

Administrative Regulation 4:1

Registration and Recognition of Student Organizations

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I. Introduction

In conformity with requirements of the *Office of Student Organizations and Activities*, any student group may seek recognition as a Registered Student Organization (RSO) or a Sponsored Student Organization (SSO) by applying to the Office of Student Organizations and Activities and any other appropriate University offices. This regulation defines the two types of registered student organizations (RSO and SSO), and establishes the privileges, rules, and procedures for registration. RSOs and SSOs are held responsible for compliance with *Administrative Regulation 4:10, Code of Student Conduct*.

RSOs and SSOs receive designated privileges which are not provided to student groups that are not recognized as Registered or Sponsored Student Organizations. Privileges of recognized RSOs or SSOs include: reserving University facilities in accordance with this regulation; eligibility to apply for funding from student fees; utilizing campus mail services; participation in designated University functions and events; and establishment of financial accounts through sponsorship with University department. SSOs may have additional privileges as designated by their approved affiliation with a University college or department. SSOs must list their sponsor college or department during the annual registration process.

II. Entities Affected

This regulation applies to all students of the University.

III. Definitions

A. Registered Student Organization (RSO)

“Registered Student Organizations” means student groups who have sought recognition and been approved as registered under the process set forth by the Office of Student Organizations and Activities. Student organizations must be registered to observe specific privileges on campus, such as access to resources, funding, and facilities. RSOs are overseen by student officers with support from a full-time faculty or staff member who serves as an advisor. Registration status makes an organization eligible for privileges such as access to resources, funding, and facilities.

B. Sponsored Student Organization (SSO)

“Sponsored Student Organizations” means student groups who have sought recognition and been approved as registered under the process set forth by the Office of Student Organizations and Activities and who have specific departmental or college sponsorship. SSOs are overseen by full-time faculty or staff. This departmental or college sponsorship may provide, but is not limited to providing, staff or faculty advisement, resources, funding, and facility access from the sponsoring department or college. SSOs must be registered with the Office of Student Organizations and Activities to receive the access to broader privileges provided by the University, department or college. Verification of departmental or college sponsorship is required to maintain registration status.

IV. Policy

- A. No RSO will be hindered or discriminated against in the ordering of its internal affairs, selection of its leaders and members, defining of doctrines and principles, and resolving organizational disputes in the furtherance of its mission or in its determination that only persons committed to its mission should conduct such activities. In all other respects, all RSOs and SSOs must comply with the University’s non-discrimination policy.
- B. The RSO or SSO may not adopt a name which is either the same as, or deceptively similar to, the name of an existing RSO or SSO, the University, or any division or department of the University, as determined by the Office of Student Organizations and Activities. This naming policy for student organization is designed to prevent an organization's name from creating a misleading affiliation to the University. RSOs and SSOs are restricted from using “University of Kentucky,” UK, U-K, U of K, the Power K, or any other trademarked phrase at the beginning of their name including social media, email addresses, and URLs. However, organizations are permitted to use "at the University of Kentucky" at the end of the organization's name. Exceptions are only available for those RSOs or SSOs who are directly funded by a mandatory student fee, or organizations that are categorized as club sports by Campus Recreation and Wellness, upon approval by the Office of Public Relations and Marketing. The Vice President for Student Success may make additional exceptions.
- C. The organization shall be non-profit in nature. It shall not use its position as a RSO or SSO to solicit or advertise for commercial purposes. Any member of the RSO or SSO may serve at stations or distribute materials on behalf of the organization.
- D. Only current students of the University may be members of a RSO or SSO.

V. Procedures for Registration as a Student Organization

- A. The online registration application may be found on the Office of Student Organizations and Activities’ website (<http://getinvolved.uky.edu/>).
- B. In addition to observing all University rules, a RSO or SSO that is chartered by an international or national organization, must maintain its affiliation with its chartering organization in order to maintain University registration. As part of the application process, the RSO or SSO’s must submit any international or national constitutions and by-laws governing the organization, and contact information for the international or national

organization. When the chartering organization no longer recognizes or sponsors the student organization as an active organization, the University registration and all associated privileges will end.

- C. As part of registration, a RSO or SSO Officer will be required to agree and certify via the online system that the organization will consistently comply with applicable University regulations, including but not limited to:
1. [Administrative Regulation 4:10, Code of Student Conduct](#)
 2. [Administrative Regulation 6.1, Policy on Discrimination and Harassment](#)
 - a. A Sponsored Student Organization must have the University non-discrimination policy listed in their respective constitution, unless exempt by Title IX designation. (AR 4:1.IV.A.)
 3. [Administrative Regulation 6:2, Policy and Procedures for Addressing and Resolving Allegations of Sexual Harassment Under Title IX and Other Forms of Sexual Misconduct](#)
 4. [Administrative Regulation 6:4, University of Kentucky Alcohol Policy](#)
 5. [Administrative Regulation 6:5, Tobacco Policy](#)
 6. [Administrative Regulation 6:10, University of Kentucky Hazing Prevention Policy](#)
 7. [Administrative Regulation 9:1, Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assembles](#)
 8. [Administrative Regulation 9:9, Speakers from Off Campus](#)
- D. The registration of any student organization shall be dependent upon the completion of the required application and compliance with the rules and additional criteria. Such criteria shall be established and published by the Office of Student Organizations and Activities and made uniform for all similar types of organizations. The Office of Student Organizations and Activities may limit an organization's registration to a fixed period. Registration is open before the Fall and Spring semesters.
- E. Violation of institutional policies by a RSO or SSO will be managed under the provisions and policies of *Administrative Regulation 4:10, Code of Student Conduct*. Outcomes of a Code of Student Conduct process may include, but are not limited to, warnings, loss of registration status, and registration restrictions. This includes student organizations who are seeking but have not yet been granted status. Individuals may be held accountable for behavior of an unregistered or unrecognized student organization.
- F. Certain organizations, including SSOs, may have additional departmental rules and polices required for recognition and registration. Failure to abide by the additional rules may result in loss of registration and ongoing registration restrictions.

VI. Privileges and Responsibilities of RSOs and SSOs

A. [Use of University Facilities](#)

1. Designated University facilities may be reserved for use by a RSO or SSO for meetings and other non-commercial events related to the purposes of the organization when the University is open.
2. Meeting and event requests are coordinated through the Office of University Events. Requests must indicate the event details, including but not limited to, identification of event contact, general nature of the event, event date and time, the facility requested, the names of non-University persons invited to speak

or perform, external vendors, and any special arrangements needed to make the meeting/event successful. A list of University facilities and the persons responsible for these facilities may be found in AR 9:1. Specific procedures and regulations regarding the facilities may be obtained from the person responsible for reserving the facility.

3. All meeting and event requests must be submitted through <https://meetatbigblue.uky.edu/>.
4. University facilities may be reserved for use by an RSO or SSO only through designated officers in compliance with this regulation.
5. RSO or SSO and its officers applying to reserve facilities on behalf of the organization are responsible for the condition of the facilities. The RSO or SSO must comply with all regulations, policies, and procedures related to the use of the reserved facilities.
6. All events must be in compliance with facility and university rules and regulations including but not limited to: *AR 8:3, Contract and Transaction Approval Authority; AR 6:5, Tobacco Policy; AR 6:4, University of Kentucky Alcohol Policy; GR I.N., Campus Sales Policy, and AR 9:1, Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assemblies*. The sponsor is responsible for making sure activities and events comply with all University regulations. The complete list of University regulations can be found at <https://regs.uky.edu/>.
7. RSOs and SSOs are responsible for all aspects of their planned meeting or event, including but not limited to attendees/guests attending event, confirming all activities and events comply with university regulations, ensuring space is returned to its original condition, fees associated with University spaces and services, and following facility/space policies for locations where activities are held.

B. Fund Raising on the Campus by Registered Student Organizations

RSOs and SSOs are permitted to use University facilities for fund raising when the specific use of the funds is non-commercial in purpose, not for group members' personal gain, and when regulations governing the facilities requested allow for the charging of admission or other collection of money.

C. Posters, Handbills, Notices, Chalking, and Yard Signs

1. Non-commercial announcements may be posted on behalf of RSOs and SSOs. Under no circumstances are announcements to be posted on any painted surface, in any classroom, or on any tree or shrub. Announcements must indicate the name of the RSO or SSO on whose behalf the announcement is posted and the event date. It is the responsibility of the RSO or SSO to remove all such announcements within three days following the program, event, or election to which the announcements are related.
2. No poster, handbill, or any other form of announcement may be posted in such a manner as to cause damage.
3. Members of the student body of the University may distribute on behalf of a RSO or SSO free-of-charge non-commercial announcements, statements, or materials at any outdoor area on the campus. Such distribution must be consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of accosting individuals or by hawking or shouting is prohibited. Announcements or statements must indicate the name of the organization on whose behalf the distribution is made.
4. A RSO or SSO may use soluble sidewalk chalk in University-approved locations. The approved location for sidewalk chalk is the Barker Plaza outside the Gatton Student Center. Organizations must request and be granted permission from the Director of University Events at least one business day prior to chalking. It is the responsibility of the organization to remove chalking no later than one week after

permission has been granted. Chalking messages must not contain language, symbols, or graphics that are obscene or discriminatory in nature. Failure to remove chalking after one week may result in charges being assessed to RSO or SSO. For questions, please contact the office of University Events at <mailto:events@uky.edu> or visit <https://www.uky.edu/events>.

5. Use of temporary signage for events must be approved by the Director of University Events. The primary purpose of yard signs is to give directions or note location of events and activities. Approved signs must state the name of the sponsoring RSO or SSO, date of event, and location. Failure to remove yard signs may result in charges being assessed to the RSO or SSO.
6. Once approved, yard signs must be placed on campus no more than one week prior to the event and must be taken down immediately following the event. Yard signs must be placed to not interfere with pedestrian traffic, not present a tripping hazard, and not interfere with vehicle/golf cart traffic. For questions, please contact the Office of University Events at events@uky.edu or review the policy at https://www.uky.edu/prmarketing/sites/www.uky.edu.prmarketing/files/Signage_Policy_05-2018v1.pdf

D. Other Limited Privileges

RSOs and SSOs have limited access to the following university resources:

1. A RSO or SSO may not use the University tax exempt status for sales and use tax without prior written authorization by the Purchasing Division.
2. The University does not carry any insurance coverage that extends to RSOs or SSOs, or their members in their roles and responsibilities as it relates to the organization. Questions concerning insurance coverage should be directed to the Office of Risk Management.
3. RSOs and SSOs must not use official University of Kentucky marks or images without prior written permission from the Office of Public Relations.
4. RSOs and SSOs may request a University Agency Account in accordance with the Business Procedures Manual E-17-14 policy and procedures.

References and Related Materials

GR 1, The University of Kentucky (Definition)

AR 4:10, Code of Student Conduct

AR 6.1, Policy on Discrimination and Harassment

AR 6:2, Policy and Procedures for Addressing and Resolving Allegations of Sexual Harassment Under Title IX and Other Forms of Sexual Misconduct

AR 6:4, University of Kentucky Alcohol Policy

AR 6:5, Tobacco Policy

AR 6:10, University of Kentucky Hazing Prevention Policy

AR 9:1, Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assemblies

AR 9:9, Speakers from Off Campus

BPM E-17-7, Departmental Codes

BPM E-17-14, Agency Cost Center Policies and Procedures

Revision History

7/1/1983, 3/19/1992, 5/22/2000, 5/6/2011, 2/26/2021

For questions, contact: [Office of Legal Counsel](#)