

## **A. Student Activities and Organizations**

The University supports a variety of student organizations as a belief in their co-curricular value, their role in the general education of students, and their being an asset to the University community. Opportunities for student involvement in student organizations include student government, academic, honorary, athletics, religious, special interests, cultural, international and service groups. Student organizations play an important role in the total University life and must, therefore, exercise judgment and responsibility in the planning and implementation of their activities. This judgment and responsibility extends to individual members and officers of organizations. Organizations and individuals must also observe certain regulations for rational and effective operation in the University community.

### **1. Student Organizations**

#### **a. Benefits of Involvement**

The University of Central Florida (UCF) recognizes the importance of active and effective student organizations. Research clearly shows that those students who choose to become involved in some form of organized activity do better academically, persist through graduation, and gain valuable career related and life skills, and experience greater personal development when compared to those students who choose not to get involved. These benefits are even more enhanced for those students who take on leadership roles within student organizations.

#### **b. The Ability to Organize**

The University encourages students to organize themselves and to pursue personal and/or professional interests. Further, the University supports the choice to form and affiliate with an organization and strives to remove administrative barriers that would hinder such involvement.

#### **c. University Oversight**

The University has the responsibility to exercise appropriate oversight over student organizations and their related activities. This includes the official registration of all student organizations through the Office of Student Involvement as well as oversight for the appropriate time, place and manner of all activities, events, etc. Policies and procedures related to the conduct of student organizations are presented below.

### **2. Registration of Student Organizations**

Any student association, group, or organization other than the Student Government Association whose objectives are consistent with the organizational goals and mission of the University is eligible for active registration. Registration is permitted and completed upon the recommendation of the Student Government Association, the review and concurrence of the Office of Student Involvement, and the approval of the Associate Vice President for Campus Life or designee.

The Office of Student Involvement will have copies of the Golden Rule available for student organizations when they submit their registration and officer update reports.

a. Registration Process

To be considered for registration, a student organization must submit in writing to the Office of Student Involvement a list of UCF student members and their UCF PID numbers, a list of all officers and their UCF PID numbers, the signature of all officers and the faculty/staff advisor(s), and the organization's constitution. Proposed student organizations must have a minimum of twelve UCF student members, except at regional campus (which need a minimum of eight), and on a case by case basis, when affiliated with a national governing body (which needs a minimum of four). Proposed student organizations, whose mission/purpose appears to be a duplication of an existing organization, may not be recognized. No student organization may be set up so that any individual benefits monetarily from its existence. In seeking, securing, and maintaining the privilege to be registered, each student organization must agree in writing to abide by all university policies, procedures, and regulations and to hold harmless the University for any actions or activities of the organization.

b. Privileges of Registration

Student organizations registered by the University may be granted the following privileges:

- i. The privilege to use University facilities depending on availability, program and guidelines;
- ii. The privilege to request Student Government Association activity and service fees provided said organization adheres to the Student Body Constitution, the Student Body Statutes, and all Student Government financial regulations;
- iii. The privilege to establish dues and sponsor money-raising projects;
- iv. The privilege to use the University's name as part of the organization's name (Office of Student Conduct 9, 15);
- v. The privilege to invite guest speakers to campus;
- vi. The privilege to grant awards and honors to organization members.
- vii. The privilege of access to campus for recruiting, fundraising, and publicity;
- viii. The privilege of a free organizational e-mail address and web site;
- ix. The privilege of access to resources provided by university departments and offices;
- x. The privilege of free or low-cost banking;
- xi. The privilege of an on-campus mailbox;

- xii. The privilege to apply for cubicle space on campus;
  - xiii. The privilege to program with SGA agencies;
  - xiv. The privilege to participate, as a group, in University-sponsored events
- c. Registration of student organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. The University will not assume any legal liability for any student organization's activities per Florida Administrative Code.
3. Update Reports and Inactive Organizations
- At the beginning of each semester, and following organization elections, all registered student organizations must file an update report with the Office of Student Involvement. The report must include a current listing of the organization's membership and officers, the signature of at least two current officers and the faculty/staff advisor(s), and the organization's contact information. Organizations shall annually attend a mandatory orientation. Organizations that do not turn in an update form or do not meet any of the other informational requirements listed above will be considered inactive. Complete membership and officer lists and financial statements should be made available to the Office of Student Involvement upon request. Any change in the information indicated above during the academic year should be reported to the Office of Student Involvement. Changes made to an organization's existing constitution must be submitted and approved by the Office of Student Involvement. Should an inactive organization fail to reactivate within one (1) calendar year, that organization shall be considered dissolved. Dissolved organizations may only be reformed by following the aforementioned organization registration process.
4. Funds and Expenditures
- Registered organizations may receive operating and programming funds from Student Government Association through an application process. All approved Student Government Association funding will be disbursed and expended through the Student Government Association accountant. Student organizations receiving funds must comply with Student Government and Office of Finance and Accounting Guidelines. Organizations that do not receive funding from Student Government Association may deposit or expend funds through an off-campus account or through an account established with the Office of Finance and Accounting.
5. Membership
- Membership in any student organization is limited to any student who is currently paying activity and service fees and is enrolled with the University of Central Florida. Organizational membership requirements must also be satisfied. UCF employees may be non-voting members if the organization's national constitution and by-laws allow for it. In order to comply with the University's commitment to

non-discrimination, all students who enroll at the University will be assured equal access to educational programs and related opportunities without regard to race, sex, age, religion, disability, national origin, marital or parental status, or veteran's status, or sexual orientation.

6. Student Eligibility for Leadership Positions

- a. The University has established the following minimum requirements for service in student leadership positions. Such positions may be elected or appointed and shall include without limitation, only as the University deems appropriate in its sole discretion, student government officials, officers of active registered student organizations, members of University department-sponsored groups, and members of University committees. These minimum requirements may be reviewed for waiver only under extraordinary circumstances as deemed appropriate by the University in its sole discretion.
  - i. During fall and spring semesters, a student leader must be continually enrolled as an activity and service fee-paying half-time student (currently defined as at least six (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least five (5) credit hours in a graduate degree-seeking program or at least three (3) credit hours if registered for dissertation or thesis hours). The student is not required to be enrolled during summer term; however, the student must be continuously enrolled during preceding spring semester and following fall semester. Exceptions shall be made, upon appeal, for students in their last semester prior to graduation.
  - ii. A student leader must have a minimum institutional grade point average for their current academic career (i.e., undergraduate or graduate). This is a grade point average of 2.5 for Undergraduate Students and 3.0 for Post-Baccalaureate or Graduate Students, for all hours earned:
    - a. toward UCF classes (i.e., UCF Cumulative GPA), or
    - b. at a previous educational institution, if the student is in their first semester (within their current academic career) at UCF.
  - iii. A student leader must be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
  - iv. A student leader must be free of financial or disciplinary holds on University records.
- b. Upon notification of ineligibility, students have two weeks to gain eligibility before removal from leadership position. Students who do not meet these minimum requirements may submit a written appeal to the Eligibility Appeals Board through the Office of Student Involvement within 2 weeks from the first day of being alerted of their eligibility delinquency by the Office of Student Involvement. The appeal should address the causes for ineligibility

and reasons for believing that the problems have been resolved. The Eligibility Appeals Board is made up of students (3) appointed by the Student Body President and faculty (1) and staff (2) appointed by the Director of the Office of Student Rights and Responsibilities. The board elects their chairperson, who votes only in case of a tie. The Eligibility Appeals Board shall resolve the issue within four weeks time. The Eligibility Appeals Board is the deciding body that, upon hearing the appeal may waive the eligibility requirements for that semester. Students may only BE GRANTED one appeal per criteria every two consecutive semesters (excluding summer).

The Eligibility Appeals Board may review the academic record of students in those positions of leadership or responsibility. The decisions of the Eligibility Appeals Board are final.

The Student Government Association has established eligibility requirements for selected positions within student government. These requirements and governing procedures are presented in their election and eligibility statutes, which are made available to any student upon request, as well as to all candidates filing for office.

7. Faculty or Staff Advisor

All organizations shall have a UCF faculty or staff advisor in order to be considered for active registration. Additionally, a faculty or staff advisor is required in order to receive Student Government Association funding.

**B. Event Management**

1. Event Management for Registered Events

a. General Policy

- i. This regulation applies to the holding of potentially hazardous events on university controlled property. Excepted from this regulation are official events which are scheduled annually in university publications (classes, orientation, registration, etc.).
- ii. The provisions of this regulation are in addition to the provisions of other University regulations and university policies related to campus events.
- iii. A potentially hazardous event is defined as any activity that could reasonably be expected to create a risk of harm to persons or of defacement or damage to public or private property. Examples of potentially hazardous events include, but are not limited to:
  1. Bonfires;
  2. Use of firearms, explosives or munitions;
  3. Lighting of fireworks;
  4. Events involving helicopters or other aircraft
  5. Motor vehicle races;

6. Gatherings in excess of 200 persons, including unregistered campus athletic events
  7. Marches and parades
  8. Any event involving the distribution of alcohol;
  9. Any outdoor event requiring electricity
  10. Any event in the immediate vicinity of a pool, lake or pond.
- b. Procedure
- i. Scheduling
    1. The Student Union Event Services office coordinates the event planning process for events for registered student organizations. Contracts, vending agreements, purchasing of items, and any other arrangements may be offered only after prior consultation with the Office of Student Involvement and/or the Activity and Service Fee Business Office. To schedule an event, a representative of a student organization must first schedule an event location and then complete a SAFE form which can be obtained through the Office of Student Involvement. The event will not be confirmed until the submission of the completed form to the Student Union Event Services office. All required signatures from special support services such as Police, Physical Plant, and Insurance must be completed to obtain approval for the event(s) to occur.
    2. If the organization desiring to schedule an event does not complete a SAFE form fifteen (15) calendar days prior to the date of the scheduled event, the organization may be denied use of university facilities and may not be able to conduct the event. The form shall be signed by an officer of the student organization and the faculty/staff advisor.
  - ii. Approval of Facilities for Events
    1. A request by a registered student organization to schedule facilities will only be considered when handled through appropriate university channels.
    2. Requests from registered student organizations for the use of university facilities may be denied for the following reasons:
      - i. Adequate or appropriate facilities are not available.
      - ii. Failure to comply with any of these procedures.
      - iii. Inadequate arrangements for presentation of the program, including finances.
      - iv. The proposed event constitutes a clear and present danger to the University by advocacy or promotion of disruptive conduct described by The Golden Rule

v. Inadequate liability insurance.

Denial of approval for the use of university facilities may be appealed by the sponsoring organization upon written application to the Vice President for Student Development and Enrollment Services or his or her designee.

iii. Required Approvals

1. Except as otherwise provided in paragraph (1)(a) above, any organization, employee, or student must secure approval in advance before conducting or publicly announcing intent to conduct a potentially hazardous event on campus. In the case of a university employee, concurrence of the individual's supervisor is required in advance.
2. Applications for approval shall be made in writing to the Office of Student Involvement on Form OSI-40 (effective 11-06) entitled "Safety Action for Event Approval", at least 15 calendar days in advance of the proposed event, unless this time limit is waived by any University official required to approve the event (see below). The Environmental Health and Safety Office (EH&S), the Office of Student Involvement (OSI), or the Public Safety Office will, upon request, furnish the applicant with blank copies of this form. The form is also available at [www.GetInvolveducf.com](http://www.GetInvolveducf.com).
3. Each application shall be accompanied by proof of insurance as specified in subsection (6) below.
  - i. UCF Police Department
  - ii. Director of Environmental Health and Safety
  - iii. Insurance Officer (if insurance is required)
  - iv. Director of Physical Plant

When the application has been circulated among the above University officials, the application will be returned to the Office of Student Involvement. The Director of Student Involvement must approve events proposed by student organizations and students. For all other event applicants, the Director of Student Involvement will receive the application for information and processing only. The Office of Student Involvement or a designee will advise the applicant of the University's approval or disapproval of the event, and, if applicable, any conditions.

iv. Cancellations and Terminations

1. Application or approval for conducting a registered event may be cancelled without penalty by either the applicant or the university upon giving written notice to the other party.

2. Any event may be terminated at any stage by the University Police Department or any university official whose approval is required for the event if it is determined that the event is not being conducted strictly in accordance with the terms of the approved application, the event is or has become disruptive or unsafe, there are emergency circumstances, or the event is interfering with other events or with university operations.
- v. Applicant's Responsibilities
- In addition to securing university approval to conduct the event, applicants shall be responsible for ensuring that:
1. The event is conducted as described in the approved application including any requirements thereon for clean-up, extra security, etc...
  2. All restrictions placed on the event by the university are followed
  3. The event does not become disruptive or unsafe
  4. The event does not interfere with other events or university operations
  5. All other procedures applicable to campus events are followed (i.e., no damage to property, displays of proper size, etc...).
- vi. University Assistance
- If facilities and personnel are available, the University may be able to assist applicants by providing security, clean-up crews, etc., at cost. However, there is no assurance that such assistance will be available for any specific event.
- vii. Insurance Requirements
1. All potentially hazardous events must be covered by liability insurance in amounts appropriate for the event as determined by the University. The University may also require that the applicant make security arrangements for the event. The costs of such insurance or security shall be the responsibility of the applicant.
  2. University departments acting as applicants shall contact the University's insurance officer to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such rider shall be charged to the applying department's account.
  3. All other applicants must furnish at their own cost appropriate proof of adequate insurance from a surety firm licensed to do business in the State of Florida by the Florida Department of Insurance.
- c. Responsibility

The sponsoring organization is responsible for implementation of this procedure.

i. Loud Speakers and Sound Equipment

Active registered organizations must secure in writing permission to use amplified sound on the Orlando campus (including Research Pavilion) for the purpose of engaging in any activity to benefit either their own organization directly or a program that their organization may sponsor, as follows:

1. Student Union and inside the Pegasus Circle - Director of the Student Union or designee (see Student Union Amplified Sound Policy);
2. Outdoor area immediately adjacent to any building—officially designated building manager for that facility;
3. Other outdoor open spaces on the campus - designated sponsors, i.e., Lake Claire - Director of Student Union;
4. Inside any building - officially designated building manager for that facility.
5. Permission by active registered student organizations to use any space on each regional campus or its host institution's campus for the purpose of such fundraising must be secured in writing in advance from the Director of Campus Life on each regional campus. All registered student events must be in compliance with local, state, and federal law.

ii. Admission Fees

Student organizations wishing to charge admission to an event should receive prior approval from the Office of Student Involvement. No admission fees may be charged to students for activity and service fee funded events pursuant to applicable Florida statutes.

iii. Contracts

No student is permitted to represent the University as a signatory on contracts.

iv. Student Organization Contests, Campaigns, or Petitions

Any student organization sponsoring a fundraising campaign, contest, competition or petition must register with the Office of Student Involvement. This does not pertain to Student Government Association elections.

**C. Campus Demonstrations and Other Outdoor Events**

1. Subject to the limitations of this and related regulations, University grounds may be used for demonstrations and other exercises of free speech and assembly by University and University-related organizations. Such use must be on a

noninterference basis with the conduct of classes or other normal activities of the University and must not infringe on the rights of other members of the University community. All general requirements for use of the University buildings and grounds set forth in University regulations 6C7-4.NEW1 and NEW2 apply to uses of University grounds under this regulation.

2. No campus buildings, other indoor facilities, or athletic or recreational facilities may be used for demonstrations or assemblies unless specifically permitted in writing by the campus authority specifically responsible for the building or facility.
3. University organizations and University-related organizations may organize, conduct, or participate in demonstrations and other exercises of free speech and assembly on University grounds, except:
  - a. Grounds immediately adjacent to University residential facilities;
  - b. Grounds associated with the Burnett House;
  - c. Athletic and recreational fields, including any facilities operated by the recreation and Wellness Center
  - d. Grounds immediately adjacent to University buildings where such use could impair entrance to or exit from the building or interfere with activities within the buildings;
  - e. Grounds within 200 feet of the Creative School for Children
4. Non-university organizations may organize or conduct demonstrations and other exercises of free speech and assembly only as specifically permitted in this and related regulations. Non-university organizations and persons are limited to the locations identified in section (10) below for purposes of organizing and conducting demonstrations and other exercises of free speech and assembly on campus. Non-university organizations and persons may use other University facilities if specifically sponsored by a University organization or University-related organization. Such sponsorship requires the University organization or University-related organization serving a sponsor to be a participant in the activity of the non-University organization, including being physically present throughout the activity.
5. All organizations and persons that organize or conduct demonstrations and other exercises of free speech and assembly on University grounds, or otherwise conduct activities or events in University facilities, must abide by the general requirement that no such uses may interfere with, disrupt, or impede the normal operations of the University or otherwise interfere with or infringe on the rights of others. In order that demonstrations and other exercises of free speech and assembly not interfere with the operation of the University or the rights of others, any person or organizations organizing, conducting, leading, or participation in a

demonstration, assembly, or activity using University grounds or other facilities shall not:

- a. Obstruct vehicular, bicycle, pedestrian, or other traffic;
  - b. Obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path;
  - c. Interfere with educational or administrative activities inside or outside any building;
  - d. Violate a law, rule, or ordinance;
  - e. Threaten passersby or use fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
  - f. Obstruct, disrupt, or attempt to physically force the cancellation or continuance of a speaker
  - g. Interfere with scheduled University ceremonies or events;
  - h. Interfere with or disrupt normal University operations;
  - i. Damage property, including grass, shrubs, trees, or other landscaping;
  - j. Utilize sound amplification, including bullhorns, except as approved in advance and within sound limits that will not disrupt normal University operations
6. If a demonstration is disrupting normal University operation or infringing on the rights of other members of the University community contrary to the requirements of this and related regulations, the President or his/her representative may:
- a. Identify him/herself to the demonstrators, giving name and official position;
  - b. Inform the demonstrators that they are in violation of the University policy and/or in violation of the law and specify the nature of the violation;
  - c. Request that the violation cease (which could include relocation of the activity to avoid the disruption);
  - d. In the event of non-compliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.
7. In the event of a disruption, the University Police have a responsibility to:
- a. Declare a demonstration or assembly to be disruptive, disorderly, or in violation of law and request all participants to cease and desist and to disperse and clear the area or be subject to arrest and/or University disciplinary action;
  - b. Arrest any participants observed to be in violation of the law;
  - c. Enlist the assistance of outside law enforcement agencies, if necessary
8. In the event of disruptive action, University employees and students involved in the demonstration or activity shall identify themselves by presenting appropriate documents such as ID cards when requested to do so by the police or by the President or his/her designated representative. When requesting that persons identify themselves, the University representative making the request will identify

him/herself verbally. Demonstrators not officially related to the University will be directed to leave the campus immediately or be subject to arrest for a violation of the law forbidding the disruption or interference with the administration or functions of an educational institution.

9. The areas designated in paragraph (10) below may be used by University students and employees, University organizations, University-related organizations, or non-university organizations and persons on a space-available basis.
10. Subject to requirements of the University regarding the assembly of large numbers of people, the use of sound amplification equipment, and maintenance of access to University facilities, eight areas shall be deemed "Free Assembly Areas" for the conduct of political activity and other exercises of free speech:
  - a. The open grass area between the kiosk near Millican Hall and the Math and Physics Building as bounded by Apollo Circle and the sidewalks leading to the southwest entrance of the Math and Physics Building;
  - b. The brick mall area between the John T. Washington Center and the Student Union sidewalk as bounded on the west side by the Student Union loading dock and east by the sidewalk crossing the brick mall near the entrance to the Student Union;
  - c. The triangle formed by the sidewalks bordering Colbourn Hall, the John T. Washington Center, and the Colbourn Hall Faculty Parking Lot.
  - d. The area behind the Health and Public Affairs 2 building bordering the sidewalks and road adjacent to the Engineering 2 building.
  - e. The open area southwest of the Fairwinds Alumni Center building between the Fairwinds Alumni Center parking area and the Psychology Building.
  - f. The open area southwest of the Convocation Center entrance bound by West Plaza Drive on the west and Gemini Boulevard to the south.
  - g. At the Rosen College of Hospitality Management, the grass area north of, and adjacent to, the Rosen College Library bounded by the sidewalks on the north, east, and west, and by the Library on the south.
  - h. At the Rosen College of Hospitality Management, a portion of the great lawn directly adjacent to the UCF Rosen College shuttle stop bounded on two sides by the sidewalk of the shuttle stop and the sidewalk running north/south from the campus entrance gate.
11. Non-university organizations and persons who intend to use the areas identified in paragraph (10) above must notify the university at least twenty-four hours in advance of the assembly. Notification must be provided in writing to the Office of Student Involvement. Notification must include: name of the non-university organization or person, date and time of the intended use of university assembly area, general nature of use, and expected attendance at event. If the event qualifies as a potentially hazardous event, the documents provided to meet the

requirements of University Regulation 6C7-4.0292 will suffice to notify the university of intent to use the identified assembly area.

12. Campus demonstrations that will take the form of or involve a parade or march on campus must follow the requirements of University Regulation 6C7-4.0292, “Potentially Hazardous Events.” This is required so that necessary safety precautions can be taken, particularly where the parade or march route will cross lanes of vehicular or pedestrian traffic.