



Nursing Student Organization Guidelines

Section I. Introduction

Student organizations at the University of Maryland School of Nursing (UMSON) serve a valuable educational function by offering students the opportunity to join together in governmental, cultural, political, and/or special interest groups. Student organizations also offer students opportunities to serve in leadership roles and afford unique educational experiences outside of the classroom. Student organizations contribute to the diversity and range of activities and perspectives on campus, enriching the overall academic environment.

UMSON has established a registration process for nursing student organizations on campus. The registration process provides specific guidelines under which student organizations may function. The process establishes a communication pattern between organizations and UMSON, through the Executive Nursing Government Board (ENGB) and the Office of Student and Academic Services (OSAS), which supports and adds stability to student organizations. The registration process also spells out the responsibilities of nursing student organizations and the consequences for groups that choose not to function in accordance with these guidelines. Finally, registration student organizations receive a variety of benefits and privileges. As a Registered Student Organization (RSO), the organization is eligible to receive student activity fees, access to University facilities, access to programming support and leadership training from OSAS, and access to UMSON publications.

Student organizations are "recognized" by UMSON. The activities undertaken by a student organization are not sponsored or approved by the School. Registration does not create a contractual relationship between UMSON and the student organization or a property right or legal expectancy on the part of the organization. UMSON encourages student organizations to become RSOs so students can better understand the School's expectations regarding responsible co-curricular activity and take advantage of the many programs and services provided to assist them.

Section II. Criteria for Registration Approval

To be approved as a RSO, a student organization must meet the criteria listed below and provide the proper paperwork to illustrate the organization meets the requirements. Registration approval is discretionary and is a function performed by the ENGB. Approval shall be based on a determination that the student organization meets the criteria listed below and that approval is in the best interest of UMSON. Documentation shall be collected by the ENGB and filed with OSAS. To be eligible for recognition, student organizations must:

1. Have a minimum of four members, although there is no minimum membership requirement until the group is recognized by UMSON and begins official organizational business

2. Have the majority of their membership be currently enrolled students and must provide active members names and email addresses to the ENGB
3. Have a faculty/staff advisor currently employed by UMSON and provide advisor's name, office location, email address, and phone number
4. Have officers responsible for submitting accurate and up-to-date organizational contact information at all times
5. Have a president and a treasurer held by two separate members of the organization. With the exception of the faculty/staff advisor, all officer positions must be held by currently enrolled University of Maryland, Baltimore (UMB) students.
6. Specify in writing the criteria for different levels of membership and/or criteria for eligibility of participation, voting, and holding officer positions in the organization's governing documents, e.g., constitution or bylaws
7. Have a mission statement
8. Disclose affiliate or parent organization and be in good standing
9. Include the following provisions in their constitution/bylaws:
 - I. The organization does not discriminate in accordance with the University's Code of Equity, Diversity, and Inclusion and all applicable University policies.
 - II. The organization, its officers, and its members must agree to abide by University policies and procedures and applicable federal, state, and local laws. Such policies and laws include, but are not limited to the following:
 - a. The organization, its officers, and its members shall abide by and be subject to the University's Code of Student Conduct.
 - b. The organization, its officers, and its members shall not conduct commercial activities that contribute, either directly or indirectly, to the private financial benefit of any individual or organization other than the organization itself or UMB. Officers, faculty/staff advisors, and members are prohibited from using the organization or their position to benefit a private commercial enterprise, organization, or individual other than the organization or UMB.
 - c. The organization, its officers, and its members shall agree to abide by the UMB trademark guidelines. The organization may not use the UMB or UMSON logos without prior approval.
 - d. The organization, its officers, and its members shall adhere to all University and ENGB financial guidelines in the event organization is granted recognition status by the ENGB and is eligible for student activity fee funding allocations.
 - e. Officers certify that the information provided on the application form is accurate and up-to-date at all times.

Section III. Benefits and Privileges of Registration

The following benefits and privileges are available upon registration approval, provided the student organization is in good standing:

1. Use of campus facilities and space
2. Eligibility to apply for funding allocations from student activity fees (refer to UMSON Financial Policies and Procedures for Student Organization)
3. Access to UMSON student organization Web pages, Blackboard communities, email accounts, and additional promotional materials (**all promotional material must be approved by the Office of Communications**)

4. Representation in the University Student Government Association and/or Graduate Student Association

Section IV. Non-Compliance with Registration Requirements

1. Good standing is a determination made by the ENGB based on the RSO being in compliance with the requirements of Section II. Compliance with registration requirements set forth in Section II is subject to periodic review by the ENGB and OSAS. Compliance with registration requirements set forth in Section II may also be reviewed following a referral of the RSO, its officers, or its members for violation of the University's Code of Student Conduct. Prior to any finding, the RSO will be provided an opportunity to meet with a representative to discuss the ENGB's specific concerns. The RSO will be notified in writing if there is a finding that it is not in good standing. The RSO shall also be informed in writing of sanctions, if any, to be imposed by the ENGB.
2. If an RSO is found to be not in good standing, the benefits and privileges as stated in Section III can be taken away. The following sanctions may be imposed:
 - I. Student organization is placed on warning with full privileges.
 - II. Student organization is placed on warning with restricted privileges.
 - III. Student organization's registration is suspended without privileges.
 - IV. Student organization's registration is revoked.
 - V. Other sanctions deemed appropriate by UMSON.