

# **University of Detroit Mercy**

## **STUDENT ORGANIZATION POLICY**

Students are a most valuable human resource at the University. Student organizations are vital in liberating the gifts of the student body in helping the University achieve its mission. A student organization policy is necessary to help provide continuity, stability, and support to organizations, to assure equitable distribution of services and facilities, and to encourage students to cooperate toward shared goals. Registration of organizations is required each semester.

Students compete in the classroom, but graduates are called upon to collaborate in their careers. Students seek the freedom of individuality, but try to avoid isolation through associations and relationships. At the University, student organizations are an important factor in the total educational process.

Student organizations bring together people with similar interests and at the same time challenge them to accept each other's differences. Organizations encourage members to expand friendships beyond those they had prior to coming to the University. Organizations encourage students to spend more leisure time growing and learning. Organizations help students not only develop leadership skills, but the skills and values involved in playing support roles of collaborating and of sharing credit for group success. Organizations provide relationships that follow graduates long beyond the campus years. Organizations free students to dream dreams bigger than themselves, and to have a collective base of talents to bring some of those dreams into reality.

Students are free to organize and to join associations whose stated purpose and actions are consistent with the University mission and its Catholic, Jesuit, and Mercy traditions. All student organizations seeking eligibility for University benefits must be registered with the University and must follow the procedures listed here. Registration of a student organization carries with it certain responsibilities and certain rights and privileges. Registration of a student organization does not imply that the University endorses positions or points of view espoused privately or publicly by the organization.

### **What is a Registered Student Organization?**

A registered student organization at the University of Detroit Mercy is any group consisting primarily of students enrolled at UDM, formed to contribute to those students' educational growth, recreation, and/or personal development needs. Most importantly, a registered student organization is registered with the Student Life Office.

### **Relationship Statement with Student Organizations**

Registration of student organizations is necessary before university facilities and/or services will be available. Registration is facilitated through the Student Life Office. The Student Life Office will maintain a list of all registered student organizations as public information. Registration and eligibility for University benefits shall neither be withheld nor denied on the basis of race, color, religion, gender, physical impairment, national and/or ethnic origin, or age.

All undergraduate student organizations seeking eligibility for University rights and privileges must be registered by the Student Life Office. Graduate school and professional school student organizations seeking eligibility for University rights and privileges are also required to register. Student organizations at the Law School should consult their appropriate Student Affairs office for details on registering.

### **Registration Approval**

Registration of a student organization will be approved unless the University finds that the organization:

- seeks to accomplish objectives, goals and/or activities through violence, or
- engages in activities that interfere with the discipline and normal activities of the University or the rights of others, or
- seeks personal gain, or
- engages in activities that present danger to property, personnel, and/or functions of the University, or
- promotes goals or exhibits behaviors that are inconsistent with acceptable conduct at an American Roman Catholic University, or
- refuses to comply with federal or state laws including the Board of Trustees policies or University rules and regulations.

In registering a student organization, the Student Life Office must ensure that the purpose of the organization is consistent with the mission and goals of the University of Detroit Mercy and its Catholic, Jesuit and Mercy character. The administration of the University reserves the right to review such decisions, offer guidance on them, and even intervene when necessary, if the educational values and mission of the University appear to be undermined.

Disputes, challenges, and exceptions to the registration policies may be resolved by the Dean of Students or their designee.

Registration of a student organization does not constitute University endorsement or approval of the practices or activities of the organization. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations and policies of the University and the UDM Board of Trustees.

## **Categories of Student Organizations**

Student organizations at the University of Detroit Mercy are categorized based upon their relationship to the University, and their overall goals and purpose.

**Administrative:** These are student organizations that have a special administrative relationship with the University due to their function, purpose and overall representation of the student body. Organizations in this category receive administrative support and advising from the Student Life Office, the Office of Residence Life. The administrative student organizations consist of Student Senate, Student Programming Board, Interfraternity Council, Panhellenic Council, National Panhellenic Council, and the Residence Hall Association. For information about any of these organizations, please contact the Student Life Office at (313) 993-1150. Student Government associations related to Professional schools (Law and Dental) are advised by Student Affairs/Services staff in the respective Colleges.

**Other Student Organizations:** Other student organizations are formed according to interests, purposes and goals, such as: Ethnic/International, Honorary, Special Interest, Academic and Professional. For questions about an organization's categorization, please contact the Student Life Office at (313) 993-1150.

## **Organization Moderators**

Each registered student organization must identify a moderator. An organization moderator must be a full-time member of the faculty or staff at the University of Detroit Mercy. The moderator should be available to consult with the student organization that he/she has agreed to advise. The University of Detroit Mercy encourages all moderators to provide active on-going academic and social leadership.

In addition to their normal workload, a moderator is also putting in time to help guide an organization. Because of this, the organization has responsibilities to the moderator, much like the moderator has a responsibility to the organization.

Faculty moderators are employees of the University whose primary responsibility is to teach students in curricular classes, or serve in a University administrative position. Faculty moderators work with student organizations because they want to, and because they feel they can make a contribution to the organization's success.

## **Responsibilities of University Moderators**

The primary role of the moderator is to provide overall guidance and support to the organization. This guidance includes compliance with University policies and procedures. It is not the moderator's responsibility to sign contracts or checks for the student organization (this does not apply to administrative organizations). Other responsibilities of the moderator include the following:

- moderators should try to insure that meetings are properly scheduled, serve as a resource person at executive board and regular meetings, and attend the functions of the organization.
- moderators should assist with the formulation and/or vision of the organization's constitution and bylaws.
- moderators should encourage and assist the organization in carrying on an active and significant program, and work with the officers to promote the effective administration of the organization.
- moderators should assist the treasurer in maintaining accurate accounting and in formulating an annual budget, as well as budgets for individual activities.
- if it is necessary for the moderator to resign his/her position, he/she should notify the organization and the Student Life Office as soon as possible.

## **Responsibilities of Organizations to their Moderators**

Every registered student organization is responsible for recruiting a University moderator. The moderator should be recognized as a valuable source of information to the organization, but not as a member.

- The moderator should be invited to all events sponsored by the organization (meetings, social events and other activities). An organization should plan its meetings at a time when the moderator is able to attend, and should check all dates for scheduling events with the moderator first. The moderator should be welcomed at each event, and thanked for coming at the close of the event.
- The president (and/or executive board) of the organization should meet regularly with the moderator to discuss organizational matters. Keep the moderator informed of the programs and activities of the organization, and of the progress being made in carrying out plans.
- Necessary expenses of the moderator for social affairs and activities should be paid for by the organization.
- Most importantly, use the moderator as a resource. Ask for the moderator's advice and opinion when problems come up in the organization. Make use of the moderator's background and experience within the organization and the University. Never go over the moderator's head when working out problems. Always start with them first before contacting outside sources.

## **Policies and Regulations**

### ***Organization Responsibilities***

- The student organization should agree that the exercise of freedom of expression will be done in a peaceful, non-disruptive manner and with appropriate consideration of and respect for differing points of view.
- The sponsoring organization(s) shall have overall responsibility for the general behavior of persons attending a program or activity and for any illegal acts either engaged in or knowingly permitted by the organization.
- Individuals shall also be held responsible for such actions. Officers of an organization shall have primary responsibility for activities of the organization and its guests and their compliance with University policy.

### ***Prohibited Activities***

- A registered student organization may not represent or imply in any manner that it speaks for, or in the name of, the University of Detroit Mercy
- Registered student organizations may not use the name of the University of Detroit Mercy or abbreviations, nicknames, or other familiar forms thereof, as part of its own name without prior approval. Registered student organizations may not use the seal or other trademarks of the University of Detroit Mercy without authorization from the University.

### ***Rights of the University***

- to limit or restrict the on-campus activity of any organization, registered or unregistered, whose purposes and activities are directly contrary to the institution's stated mission, core values and founding traditions.
- to exclude funding or other forms of University support for particular events which involve the organized advocacy of positions or activities which are deemed contrary to the institution's mission, core values and founding traditions.
- to regulate the time, place and manner of all on-campus student activities and expression, and to prohibit any activity, speech, or expression that is deemed by the administration to create a clear and present danger of:
  - blocking roadways or walkways or common areas;
  - restricting or preventing physical access to campus buildings;
  - generating excessive noise;
  - interfering with or disrupting classes or unlawfully interfering with other campus events or activities.
- to prohibit, prevent or stop expression which, by its content:
  - presents a clear and present danger of inciting violence or unlawful behavior;
  - advocates the physical harm, coercion, intimidation or other invasions of personal rights of individual students, faculty, staff, administrators or guests;
  - violates University policies regarding harassment and student conduct;
  - advocates willful damage, destruction or seizure of University buildings or other campus property, destruction of or interference with University classes, or unlawful interference with University events or activities.
- to impose discipline, as deemed appropriate through its student discipline system, upon any student or student organization whose conduct violates University policy or codes of conduct or goes beyond that which is protected by this particular policy.

## **Procedures for Registering a Student Organization**

### ***Criteria for Registration of a Student Organization***

For an organization to be considered for registration, the following criteria must be met:

- the organization must consist of at least three University of Detroit Mercy students.
- all officers must be University of Detroit Mercy students with at least 2.0 GPA.
- the organization must have a moderator who is a faculty member carrying the rank of instructor or higher, or a staff member on administrative appointment. If the moderator resigns, the organization has the sole responsibility of finding a new moderator within one month.
- the goals and purposes of the organization must be consistent with the mission and core values of the University and its Catholic, Jesuit, and Mercy character.

### ***The Registration Process***

In order to be eligible for the privileges and services available to student organizations, an organization must register with the Student Life Office. The registration process consists of the following:

- completion and submission of a "Student Organization Registration Form."
- submission of an up-to-date constitution and bylaws. If an organization has a national affiliation, the national constitution and bylaws must be submitted as well. The local constitution must contain the following information:
  - The name of the organization. When registered, the name may end with the words, "at the University of Detroit Mercy."
  - a statement of purpose and goals of the organization.
  - a list of membership requirements and duties.
  - a list of organizational officers, requirements for office, duties, and provisions for election and recall.
  - procedures to adopt and/or amend the constitution.

- a provision regarding the role of the faculty moderator for the organization.
- a statement that affirms the organization's compliance with the University's non-discrimination policy in regard to membership.
- a statement with respect to the organization's affiliation, if any, with off-campus organizations.

It is the presiding officer's responsibility to see that an up-to-date constitution is provided. In the case of constitutional questions or concerns where the Student Life Office is involved, the constitution on file will be used to resolve the matter. It is important that every member of the organization have a copy of the organization's constitution or, at least, be familiar with its contents.

Whenever an organization's constitution is changed, the revised constitution must be submitted to the Student Life Office within two weeks of its revision. The organization must submit a new "Student Organization Registration Form" to the Student Life Office within two weeks of any of the following changes:

- change in the organization's name
- change of officers
- change of moderator

### ***Registration Status***

To maintain "registered" status, student organizations must re-register every year. The registration process begins in April and extends through September of the following academic year. Organizations that fail to re-register will be considered "not registered," and are not eligible for student organization rights and privileges.

### ***Rights and Privileges***

Registration of student groups is a privilege and is not intended to restrict the free association of students in non-registered groups. Upon registering, student organizations are entitled to several privileges, including but not limited to the following:

- to use University facilities, subject to availability and to regulations (see "Rights of the University"), at rates, if any, determined by the University.
- to solicit membership, subject to regulations (see "Rights of the University") on campus under the organization's name.
- to request counsel and assistance from the Student Life staff.
- to request Student Activities calendar dates and listings, as well as publicity of programs in other University calendars and publications.
- to petition for student activity funds.
- to use an assigned University mailbox.
- to obtain a University assigned E-mail address.
- to use bulk rate mailing, access to computer printouts and gummed labels for legitimate purposes (the organization is responsible to costs incurred by such usage).
- to sponsor fundraising events on campus, subject to regulations (see "Rights of the University") with prior approval of the Student Life Office and Public Safety.

### ***University Resources for Registered Student Organizations***

#### ***Advertising/Publicity***

Publicity is a developed program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. Registered student organizations have many outlets available to help them promote their activities. These include, but are not limited to the following:

- Banners: Banner paper is available at the Student Life Office on the First Floor of the Student Center.
- Flyers: Flyers must be approved and stamped by the Student Life Office and may be posted on any of the general posting boards in accordance with the "Posting Policy."
- Posters: A poster maker, capable of enlarging 8 1/2 x 11 inch camera ready flyers is available for student activity fee funded events. For details on usage, please see the "Poster Maker Policy."
- Online Calendar of Events
- Public Service Announcement on WUDM, call 993-1152 for more information
- Press Release, call Gary Lichtman at 993-1254 for information

#### ***Electronic/Email***

Registered student organizations must obtain a University of Detroit Mercy email account for their organization. For further information, please visit the Student Center Computer Lab.

#### ***Equipment***

Student Life Office – First Floor McNichols Student Center

Student Life has limited equipment available for use in or on the grounds of the Student Center: barbecue grill, Audio Visual. Call 993-1150 for more information on procedure for reserving, picking up and returning.

#### ***Audio/PA***

Assistance for registered student organizations is available on a limited basis for events. Please contact the Student Programming Board at (313) 993-1154.

## **Funding**

Registered student organizations are eligible to request funding for events from student activity fees. The following sources should be contacted for information on the specifics of the funding process:

### **SGA Grants (STUDENT GOVERNMENT ASSOCIATION GRANT)**

Available to registered student organizations on the McNichols campus for sponsorship of an activity open to all Detroit Mercy students. Information, proposal forms and funding criteria may be obtained from the SGA Finance Committee at (313) 993-1150 on the McNichols campus.

## **Indemnification and Insurance**

An indemnification may be used prior to any activity sponsored by a student organization. In order for this document to provide protection for any one event, all participants must be willing to complete the form and it should be in the organization's files prior to the activity. Any recognized organization desiring insurance to cover their group while on a trip should secure their own insurance through a private company.

## **Mailboxes**

All student organizations on the McNichols campus are assigned a SUMS mailbox upon registration. All campus and US mail received on behalf of the student organization will be placed in this assigned mailbox.

## **Outdoor Programming Areas**

Registered student organizations may use outdoor programming areas for programs and events. For events occurring in or around the Residence Halls, please contact the Director of Residence Life for approval. For events occurring elsewhere on campus, please email [reserve@udmercy.edu](mailto:reserve@udmercy.edu) for approval or referral. Public Safety must also be notified whenever planning an event outside.

## **Reserving Facilities**

### **Academic Classrooms**

To reserve any academic classroom or space all inquiries **MUST** go through Registrar's office. (313) 993-3313

To Reserve space, check availability, or schedule an event go to University Services- Second floor of the Student Center-McNichols Campus – 313-993-1488

Fill out the Event Request form on the website:

<http://www.udmercy.edu/faculty-staff/facilities/host-event/request-form.php>

Depending on the space you are using also check these areas:

Dining Services

Fountain Lounge or Ballroom (313)993-1213

Chapels

St. Ignatius (CF Building) and Young Martyrs (Shiple) call (313) 993-1560

Calihan Hall (313) 993-1700

basketball gyms, indoor courts, fitness center, soccer field, baseball field, softball field and tennis courts

Grounds Coffeehouse – 313-993-1154

Ground floor of Student Center (McNichols)

Residence Halls (McNichols) (313) 993-1230

Lounges, commons, lawn areas, classrooms, video theater, volleyball, tennis and basketball courts

## **Sales and Solicitation**

Student organizations may reserve a table in the Student Center to recruit members, raise funds, or promote an organizational activity. Email requests to [reserve@udmercy.edu](mailto:reserve@udmercy.edu) or contact the Student Center operations manager at 993-1593.

## **Use of University Logos and Trademarks**

All logos, seals, names, symbols and slogans associated with the University of Detroit Mercy are trademarks and are the exclusive property of the University of Detroit Mercy. Student organizations may utilize University trademarks with approval from the University. For details about this process, please contact the Marketing and Public Affairs Office at 993-1254.

# University of Detroit Mercy STUDENT ORGANIZATION REGISTRATION

**Please Print**

Fill out form completely. Incomplete forms may cause delay in processing and approval.

## GENERAL ORGANIZATION INFORMATION

**Organization Name:**

**Official Mail Address:**

SUMS \_\_\_\_\_  
Detroit MI 48221

**E** A SUMS address will be assigned for registered organizations. This address will stay the same despite officer changes.

**Date Filed:**

**Next Election:**

**Campus Phone:**

**Organization Email:**

**Organization Social Media Link or Home Page Web Address/URL :**

## OFFICER INFORMATION

**PRESIDENT:**

**School in Session Phone:**

**Permanent Phone:**

**Student #:**

**Email:**

**School in Session Address:**

**Permanent Address:**

**City/State/Zip:**

**City/State/Zip:**

**SECOND OFFICER:**

**Student #:**

**Position:**

**Email:**

**School in Session Phone:**

**THIRD OFFICER:**

**Student #:**

**Position:**

**Email:**

**School in Session Phone:**

**FOURTH OFFICER:**

**Student #:**

**Position:**

**Email:**

**School in Session Phone:**

**FIFTH OFFICER:**

**Student #:**

**Position:**

**Email:**

**School in Session Phone:**

## MODERATOR INFORMATION

**Moderator's Name:**

**Campus Phone:**

**Home Phone:**

**Department:**

**Building/Room:**

**Email:**

**Alumni Advisor (if any):**

**Home Phone:**

**Work Phone:**

**Address:**

**City/State/Zip:**

**Email:**

## SUMMER CONTACT INFORMATION

*All mail from the Student Life Office will be sent to contact listed below between April 30 and August 30*

**Name:**

**Summer Phone:**

**Email:**

**Summer Address:**

**City/State/Zip:**

By signing this document, the organization herein named agrees that its purpose and goals are consistent and compatible with acceptable conduct at an American Roman Catholic University. Registration of this organization is granted contingent upon the organization maintaining goals and purposes that are consistent with the mission of the University of Detroit Mercy and its Catholic, Jesuit, and Mercy character.

Registration does not constitute University endorsement or approval of the activities, positions or points of view espoused privately or publicly by this organization. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the University and the University of Detroit Mercy Board of Trustees.

The University reserves the right to limit or restrict the on-campus activity of any organization, registered or unregistered, whose purposes and activities are directly contrary to the institution's stated mission, core values and founding traditions, and to exclude funding or other forms of University support for particular events which involve the organized advocacy of positions or activities which are deemed contrary to the institution's mission, core values and founding traditions.

The undersigned certifies the information requested on this registration form is accurate and up to date. This organization does not discriminate on the basis of race, color, creed, national origin or gender in any of its programs, services, benefits or membership practices. It is understood that eligibility for assistance from the University of Detroit Mercy (e.g. moderators, administrative staff, facility use, etc.) is contingent upon adherence to this policy of non-discrimination and other University policies pertaining to students and student organizations. Failure to abide by established University policies could result in the loss of registration.

**Signature of President:**

**Date:**

**Signature of Moderator:**

**Date:**

**Please Print**

Organization Name:

Year in School

(Freshman, Sophomore, Junior, Senior, Post-grad)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Phone: