

# Student Organization Registration Guidelines at The Ohio State University

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# Foundational Principles

## Role and Purpose of Student Organizations

A student organization is an association of Ohio State students created for an educational purpose that supports the vision and goals of the University. The Ohio State University has traditionally held that one of the most viable ways for our students to engage in university life is to become involved with student organizations.

Student Organizations:

- Provide opportunities for academic discourse, personal growth, leadership development, intercultural understanding, community service, life skills, and lasting friendships.
- Support the University's vision and goals, consistent with our land-grant mission and motto *disciplina in civitatem* (education for citizenship), by contributing toward an effective learning environment that prepares our students to live in a multi-cultural society and work in a global community.
- Produce more engaged students which [research suggests](#) tend to perform better academically, are more likely to graduate, and are rated as more hireable by employers than non-involved peers.

## Core Tenets of the Guidelines

As a Committee of the University Senate, the Council on Student Affairs (CSA) serves as the primary link between students, the faculty, and the administration. One of CSA's primary responsibilities is serving as a steward of the Columbus Campus Student Activity Fee. The funds generated by the Student Activity Fee, recommended by CSA and approved by the Board of Trustees, are University funds and are subject to the applicable rules governing public funds. Accordingly, CSA must ensure that these resources are used in a manner consistent with the mission of the University. To do this, CSA has created policies, articulated as Student Organization Guidelines, for registration and funding allocation that seek to manage limited resources such that they have the greatest impact on the Ohio State student body and are fairly distributed. These policies promote the role and purpose of student organizations and are grounded by the following core tenets:

1. **Student-Led** – Student organizations are initiated, led, and developed by students; their programs and activities are organized and implemented by students.
2. **Inclusive** – All Columbus campus students at Ohio State should have the opportunity to become involved in a student organization and participate as a

student organization leader. Membership and activities must be open and welcoming without respect to a specified protected class status in alignment with Federal and State law.

3. **Unique and Purpose-Driven** – Student organizations should be distinctly defined by a purpose which is unique from any other student organization.
4. **Ethical Standards** – Student organizations should reflect the highest ethical, moral, and democratic ideals.
5. **Skill Development** – Student organizations should positively contribute to individual development, including but not limited to leadership, interpersonal, and life success skills in all members.
6. **Community and Collaboration** – Student organizations should positively influence campus culture, encourage interaction across different individuals, and build meaningful relationships among students, faculty, and staff.
7. **Responsible Use of Resources** – University resources must be used practically, efficiently, and for the benefit of the student body – not private gain. Faculty and staff may encourage use (e.g., funding, space), but decisions and active use of resources shall be led by students. Resources under CSA jurisdiction should be used primarily by students and to lesser extent other individuals associated with the University such as faculty, staff, alumni, and student family members. Allocated University funds should promote the educational, research, and outreach mission of the University.
8. **Financial and Legal Accountability** – Student organizations are not legal entities of The Ohio State University, and the University assumes no responsibility for the actions of student organizations. Student organizations should be operationally and financially self-supporting. Student organizations are independently responsible for financial commitments and accrual of debt, contractual agreements, and other obligations to external non-University affiliates and internal to the University. Unpaid debts to the University can result in revocation of registered status and University-provided resources.

These Guidelines will be interpreted and applied in adherence with all applicable laws and are applied only to Columbus Campus student organizations. Student eligibility criteria apply to Columbus Campus enrollment, and accommodates exemptions dictated by Federal and State law including Title IX and [section 3345.023](#) of the Ohio Revised Code.

# Student Organization Registration

To be recognized as a registered student organization and receive University resources and support, a student organization must complete the annual registration process. CSA maintains a partnership with the Office of Student Life to implement and facilitate the registration process which is managed directly by Ohio Union and Student Activities.

## Registration Windows

The registration process occurs in two cycles during the academic year. All student organizations must self-select a registration window which sets their cyclical annual registration timeline. A student organization completes the registration process each year to gain and maintain recognition as a registered student organization.

**Fall Window: August 15 – October 30**

**Spring Window: February 1 – April 15**

Annual registration renewal for a student organization begins on the first day of the window (August 15 or February 1) and has until the final day of the window, called the registration deadline (October 30 or April 15), to finish registration requirements without penalty to their registration status record (see Inactive/Archived statuses below for more information).

New student organizations may opt for an adapted registration window timeline described under New Student Organizations below.

Changes to the CSA Registration Guidelines will go into effect for the next registration window after they are approved by the CSA Allocations Committee and CSA Full Council. Both the old and new CSA Registration Guidelines will be available on the student organization website until the registration window using the old CSA Registration Guidelines has ended.

## New Student Organizations

Student organizations completing registration for the first time or returning after a period of archival must complete the new student organization process managed by Ohio Union and Student Activities. The following criteria apply:

- New student organizations are subject to review and approval of their request to register before proceeding to complete the registration process.

- Only current Ohio State students may complete the new student organization process. Community members, alumni, or staff/faculty may be involved, but are not permitted to drive the registration process.
- New student organizations must have a distinct purpose from existing organizations.
  - Acceptable variations of similar student organizations include but are not limited to competitive/non-competitive, unique national governance bodies, chapter-based organizations, undergraduate/graduate/professional membership, major/college-specific, and culture/identity-focused groups.
  - Differences between groups that are not distinct enough to be approved include but are not limited to selective/non-selective membership, dues/no dues, membership size, and organization operations.
  - If there are multiple requests during the same window for duplicative or similar student organizations, the student who initiated their registration process first will receive priority for registration.
- New student organizations who are affiliated with a University department or external entity should indicate such on their application.
- New student organizations have until the standard registration deadline or 60 days from approval to complete registration – whichever provides more time.
- The Office of Student Life reserves the right to deny new student organization registration. Denial of a new student organization request occurs under the following circumstances:
  - The student organization is not formed for an educational purpose consistent with the philosophy statement on student organizations at Ohio State;
  - The student organization has not complied with registration requirements;
  - Registering a student organization under termination or sanction from its local, state, national, or international affiliate (if applicable);
  - Registering a student organization currently under disciplinary sanction under a new name;
  - Registering a subsidiary of a currently registered student organization;
  - Registering an organization that is a duplicate of a pre-existing organization, including but not limited to name or purpose.
  - The student organization has delinquent debts to the University (including unresolved CSA Funding audits) which student(s) requesting registration cannot show will be paid within a reasonable time; and

- Submitting false information to The Ohio State University or a university representative

## Registration Status

Each student organization’s status will be displayed on the online public directory. The different statuses of a student organization are defined below. Changes to a student organization’s status may occur at any time based on student organization or University actions.

<b>Pending</b>	Pending student organizations are in the process of completing registration requirements for a given year. All student organizations will be listed as Pending during their registration window starting on the first day of the window. Student organizations remain Pending until all requirements are completed, and the student organization’s status is approved. University services and campus partners are encouraged to allow Pending student organizations to remain eligible for free campus resources and participation in campus programs.
<b>Active</b>	Active is the standard status for student organization registration. Active status indicates student organizations that have completed all registration requirements and have been registered for fewer than two continuous years.
<b>Active – Established</b>	Established status is granted to student organizations demonstrating additional success indicators which are continuous registration for at least two continuous years and a roster of at least 10 approved student members (rather than the minimum of 5). Eligible student organizations that do not have 10 members but have been continuously registered for two or more years will remain Active but not granted Established status. Established student organizations are eligible for increased funding from CSA.
<b>Inactive</b>	Student organizations that do not complete all registration requirements by their deadline are made Inactive, which indicates a loss of recognition and immediately restricts access to University resources and campus benefits. Inactive student organizations may achieve Active status by finishing registration. Inactive status breaks continuity and may result in loss of Active - Established status.
<b>Inactive – Fiscal/Conduct</b>	Student organizations that fail to meet financial obligations to the University or for reasons relating to conduct may be made Inactive – Fiscal/Conduct. Conduct-related reasons include, but are not limited to, failing to respond to directives or requests from Student

	Conduct related to education conversations, investigations or sanctions. Inactive – Fiscal/Conduct status immediately restricts access to University resources and campus benefits. Active status cannot be restored until the noted issue is resolved and approved. Returning to Active status from Inactive – Fiscal/Conduct may also require completion of annual registration requirements if resolution occurs during the registration window or if it has been more than one annual registration cycle since the student organization last completed registration.
<b>Archived</b>	Student organizations are automatically Archived upon the second lapsed registration cycle, meaning a student organization that was Inactive did not complete registration in their following registration window. This status can also be requested by an advisor or student leader of the student organization if operations have permanently ceased. Archived student organizations are immediately cut off from accessing the student organization’s registration record and lose access to University resources and campus benefits. Students wishing to register an Archived student organization must follow the new student organization process.

### Registration Requirements.

The registration process is managed by Ohio Union and Student Activities using an online portal called the Student Organization Management System. It is expected that all registering student organizations utilize the Management System to submit and complete the registration requirements. It should be noted that while most student organizations complete the standard registration process as noted in this section of the CSA Registration Guidelines, there are several distinct classifications of student organizations which have additional requirements or exemptions as detailed in sub-sections below.

The **Primary Leader**, **Treasurer**, and **Primary Advisor** are expected to complete registration on behalf of the student organization.

### Roster

The Primary Leader is expected to update and approve the officers, members, and advisor(s) on the roster, which is submitted and maintained in the Student Organization Management System. Changes to the roster outside of the standard registration window must be submitted within 30 days of their occurrence.

## Officers

- Minimum of 3 student officers: Primary Leader, Secondary Leader, and Treasurer. There is no limit on the number of officers an organization may have.
- Eligibility:
  - Primary Leader and Treasurer must be full-time enrolled students in good standing with the University.
  - Secondary Leader must be in good standing with the University.
  - GPA minimums as set by the Office of Academic Affairs, Graduate School, and individual professional colleges:
    - Undergraduate students: 2.0 term GPA
    - Graduate students: 3.0 term GPA
    - Professional students: 2.0 term GPA
  - Students not enrolled in summer classes (but who will be enrolled in the following fall semester) are eligible to hold office; if enrolled in summer classes, the GPA requirement is enforced as above.
  - Per section 3345.023 of the Ohio Revised Code, a student organization formed to foster or affirm sincerely held religious beliefs may adopt eligibility criteria for student officers that are consistent with those beliefs.
- A student may not occupy more than three core leadership positions at one time (in any combination of primary leader, secondary leader, and treasurer). It should be noted that limiting the number of leadership positions a student holds is intended to give more students leadership opportunities and to ensure that involved students are not overextended. This rule in no way limits the number of student organizations with which a student may be involved, only the number of student organizations they may lead.
- Officers must be selected in accordance with the officer selection process specified in the student organization's constitution.
- In the event of a leadership change outside of the registration window, a student organization's registration status will remain unchanged and will be eligible for University benefits including CSA Funding.

## Members

- Minimum of 2 additional student members (5 total student members including the 3 required officers).
  - 5 total Columbus campus student members are required for standard Active status; 10 total Columbus campus student members are required for Active

- Established status. See the status table above for more information on the status.
- 90% of the voting membership must be currently enrolled Columbus-campus Ohio State students, which may be rounded up to the nearest whole number when calculating this percentage.
  - Student organizations with fewer than 10 members may only have one non-Columbus campus student member.
  - Student organizations with membership from regional and extension campuses must adhere to the Columbus campus membership requirements. Student organizations with interest from more regional and extension students than permitted for membership are encouraged to refer regional and extension students to the student organization registration process on their campus for creating a new student organization.
- Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.
  - Registered student organizations whose constitution expressly promotes faculty-student interaction may have a membership that is composed of 60% Columbus campus students providing that the other 40% is composed of faculty or administrative and professional staff at Ohio State.
- Membership must be open to all eligible students regardless of protected class status in alignment with Federal and State law. No student shall be excluded from full membership on the basis of sex, unless the student organization is exempt under Title IX of the Education Amendments of 1972. Per [section 3345.023](#) of the Ohio Revised Code, a student organization fostered to form or affirm the sincerely held religious beliefs of its members may adopt eligibility criteria for its members that are consistent with those beliefs.
- So long as students are afforded an equal opportunity to attain membership, student organizations may impose neutral and generally applicable membership eligibility criteria such as enrollment in an academic program or college, student classification (graduate, professional, and undergraduate student), and minimum grade requirements. Student organizations may also have additional membership requirements such as interviews, essays, payment of dues, regular attendance, etc.

## Advisor

- At least 1 faculty/staff advisor who is a member of the faculty or administrative and professional staff selected by the student organization in accordance with its constitution and bylaws.
  - One individual must be named as Primary Advisor on the roster for the purposes of completing registration.
  - Classified civil service employees, graduate associates, and emeritus, courtesy, and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the registration process.
  - Student organizations may choose to affiliate with a University department which determines the advisor, but a University department may not have direct control over the student organization. As student organizations are student-led and student-run, student organizations have operational and financial autonomy from the University.
- An advisor may not serve as primary advisor to more than 3 student organizations at the same time unless their job description requires advising more than 3 student organizations. An advisor can request exemption from the Ohio Union and Student Activities team. CSA can request the position description and/or written affirmation from an employee's supervisor to verify this. This rule does not preclude faculty and staff from serving in an informal co-advisory capacity to additional student organizations. The requirement limiting the number of student organizations a faculty/staff advisor may advise is intended to ensure that the advisor's relationship to the student organizations is meaningful.
- Advisors are encouraged to submit an Indemnification Letter, signed by their direct supervisor, via the Student Organization Management System. The letter should be updated when advising roles and/or employment roles change.
- The advisor should not be on extended leave without mutually agreed upon contingency plans to provide for the student organization's needs during the absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.
- In the event of an advisor change outside of the registration window, a student organization's registration status will remain unchanged and will be eligible for University benefits including CSA Funding.

## Training

Training should be completed during the student organization's annual registration window.

- Annually, the Primary Leader must complete the live officer training and the asynchronous president training module.
- Annually, the Treasurer must complete the live officer training and the asynchronous treasurer training module.
- Bi-annually, the Primary Advisor completes training. They may alternate to complete an asynchronous advisor training recertification module two years after completing the live advisor training. Advisors must begin their training cycle with live training and may not complete online recertification in successive recertification periods.

## Constitution

The Primary Leader is expected to maintain a constitution on file in the Student Organization Management System that meets all requirements. Changes to the constitution outside of the standard registration window must be submitted within 30 days of their occurrence. The constitution must align with the template maintained by Ohio Union and Student Activities which includes a specific list of articles and sections as identified below:

- Article I. Name of Organization
  - Student organizations are separate entities from the University and have parameters in how they may associate by name with the University.
  - Student organizations may only use “The Ohio State University” or “Ohio State” at the end of their name to reference their location, as in “Brutus Buckeye Fan Club at The Ohio State University.”
  - “OSU” is not permitted anywhere in the student organization’s name.
  - The use of “Buckeye” or other affiliations to the University’s brand may require additional approval from University Marketing.
  - The use of specific naming affiliations to colleges and sub-entities of the University may be subject to unit approval.
- Article II. Organization Purpose
- Article III. University Regulations
  - Harassment and Discrimination, including Sexual Misconduct  
*[Organization Name] agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with these guidelines.*

- Hazing
 

*[Organization Name] agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*
- Bylaws
 

*[Organization Name] retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements*
- Article IV. Membership
  - Membership Eligibility
    - Must comply with the membership eligibility criteria as outlined under the section on Roster above.
  - Member Selection
    - Must comply with the membership selection criteria as outlined under the section on Roster above.
    - Student organizations cannot grant automatic membership to any category of students; membership must be voluntary. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
  - Membership Timeline
  - Member Removal
- Article V. Advisor
  - Advisor Duties and Responsibilities

- Advisor Term
- Advisor Selection
- Advisor Removal and Replacement
- Article VI. Organization Leadership
  - Officer Positions
  - Officer Eligibility
    - Must comply with the officer eligibility criteria as outlined under the section on Roster above.
  - Officer Selection Process
    - Must comply with the officer selection criteria as outlined under the section on Roster above.
  - Officer Removal
- Article VII. Organization Dissolution
  - Dissolution Requirements
  - Dissolution Procedures, including Assets and Debts
    - Under no circumstances may a student organization leave debts to The Ohio State University or its entities
- Article VIII. Constitutional Amendments
  - Amendment Process
- Should there be additional information beyond what is permitted in the constitution, student organizations may upload up to five supplemental governing documents called Bylaws, which are optional and not included in the registration process.

Ohio Union and Student Activities is responsible for reviewing and approving constitutions in alignment with the CSA Registration Guidelines.

## Student Organization General Information

The Primary Leader is responsible for maintaining basic student organization information within the Student Organization Management System. This information must be updated once per year during the student organization's registration window but may be updated at any time as needed.

## Goals

Annually during the registration window, the Primary Leader must submit at least two student organization goals in the Student Organization Management System. These goals

may be updated or modified as needed. All submitted goals are required to be approved by the Primary Advisor.

## Advisor Approvals

Annually during the registration window, the Primary Advisor is required to approve the student organization's registration and goals in the Student Organization Management System. Approval of goals can only be completed once submitted by the Primary Leader.

## Registration Termination and Appeals

### Termination

Termination of registration refers to a deliberate change to a student organization's Active status outside the standard registration process. This may occur voluntarily or involuntarily depending upon the circumstances leading to termination. Termination may entail a revocation of permission to register or involuntary placement into Inactive, Inactive-Fiscal/Conduct, or Archived status for a registered student organization. The Office of Student Life reserves the right to terminate registration status.

Circumstances that will result in termination of registration include, but are not limited to:

- The student organization dissolves
- There is a lapse in communication with the Office of Student Life, including failure to maintain, on file with the Office of Student Life, the most current copy of the student organization's constitution, officer contact information, and faculty/staff advisor contact information.
- The student organization, its programs, and its activities are not planned and implemented by its student membership.
  - This is not intended to preclude bringing to campus contracted, outsourced programs.
- Failure to live up to the student organization responsibilities previously enumerated
- Failure to meet financial obligations to the University
- Failure to comply with the student organization's constitution
- Failure to comply with the rules, regulations, policies, and procedures of The Ohio State University as determined by appropriate University representatives
- Submitting false information to The Ohio State University or a university representative
- Action taken by the Office of Student Conduct

## Appeals

A student organization may appeal to CSA any denial or termination of registration by the Office of Student Life. An appeal must be initiated within 30 days of a student organization's receipt of the notice of registration denial or termination. All such appeals should be directed in writing to the CSA Fiscal Coordinator (or designee), who will forward them to the CSA Chair. All decisions by CSA will serve as the final authority on such matters, unless otherwise dictated by University policy.

In a circumstance where a student organization has undergone a period of Inactive or Archival status due to fiscal or conduct-related reasons, an appeal may require involvement and/or approval from the Office of Student Conduct, Business Office, or other University unit to authorize registration.

## Special Classifications

The following student organization classifications designate groups with additional registration requirements, exemptions, and/or benefits.

### Social Fraternities and Sororities

Social fraternities and sororities are registered student organizations that may be either single-sex or co-ed Greek-letter organizations whose mission and purpose is recognized as primarily promoting the wellness of their student members as well as their intellectual, social, spiritual, moral, civic, and career development.

#### *Additional Registration Requirements*

- Social fraternities and sororities must be officially recognized by one of the four Greek Councils: Interfraternity Council (IFC), the Multicultural Greek Council (MGC), the Panhellenic Association (PHA), or the National Pan-Hellenic Council (NPHC).
- Social fraternities and sororities must be endorsed by the Director of Sorority and Fraternity Life.
  - The signature of the Director, Associate Director, or Coordinator of Sorority and Fraternity Life will be accepted as sufficient documentation of such endorsement.
- Social fraternities and sororities are expected to abide by The Ohio State University Greek Life Standards of Excellence, a set of minimum expectations for each chapter and its members, as established by the community.

- Social fraternities and sororities may have their registration terminated at the request of their local, state, national, or international chartering organization.
- The Office of Student Life may establish additional criteria for accepting new chapters and specific requirements for existing social fraternities and sororities. The Director of Sorority and Fraternity Life make such criteria available to students upon request.

### *Exemptions*

- Social fraternities and sororities may limit their membership based on sex and still be eligible for recognition as a registered student organization.
- With permission from the Director of Sorority and Fraternity Life, social fraternities and sororities with fewer than 10 members may still be eligible for recognition as an Active – Established Student Organization if the Director finds a compelling reason that supports the ideals and mission of the University.
- Where processes for officer and/or member removal are provided for in national governing documents, whether secret or public, reference to such documents in the student organization’s constitution and/or bylaws shall suffice to meet the constitutional requirements outlined above.

### **Chapter-Based Community Organizations**

Chapter-Based Community Organizations are registered student organizations that maintain an affiliation with a non-university external entity (local, state, national, or international), upon which their organizational identity is dependent or meaningfully connected (by name, branding, funding, and/or membership). Student organizations in this category are subgroups of a parent association which may provide external, supplemental support to the student organization and/or may have specific requirements for maintaining chapter recognition. Greek Council-affiliated social fraternity and sorority chapters are not considered Chapter-Based Community Organizations and have their own registration category.

### *Additional Registration Requirements*

- Chapter-Based Community Organizations must provide a letter of legitimacy authorizing their association with the parent organization. This legitimacy may be called into question at any time by the University. The student organization must be able to provide proof of active chapter status with their parent organization when requested.
  - If requested, Ohio Union and Student Activities staff can provide a reciprocal letter of legitimacy regarding the student organization’s registration status,

history of registration, and listed leadership of the student organization per the roster.

- Chapter-Based Community Organizations may have their registration terminated at the request of their parent organization.
  - The University will not mediate or facilitate the relationship between chapters and their parent organization. The student organization is solely responsible for maintaining its recognition and compliance with the parent organization.
  - If the student organization is unable to re-establish as a chapter, they may apply to create a new student organization through the new student organization process and will be subject to standard new student organization approval criteria.
- While the parent organizations may set requirements or standards for chapters to meet, under no circumstances can those requirements contradict or override University policies, the CSA Registration Guidelines, or the CSA Funding Guidelines. This includes constitutional requirements, membership restrictions, and compliance with non-discrimination statements.
  - Chapters may need to negotiate with their parent organizations to receive exemptions for such practices and standards. It is expected that such exemptions are listed in the student organization's constitution.
- If a Chapter-Based Community Organization receives University-provided funding, the student organization must have a chapter-specific bank account to deposit the funds as payments are issued to registered student organizations only and not to parent organizations.

### *Exemptions*

- Due to their unique identity affiliation as a chapter, these student organizations may be approved for registration despite having a similar purpose to another registered student organization.

### **Sport Clubs**

A Sport Club is a registered student organization with Ohio Union and Student Activities and is recognized by the Department of Recreational Sports. Sport Clubs must register as student organizations with Ohio Union and Student Activities to receive funding, staff support, and special access to recreational facilities from the Department of Recreational Sports.

### *Additional Registration Requirements*

- The Department of Recreational Sports has established additional criteria for the recognition of new Sport Clubs and the renewal of existing Sport Clubs, which has been approved by CSA. The Department of Recreational Sports shall publish these criteria on their website.
- Sport Clubs shall require a minimum of fifteen (15) student members to be considered for registration.

### *Exemptions*

- Sport Clubs may limit their membership based on sex and still be eligible for recognition as a registered student organization if the primary purpose of the student organization is to engage in sports in which the major purpose or activity involves body contact.
- Sport Club treasurers shall not be required to attend training through Ohio Union and Student Activities.
  - Training for Sport Club treasurers will instead be provided by the Department of Recreational Sports staff.
- Sport Clubs are not eligible to apply for or receive Student Activity Fee Operating or Programming Funds.
  - Funding for Sport Clubs is available through the Department of Recreational Sports.

### **Student Governments**

All registered student organizations recognized by the University Senate as representative bodies and holding seats in the University Senate are considered student governments for the purposes of the CSA Registration Guidelines and CSA Funding Guidelines. CSA may establish additional criteria for accepting new student governments and specific requirements for existing student governments. The CSA Chair will make such criteria available to students upon request.

### *Additional Registration Requirements*

- Must submit a report on the student organization's activities and budget to the CSA Allocations Committee at the end of each academic year.
- Student governments must get approval from CSA to keep up to 25% of their annual Student Activity Fee carry-forward.
- Student governments shall submit a written inventory of all equipment to the Office of Student Life at least once per fiscal year, and each time there is a change in officers.

- Inventory shall include the OSU tag number or a complete description of the equipment, purchase or trade date and price, current condition, and exact location.
- The Senior Vice President for Student Life may request an on-site inspection to verify the inventory.

### *Exemptions*

- May use Student Activity Fee funds for general operating expenses, provided that they comply with University policies on spending. Operating and Programming Funds restrictions in the CSA Funding Guidelines do not apply. This includes, but is not limited to:
  - Travel, which may include participation at conferences, registration fees associated with conferences, and food costs limited to federal per diem guidelines.
  - The purchase of equipment, apparel, and supplies.
  - Staffing, with the prior approval of the Senior Vice President for Student Life.
  - Food at general member/delegate meetings as deemed appropriate.
  - Other general office supplies provided by the Ohio Union Resource Room.
- Are not eligible to apply for or receive Student Activity Fee Operating or Programming Funds.
- Do not receive the annual \$250 line of credit for services from the Ohio Union Resource Room.
  - Ohio Union Resource Room services may be used with the understanding that the student government's budget will be charged back for expenses each semester.
- Student government presidents are exempt from mandated president training.
  - Student government presidents will receive appropriate training and advising from their faculty/staff advisor(s).
- Student government treasurers are exempt from mandated treasurer training.
  - Student government treasurers will receive appropriate training and signed certification from the Ohio Union Business Office.
- Student governments are not required to follow the constitution template format for annual registration. Aside from the dissolution requirement, student governments are still required to meet all other content requirements for their constitution.

### **Ohio Union Activities Board**

The Ohio Union Activities Board (OUAB) is a registered student organization whose sole purpose is to plan campus-wide programming. CSA may establish additional criteria for

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accepting new campus-wide programming student organizations and specific requirements for the Ohio Union Activities Board. The CSA Chair will make such criteria available to students upon request.

#### *Additional Registration Requirements*

- The Executive Board shall be chosen through an application and interview process conducted by a selection committee comprised of the Director of Campus Events or designee, the student organization advisor(s), a member of the CSA Allocations Committee, an OUAB general member selected by the general membership, and members of the current Executive Board not attempting to return to the Executive Board during that round of applications and interviews.
  - Voting for members of the incoming Executive Board shall be carried out only by the student representatives on the selection committee.
- The OUAB treasurer position shall be held by the Associate Director of Campus Events.
- Must submit a report on the student organization's activities and budget to the Ohio Union Council and the CSA Allocations Committee at the end of each academic year.
- Allocate a minimum of \$100,000 to graduate/professional programming.
- OUAB must get approval from CSA to keep up to 10% of their annual Student Activity Fee carry-forward.
- OUAB shall submit a written inventory of all equipment to the Office of Student Life at least once per fiscal year, and each time there is a change in officers.
  - Inventory shall include the OSU tag # or a complete description of the equipment, purchase or trade date and price, current condition, and exact location.
  - The Senior Vice President for Student Life may request an on-site inspection to verify the inventory.

#### *Exemptions*

- May use Student Activity Fee funds for general operating expenses, provided that they comply with University policies on spending. Operating and Programming Funds restrictions in the CSA Funding Guidelines do not apply. This includes, but is not limited to:
  - Travel, which may include participation at conferences, registration fees associated with conferences, and food costs limited to federal per diem guidelines.
  - The purchase of equipment, apparel, and supplies.

- Staffing, with the prior approval of the Senior Vice President for Student Life.
- Food at general member/delegate meetings as deemed appropriate.
- Other general office supplies provided by the Ohio Union Resource Room.
- Do not receive the annual \$250 line of credit for services from the Ohio Union Resource Room.
  - Ohio Union Resource Room services may be used with the understanding that OUAB's budget will be charged back for expenses each semester.
- Are not eligible to apply for or receive Student Activity Fee Operating or Programming Funds.
- May use proceeds from the sale of Dates and Data to provide development opportunities to OUAB members.
- The OUAB treasurer is exempt from mandated treasurer training.
  - The OUAB treasurer will receive appropriate training and signed certification from the Ohio Union Business Office.

## Community Councils

Community Councils are student organizations registered with Ohio Union and Student Activities that are primarily supported and advised by Housing and Residence Education staff. Community Councils may choose to use a variety of names including governing organization or activity board. These student organizations directly support programming and community-building within their specific residential facilities.

### *Additional Registration Requirements*

- An elected or appointed primary leader who completes president training responsibilities.
- Housing and Residence Education staff will work with community council primary leaders to update the General Information, Roster, Constitution, and Goals for each community council.
- Direct advising support provided by Housing and Residence Education professional and/or graduate staff.

### *Exemptions*

- Community council treasurers and advisors shall not be required to attend training through Ohio Union and Student Activities.
  - Training for these roles will be provided by Housing and Residence Education.
- Are not eligible to apply for or receive Student Activity Fee Operating or Programming Funds.

- Graduate students employed by Housing and Residence Education may serve as primary advisors to community councils.

## Cohort Programs

Cohort programs are department managed student groups which are considered department initiatives. These groups receive direct financial support and oversight from a campus department which can include designated space use, internal management of funds, use of department branding, and other department-directed benefits. Cohort programs are not considered independent student organizations and are instead considered University entities. CSA may establish additional criteria for accepting new cohort programs and specific requirements for existing cohort programs. The CSA Chair will make such criteria available to students upon request.

### *Additional Registration Requirements*

- A primary leader designated through an elections process or appointed by the cohort's advisor.
  - The primary leader is required to attend Student Organization President Training.
- Listed primary advisor employed by the Office of Student Life.
- At least five (5) student members, three (3) of which must be listed as contacts for the cohort and updated annually on the roster.

### *Exemptions*

- The primary advisor is not required to attend training through Ohio Union and Student Activities.
- Are not eligible to apply for or receive Student Activity Fee Operating or Programming Funds.
- If the cohort utilizes a University budget outside of the Student Activity Fee, they are not subject to the limitations outlined in the "Prohibited Expenditures" section of the CSA Funding Guidelines.
  - Cohorts must still operate within the guidelines established by the manager for their particular University budget and all applicable laws and University expenditure policies.
- Are listed in the Student Organization Directory without undergoing standard annual registration.
  - Granted Cohort status instead of standard Active or Inactive status.
  - Active cohorts are still eligible to use the Ohio Union Resource Room even though they are not considered to have Active status.

- Cohorts still receive a \$250 annual line of credit for services.
- Additional Ohio Union Resource Room services may be used beyond the annual line of credit with the understanding that the appropriate University budget will be charged back for expenses each semester.

## Benefits of Registration

By maintaining Active status, student organizations are eligible to receive university benefits. Benefits are subject to all applicable policies, rules, processes, regulations, and laws. Standard benefits include, but are not limited to:

- Use of bulletin boards, digital screens, outdoor signboards, and kiosks on campus
- Use of University facilities
- Hosting events, including sponsoring guest speakers on campus
- Hosting on-campus fundraising events
- Use of CSA Student Activity Fee Operating Funds – See CSA Funding Guidelines for more information
- Use of CSA Student Activity Fee Programming Funds – See CSA Funding Guidelines for more information
- Use of CSA Student Activity Fee Signature Funds – See CSA Funding Guidelines for more information
- Participation in Student Involvement Fairs
- Participation in Homecoming Parade
- Use of the Ohio Union Resource Room, including \$250 annual line of credit for services, which is reset upon annual renewal of registration
- Use of Student Life Marketing services
- Access to apply for use of the University name to designate the student organization’s location “at The Ohio State University” or “Ohio State” on its letterhead and publications, subject to University trademark, licensing, and brand restrictions. Pursuant to Ohio law, student organizations must obtain permission for use of the university name, logo or trademarked assets, including website, social media accounts, event or marketing materials, and branded apparel or merchandise.
- Server space on University computers, including website hosting and organizational email accounts and listservs
- Access to enhanced training, workshops and conferences offered by Student Life
- The opportunity to apply for access to office or locker space in the Center for Student Leadership and Service

- Eligible to request free Coca-Cola products for campus events through the Coca-Cola Donation Program

Due to university affiliation and/or type of student organization, some student organizations may receive additional benefits or privileges or have specific restrictions. See the section on Special Classifications for additional information.

## Responsibilities of Registered Student Organizations

Registered student organizations including their officers, members, and guests are responsible for:

- Complying with applicable federal, state, and local laws and with University regulations, including but not limited to the provisions of the Ohio Administrative Code including the Rules, Regulations, and Bylaws of The Ohio State University, The Ohio State University Operating Manual, the Code of Student Conduct and guidelines promulgated by the Senior Vice President for Student Life. Copies of pertinent documents are available at the Office of Student Conduct;
- Planning and implementing their own programs and activities;
- Sponsoring and supervising their programs and activities;
- The safe operation of their programs and activities;
- Assuring that facilities are used for the purpose for which they were scheduled;
- The activities of non-student members and guests while participating in the activities of the student organization;
- Expending student organization funds to further the purpose(s) of the student organization and not for the private benefit of its officers or members;
- Keeping the student organizations' faculty/staff advisor informed of its activities, programs, and financial standing;
- Maintaining up-to-date online registration records – including officer contact information, advisor contact information, and constitution – with the Office of Student Life;
- Pursuant to the university's anti-hazing policy and Ohio law, all students must complete anti-hazing training before joining any activity, sport, club or organization. Advisors also must complete the training. The training module is available on BuckeyeLearn or through [stophazing.osu.edu](http://stophazing.osu.edu)
- Sound fiscal management including best practices such as:
  - Maintaining an accurate checkbook
  - Keeping copies of all checks and receipts
  - Paying bills and invoices for all purchases

- Monitoring financial statements
- Budgeting for income and expenses
- Safely storing official business documentation
- Utilizing other organizational methods and documentation such as reports, logbooks, spreadsheets, photographs, etc.
- Prompt payment of debts incurred to the University