The Division of Student Life at the University of Maine promotes student involvement through student organizations in recognizing their positive impact and contributions to the vibrancy of campus life. By coming together in student organizations, UMaine students will be able to get the most out of their college experience by working together to improve the University community for all members.

The University of Maine has established a two-step process to categorize student organizations. Any aspiring student organization must first apply to UMaine Student Life to become an Affiliated Student Organization:

**Affiliated Student Organization**: organizations meet the requirements to become a student organization, can access University programs, facilities, services, and are affiliated with Student Life. Student organizations seeking funding and recognition through UMaine Student Government, Inc. (UMSG, Inc.), must apply through the process to become a Recognized Student Organization.

Affiliated Student Organizations can then seek to apply for Recognized Student Organization status through UMSG, Inc. if desired and applicable. Access to UMaine Student Life privileges, for student organizations, are open to Affiliated and Recognized student organizations.

**Requirements of student organizations:**

- The organization must be unique from all other student organizations.
- The purpose or actions of the organization cannot contradict University, State, and/or Federal polices and laws.
- Knowing and abiding by all University policies and regulations including those outlined in the Student Handbook and the University of Maine System Code of Conduct.
- The purpose and scope of the organization must be long term.
- The student organization must be not for profit.
- **Affiliated** organizations must maintain at least five (5) undergraduate student members.
  - **Recognized** organizations must maintain at least ten (10) undergraduate student members.
- The student organization must be committed to continuous member recruitment.
- Must have a committed Advisor who is a current University employee.
- Must submit a complete constitution and bylaws for their organization.
- Membership of a student organization cannot be limited on the basis of race, color, religion, sex, sexual orientation, transgender status, transgender expression, national origin, citizenship status, age, disability, or veteran’s status.
- Follow all other applicable student organization recognition requirements as outlined in the University of Maine Student Handbook: [https://umaine.edu/studentlife/student-handbook/](https://umaine.edu/studentlife/student-handbook/)
The following privileges open to student organization:

- May use the University of Maine name in connection with its own.
- May recruit members on campus under the organization’s name.
- May use University of Maine facilities for its events/programs/meetings.
- May request assistance from UMaine Student Life.
- May be included in the official listing of all student groups.
- May collaborate with other student organizations/University departments.
- May be invited to join in activities open to all other student organizations.
- May request a mailbox and locker space through Center for Student Involvement.
- May apply for recognition through UMSG, Inc. if desired and deemed eligible.

Affiliated student organization registration process

- Student organizations must meet all requirements outlined by UMaine Student Life.
- Complete and submit Affiliated Student Organization Application (ASOA) to Center for Student Involvement.
- ASOA will be reviewed by Center for Student Involvement staff.
- Center for Student Involvement staff will schedule a meeting to review the ASOA with the Primary Contact.
  - If Center for Student Involvement accepts the ASOA, the student organization will be granted Affiliated Student Organization status by UMaine Student Life.
  - If Center for Student Involvement denies the ASOA, the group can amend their application and resubmit.
- Once granted Affiliated Student Organization status, the student organization can then apply to be a Recognized Student Organization, if desired and deemed eligible.

Annual Renewal process for Affiliated Student Organizations

- Before the Friday before Fall Break (this year, October 11, 2019), each student organization must submit an Affiliated Student Organization Annual Renewal form to the Center for Student Involvement.
- Student organizations must meet all requirements outlined by UMaine Student Life.
- Complete and submit the Annual Renewal Form to the Center for Student Involvement.
- Annual Renewal Form will be reviewed by Center for Student Involvement staff.

Questions regarding this process should be directed to the Center for Student Involvement staff by visiting their office at 145 Memorial Union or via e-mail at um.getinvolved@maine.edu.
Affiliated Student Organization Application

Organizational Details
Student Organization Name: ____________________________

Commonly used abbreviations/acronyms: _______________________________________

Type of organization: please select one that best describes the organization.

□ Academic/Professional  □ Community Association  □ Fine Arts
□ Honorary  □ Multicultural  □ Religious
□ Sports Club/Recreational  □ Service/Philanthropic  □ Special Interest

Purpose of organization (Mission Statement): _______________________________________

Organizational Email: ____________________________

Facebook Handle: ____________________________

Instagram Handle: ____________________________

Twitter Handle: ____________________________

Organizational Privileges
Affiliation comes with many privileges. Check all that this organization may be interested in utilizing:

□ Memorial Union room reservations  □ Equipment Rentals  □ Locker Rentals
□ Motor Pool Request  □ Event Management  □ Recruitment
□ Advertising/Promotions  □ Trainings/Workshops  □ Trips/Travel

Advisor Contact Information: Must be a committed, current University employee.
Name: ____________________________
Email: ____________________________ @maine.edu

Primary Contact Information: this should not be the organization’s Advisor.
Name: ____________________________
Email: ____________________________ @maine.edu
Position: ____________________________
Officer Contact Information: You do not need to list the Primary Contact information again. If more space is needed, include additional copies of this page.

Name: ________________________________________________
Email: ________________________________________________ @maine.edu
Position: ________________________________________________

Name: ________________________________________________
Email: ________________________________________________ @maine.edu
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Name: ________________________________________________
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Position: ________________________________________________
Student Organization Goals
Please identify 3 goals that the organization wants to accomplish this year.

1. 

2. 

3. 

Constitution/Bylaws
Include a copy of your organization’s official constitution and/or bylaws with your application.

Hazing Policy: write yes or no.
Certain forms of hazing are against Maine State law (Chapter 159 of the Public Laws of 1983, 20-A M.R.S.A. 10004) and/or the University of Maine System (UMS) Policy against hazing (Student Life, Section 503). All forms of hazing are prohibited by UMaine both on and off campus. Included in this prohibition are actions which intentionally or recklessly put any student or anyone at risk. Does the organization comply with the Hazing Policy stated above? ______________

Nondiscrimination Policy: write yes or no.
The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information, or veteran status in employment, education, and all other programs and activities. Does the organization comply with the Nondiscrimination Policy stated above? __________

Signatures

Primary Contact signature ___________________________ Date __________

Advisor signature ___________________________ Date __________

Center for Student Involvement staff signature ___________________________ Date __________
**Student Organization Name:**

**Membership Roster:** Provide the name and UMaine email for all members.

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*For more than 40 members, include additional copies of membership roster page.*