

Student Services Manual (SSM)

SSM 1302–01: Student Organization Registration

Effective: 1/1/1971

Revised: 6/20/2025

Purpose

To specify requirements for groups wishing to register as university clubs or organizations

Source

University policy

Policy

Registration

To register as a university organization, a Student Organization must:

1. meet and follow membership and officer requirements
2. follow registration procedures outlined in the Student Organization Handbook, including:
 - a. submission of registration materials
 - b. submission of constitution/bylaws outlining how the organization governs itself
 - c. verification of completed annual student organization officer training
 - d. verification of completed annual advisor training.
3. follow conduct rules specified in this policy
and
4. have a Faculty Advisor who can advise the organization on operating within university policy, serving ASU in the role of professor, teaching professor, or clinical professor with two years of experience at ASU (including: professor, associate professor, assistant professor, clinical professor, clinical associate professor, clinical assistant professor, teaching professor, teaching associate professor, or teaching assistant professor).

Eligible organizations are permitted to register and maintain registration during the registration year unless the university finds that the organization:

1. seeks to accomplish its objectives, goals, purposes, or activities through the use or threatened use of violence
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others
3. seeks personal gain
4. engages in activities that present a danger to property, personnel, and/or orderly function of the university
5. engages in conduct that violates the Student Code of Conduct

6. fails or refuses to cooperate in or interferes in any University investigation of the organization, the organization's leadership, the organization's advisor, or the organization's members
and
7. refuses to comply with federal or state laws, including the *Americans with Disabilities Act of 1990*, the *Student Code of Conduct*, Arizona Board of Regents, or university rules and regulations.

Note: Registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. It does not guarantee the availability of funding. It does, however, 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 Arizona Board of Regents.

In denying, suspending, pausing, freezing, or revoking registration, the university considers among other factors:

1. the organization's past conduct
2. the organization's stated objectives
3. the organization's failure to meet financial obligations to the university
and
4. the organization's failure to adhere to university policies, procedures, or requirements.

Membership and Officer Requirements

1. The organization must be created, managed, and controlled by currently enrolled students of ASU who pay student-initiated fees.
2. A minimum of three currently enrolled ASU students are required to register a student organization.
3. Membership in a registered student organization is limited to individuals whose primary status is that of student and are enrolled in at least 3 credit hours at ASU. Students who do not meet these requirements can attend organizational meetings but cannot vote and cannot hold an officer, leadership, or other membership position.
4. All officers, a minimum of three, must participate in Student Organization Officer Training.
5. Membership and all privileges, including voting and officer positions, must be extended to students without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or gender expression, and genetic information. *Title IX of the Educational Amendments of 1972, §106.14*, makes an exception for social fraternities and sororities on the basis of sex. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).
6. Follow Membership and Officer requirements as addressed in the Student Organization Handbook.

Conduct

Registration as a student organization obligates the organization to comply with the university's and Arizona Board of Regents' policies, including the following:

1. registered organizations and their members are subject to:
 - a. all state and federal laws
 - b. the rules and regulations adopted by the Arizona Board of Regents and the university, including the *Student Code of Conduct*
and

- c. the policies in the “[Student Organization Handbook](#).”
 2. a registered organization may not represent or imply that it speaks for or in the name of the university
 3. a registered organization is expected to cooperate with any University investigation of the organization and must refrain from interfering in any such investigation or retaliating against any person who makes a good faith complaint against the organization
- and
4. a registered organization must follow ASU graphic standards guidelines as outlined in the [ASU Brand and Marketing Guide \(ASU CommGuide\)](#).

Misconduct

1. A registered organization and its officers may be held collectively and individually responsible for policy or *Student Code of Conduct* violations committed by:
 - a. its own members while acting on behalf of the organizationor
 - b. those associated with the organization, if the organization, its officers, its leaders, or its spokespersons have given tacit or overt consent or encouragement to these violators.
2. The university president or designee may require officers, leaders, or spokespersons to take appropriate action to prevent policy or *Student Code of Conduct* violations by organization members or those who are associated with and may be acting for the organization.
3. Sanctions for an organization’s misconduct may include:
 - a. denial of use of university facilities for an indefinite time
 - b. denial or revocation of registrationand
 - c. other sanctions permitted by the *Student Code of Conduct*.

Under the *Student Code of Conduct*, sanctions may be appealed to the University Hearing Board as provided in the *Student Disciplinary Procedures*.

Failure to Register

Registration is an annual process and organizations must reregister each academic year. Failure to register by the designated deadline will result in the organization’s suspension resulting in the organization’s:

1. denial of use of university facilities and other campus resources available to registered student organizations
- and
2. no description of the organization in the published campus materials, websites, etc.

Failure to reregister within one semester of the annual deadline will result in revocation of the organization’s status.

Cross-References

For more information on the *Student Code of Conduct*, see [SSM 104–01](#), “*Student Code of Conduct* and Student Disciplinary Procedures.”