OVERVIEW: To ensure the educational integrity of co-curricular activities on campus, the College at Brockport has established registration procedures for student organizations.

OFFICE/DEPARTMENT RESPONSIBLE: Community Development Office

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I. Student Organization Registration Policy Overview

A. To ensure the educational integrity of co-curricular activities on campus, the College at Brockport has established registration procedures for student organizations. Organizations include clubs, organizations, fraternities, sororities and honorary societies. College registration allows an organization to conduct business on and off campus and use The College at Brockport’s name, services, equipment, and facilities according to outlined policies and procedures. Student organizations actions and behaviors must align with and support the mission of the college.

B. In order to maintain registration and to take advantage of services provided by The College at Brockport, all student organizations must register annually through the College’s online student involvement system, myBROCKPORT (http://my.brockport.edu) by the second Monday in September.

C. Registration by a student organization shall constitute an agreement by the organization, its officers, and its members to observe and abide by the Code of Student Conduct; all College policies; and local, state, and federal laws.

II. Definition of a Registered Student Organization:

A. A college registered student organization at The College at Brockport is:

1. any student-driven group whose primary membership and entire leadership consists of students currently enrolled at The College at Brockport;
2. formed in order to contribute to the students’ personal development and the advancement of the College Mission;
3. non-credit bearing; and
4. officially registered by The College at Brockport, according to the Student Organization Affiliation Policy.

III. Registration Policy

A. The policies and procedures of The College at Brockport supersede any outside affiliation or inter/national entity for all organizations that have affiliations beyond the College.
B. Registration does not imply college endorsement of the positions and views of any organization. Rather, it implies that the institution accepts the organization’s mission as educationally valid, and that the organization has complied with institutional registration procedures.

C. All student organization must provide equal opportunity in the selection of members, assignment of privileges, and provision of all benefits and services to members. The College at Brockport, State University of New York, does not discriminate on the basis of race/ethnicity, color, gender, sexual orientation, actual or perceived gender identification, religion, national origin, age, disability, marital status, predisposition to genetic characteristics, domestic violence victim status, criminal background or status of Vietnam-era, special disabled, recently separated, or other protected veteran, in admission, employment, or treatment of students and employees. (The College at Brockport’s Nondiscrimination Policy can be found at http://www.brockport.edu/aao/policies.html). The only exception to this policy of open membership is that club sports and social sororities and fraternities may limit their membership by gender.

D. The College at Brockport prohibits any registered student organization from engaging collectively or individually in hazing practices as part of initiation into or affiliation with any organization. The College at Brockport endorses the definition of hazing to include: Any mental or physical requirement, request or obligation placed upon any person (pledge, associate member, member, affiliate or guest) that could cause discomfort, pain, fright, disgrace or injury, or that is personally degrading or that violates any federal, state, local statute or College policy. The entire Hazing Policy can be found online at http://www.brockport.edu/policies/docs/hazing_policy.pdf.

E. All members agree that any involvement in an organization-sponsored activity is voluntary.

F. Revocation of College Registration: Any student organization that has been granted College registration and that violates it own statement of purpose and/or constitution, or fails to comply with College policies is liable to revocation of registration or other sanctions consistent with the College’s Code of Student Conduct. Complaints may be filed by or with the Student Organization Coordinator who will review the case against the student group and decide for or against revocation of registration. The President and the Vice President of the College has the final authority on the revocation of registration of student organizations. The College Policy on Student Organization Affiliation is online at http://www.brockport.edu/policies/docs/college_policy_on_student_organization_affiliation_.pdf.

IV. Benefits of registration include:

A. Use of the College name, services, equipment and facilities according to outlined policies and procedures.

B. Affiliation with The College at Brockport as an official student organization (see College’s Affiliation Policy as cited above in Section III. E.)

C. The ability to use the myBROCKPORT system.

D. Permission to submit room reservation forms, tabling forms, and fundraising forms in compliance with the Campus Events policies.
E. Permission to advertise on campus in compliance with the Posting policy. Additionally each registered organization will have various listing opportunities in college publications.

F. The ability for officers to participation in the Student Organization Leader certificate as part of the Leadership Development Program.

G. The ability to utilize the resources and services provided in The Space: Student Organization Resource Center.

H. Permission to participate in campus events and activities to promote your organization. Examples of events include Club Craze, Homecoming, Welcome Weekend, and community service events such as Relay for Life, Polar Plunge, Seasons of Gratitude, etc.

V. Student Organization Registration Procedures

A. All student organizations must include the following: a constitution, at least 5 members including minimally a President and Vice President, a faculty/staff advisor, and completion of the annual registration process.

1. If you are starting a new organization, the steps can be found here: http://www.brockport.edu/thespace.

2. All student organizations must complete the annual registration process through myBROCKPORT (http://my.brockport.edu) by the second Monday in September. The registration steps can be found here: http://www.brockport.edu/thespace.