



Student Organization Registration

Why Register?

Student Life and Learning facilitates the registration of student organizations in order to provide them with University support and resources. Student groups are not required to be registered with Student Life and Learning; however, many benefits do accompany being registered:

- ✓ Reserve space on campus for free
- ✓ Request a network ID and e-mail address for your organization
- ✓ Apply for a financial account through the Office of Student Organization Accounts (SOA)
- ✓ Apply for office space in the IMU
- ✓ Apply for funds from the IUSA Funding Board
- ✓ Reserve a table for the Student Involvement Fair
- ✓ Apply for and be recognized at the annual Student Organization Awards
- ✓ Utilize *beInvolved* for recruitment and networking
- ✓ Drop-in advising with SLL Student Organization Advisors
- ✓ Publish your news in Hoosier Connection, the IU student organization e-newsletter
- ✓ Leadership development courses, retreats, and programs offered through LEAD IU and the Hoosier Leadership Program

beInvolved.indiana.edu

beInvolved is the comprehensive student involvement database for Indiana University. On it you will find a listing of registered student organizations and student events.

All student organizations are asked to utilize *beInvolved* to register, re-register, post events, manage your roster, and manage your organization's public profile. Both incoming and returning IUB students use the site to find ways to become involved, so it is important that you keep your organization's information current.



POLICY: Student Organization Registration Requirements

To be a registered student organization at Indiana University Bloomington, your organization must:

- Register on *beInvolved* (only enrolled IUB students can register organizations).
- Include the University Clauses in your organization's constitution:
 - **These clauses MUST appear exactly as written in EVERY student organization constitution**
 - **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state and federal laws.
 - **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
 - **Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.
 - **The following clauses may be required based on your organization's activities:**
 - **Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy
 - **International Travel:** This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study
- Have at least one faculty/staff advisor who is employed by Indiana University (must not be an undergraduate student).
- Have 5 enrolled IUB students in your organization. Only currently enrolled IUB students can serve as officers and must be listed on your organization's MyInvolved profile.
- RSVP and attend a Student Organization Orientation during the year for which you are registered.
- Re-register annually on beInvolved.indiana.edu. Re-registration opens in April.
- Meet with the Student Organization Registration Committee if necessary.

Individuals may not register "dummy" student organizations for the purpose of for-profit ventures. Individuals who do so will be in violation of the IU Student Code of Ethics and may be subject to sanctioning through the Student Organization Ethics Board.

For more information on how to register and re-register, visit

<https://studentaffairs.indiana.edu/student-life-learning/student-organizations/re-register.shtml>



POLICY: The Use of “Indiana University” in the Student Organization Name

Per IU Legal Counsel, “Indiana University Bloomington recognizes and supports the development of all student organizations. Student organizations are not departments or administrative units of Indiana University, and therefore we require all student groups who choose to use the Indiana University or IU name to clearly indicate in their organizational title, constitution, and paraphernalia that they are ‘at Indiana University’.”

“The purpose of this distinction is to ensure that outside organizations that do interact with student organizations are aware that their dealings are with the club or group and not with the University itself. Student organizations may use Indiana University *before* the title or name of their group only if the organization receives money from the Committee for Fee Review, has been approved for listing on the Bursar’s registration checklist, or upon approval by the Dean of Students.”

Please note that the use of “Indiana”, “Hoosiers”, “Cream & Crimson” as well as many other IU-related words and phrases are not permitted for use in student organization names. For a listing of other IU trademarks, please visit the IU Licensing and Trademarks Style Guide, pg. 15, at http://iu.licensing.indiana.edu/licensing/pdf/lt_style_guide.pdf.

POLICY: Student Organization Registration Committee

New organizations seeking registration and select re-registering student organizations with inherent risk will meet with the Student Organization Registration Committee in addition to the electronic registration process on myINvolvement. Student organizations with inherent risk may be asked to fulfill additional registration requirements in order to minimize such risks and provide a safe involvement environment for all participants.

Student organizations are responsible for providing proof of the completion of requirements to Student Life and Learning before they can be registered. Additionally, the organization must provide proof of the completion of requirements before they can renew their organization’s registration in subsequent years.



The Student Organization Registration Committee includes representatives from:

- Student Life and Learning
- IU Campus Recreational Sports
- IU Outdoor Adventures
- Office of Student Organization Accounts
- Indiana University Student Association (IUSA)
- Additional members as-needed at the discretion of SLL

The committee meets with executive officers of the organization to learn about the activities of the organization and to determine the physical, emotional, financial, facility, and/or reputational risk that may be involved.