the organization and advisor. Registration status is granted administratively by SILC. The organization's officers will be notified via email of the organization registration status.

When officers and the advisor submit the online organization application, each agrees to abide by the [Regents Policy on Organization Membership](#) and the *Equal Opportunity Statement of the University of Kansas* as stated at the bottom of this page. You can also view additional student group information by going to the Student Organizations Website. There you will find mission statements, contact information, and website addresses for each group on campus.

Groups wishing to appeal a decision about registration status should submit a written letter to the Director of the Student Involvement & Leadership Center. The petition will be reviewed by three representatives of the Student Senate Executive Committee appointed by the President of the student body. The committee will make a recommendation to the Director of the Student Involvement & Leadership Center.

Note: It is the practice of the Student Involvement and Leadership Center to publish contact information for each registered organization (the [Rock Chalk Central](#) website), so interested individuals have a means of contacting the organization. The name, telephone number, and email address of the president may be put up on Rock Chalk Central, unless the president and/or officers change their privacy settings indicating his/her desire to not disclose that directory information. An alternate contact must be provided for the student group if the president's information is not disclosed.

What can I do with the Online Organizational Management Tool?

1. **Register** your organization
2. **Update** your organization's contact information, including officers, meeting times, roster, website address, etc.
3. **Renew** your organization's registration for the coming year.
4. **Change** your organization's officers using the change of officer form.
5. **View** your organization's results from the Summer Interest Survey.
6. **Request** an email and/or website account for your organization.
7. **Assess** your organization events, meetings, and programs.
8. **Track** your event, meeting, and program attendance.
9. **Create** a co-curricular involvement record.
10. **Store** documents pertinent to your organization.
11. **Manage** your student organization website.
12. **Elect** new officers for your organization.

13. **Email/Text Message** members of your organization.
14. **Build** forms such as applications, scholarships, surveys, awards, etc.
15. **Advertise** your events on an interactive event calendar.
16. **Link** to social media websites
17. **Manage** the roster of your organization.
18. **Poll** members of your organization
19. **Connect** to KU students and student organizations across campus.

In order to manage your organization online, you will first need to log in using your KU Online ID. If you are not part of the University of Kansas, and do not have a KU Online ID, your organization's advisor will need to perform the action instead.

What Classifications of Organizations are at KU?

- **Student Organizations:** A Student Organization is composed primarily of currently enrolled students - 75% of the membership or more. All officers must be currently enrolled students.
- **Campus Organizations:** A campus organization is composed primarily of members from the University community - 75% of the members are currently enrolled students, KU staff members and/or their spouses. The officers of the organization must be members of the University community.
- **Community Organizations:** A Community Organization is an organization whose stated purpose benefits both the Lawrence and University communities. Community organizations are encouraged to register with the University if their programs and services are beneficial to members of the University community.

What are the Different Types of Student Organizations at KU?

- Academic
- Arts and Culture
- Campus Governance
- Graduate Interests
- Greek Life – All Greek chapters are required to register as a student organization through KU annually. Any organization that would like to receive recognition as a “Greek organization” or “Fraternity/Sorority” through SILC must be affiliated with a Greek undergraduate governing council, and must meet requirements as set forth in the KU Greek Minimum Standards document, as part of their council affiliation.
- Honorary
- Housing
- Multicultural
- Politics
- Recreation
- Religion
- Service/Philanthropy
- Special Interest
- Sport Clubs

Email Notifications Sent on Rock Chalk Central

All groups registered with SILC and appear on the Rock Chalk Central platform can send messages to officers and/or members of all organizations. In order to send an email blast out on Rock Chalk Central, your group must be a registered group with SILC and listed on the Rock Chalk Central platform. You can send your request to Aaron Quisenberry (aquisenberry@ku.edu) for review and SILC will put the message in a priority list for dissemination.

If your group is not registered with SILC, but affiliated with KU departments, SILC will consider your request to send out but registered organizations on Rock Chalk Central will have the first priority.

Benefits to Registered Organizations

Registering with the University entitles organizations to a number of benefits. The current available facilities and services are listed below by category. These facilities and services will be periodically reviewed, and organizations will be advised of any revisions.

- **Use of the University name in the organization's title:** (Student and Campus)
However, the University cannot permit its image (name) to be used in any commercial announcement, commercial or artistic production, or in any other context where endorsement of a product, organization, person, or cause is explicitly or implicitly conveyed.
- **Request student activity fee funding:** (Student, Campus, Community)
Student and campus groups may request funding through the established Student Senate funding process; community groups may request consideration of a contractual arrangement with the Student Senate.
- **Use of University facilities:** (Student, Campus)
 - Schedule meeting rooms, public auditoriums and other designated spaces.
Request office space, work station space, locker space, and/or mailbox in the student organizations area in the Kansas Union.
 - Schedule the Information Booth located on Jayhawk Boulevard for information and/or sales purposes.
- **Use of University Services:** (Student, Campus and Community)
 - Inclusion in university publications, including the Student, Faculty and Staff directory.
 - Establish an email and/or web page account with Academic Computing Services.
 - Publicize activities through University Events Committee. Request a table for the Fall & Spring semester Organization Information Fairs.
 - Receive information materials from the Student Involvement and Leadership Center regarding University procedures, policies, and activities.
- **Use of University Services:** (Student and Campus)
 - Establish a checking account at no charge with the Comptroller's Office.
 - Utilize university staff and programming resources.
 - Use of campus mail for official business of the organization in accordance with established university and state policies.
 - Utilize the Student Senate Advertising Program, receive student organizational advertising rates from the University Daily Kansan and KJHK radio station.
 - Receive food services discount rates on self-service refreshments from the Kansas and Burge Unions for use at the Unions only.

Non-Discrimination Policy of the University of Kansas

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Director of the Office of Institutional Opportunity and Access, IOA@ku.edu
1246 W. Campus Road, Room 153A, Lawrence, KS 66045, (785) 864-6414**

TDD (785)864-2620, TTY 711

Regents Policy on Nondiscrimination in Organizational Membership:

Policy and Procedures Manual Chapter II: Policies and Procedures, Section E: Students, Item 6: Student Organizations and Activities.

- a. The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.). (6-27-02)
- b. The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.
- c. The responsibility for compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgement shall assure that there exist no restrictions on membership, either local or national, which violate this policy. (9-24-65; 1-21-77)
- d. Determination of Appropriate Student Activities and Fees: The chief executive officer shall be ultimately responsible for reviewing proposed expenditures from fees required of every student as a condition of enrollment and as determining whether such expenditures are in support of an appropriate student activity.