UMSGINC

Student Organization Recognition Policies (SORP)

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Article I – Organization Statuses

Section 1 - No Recognition

A. An organization without recognition has either failed to seek recognition from UMSG, Inc., been denied recognition by the Student Organization Committee (SOC) or the General Student Senate (GSS), or had its recognition rescinded by the GSS. As outlined in the Student Handbook, organizations in this status are not entitled to the rights and privileges granted to recognized organizations.

Section 2 - Preliminary Recognition

A. Organizations granted preliminary recognition by the GSS shall:

- **a.** Use "The University of Maine" as part of their name.
- **b.** Access University facilities, equipment, and services, as available and according to prescribed policies and procedures.
- **c.** Recruit members and hold meetings as a student organization on the University of Maine campus.
- **d.** Be represented in matters involving the University, the surrounding community, and local, state, or federal governments, within the resources available to UMSG, Inc.
- **e.** Apply for funds designated for student organizations (e.g., Student Activity Funds).
- **f.** Be eligible to receive awards or honors for college organizations and members.
- **g.** Be listed in University/student publications.
- **h.** Participate in University/student activities.
- **i.** Distribute literature and materials according to established University policies.
- **j.** Utilize University mail services.
- **k.** Post materials on designated University bulletin boards, following existing guidelines.
- **l.** And be granted access to all other things afforded to them by UMSG or the university at this status.

Section 3 - Final Recognition

A. Organizations granted final recognition by the GSS shall:

- **a.** Retain all privileges provided to organizations with preliminary recognition.
- **b.** Be eligible to apply for funding from UMSG, Inc. (See UMSG, Inc. Financial Policies).

Section 4 - Inactive

A. Organizations that fail to fulfill the duties and responsibilities of a recognized organization or violate UMSG, Inc. policies will be deemed inactive. Inactive

organizations have the same status as organizations without recognition and are not entitled to any rights or privileges of recognized organizations. However, they may request reactivation.

Section 5 - Representative Boards and Community Associations

A. Communication and Accountability: Executive members of Representative Boards and Community Associations must maintain regular communication with the Vice President of Student Organizations (VPSO). Meetings, scheduled at a frequency determined by the VPSO, ensure these groups effectively serve their constituencies. Failure to maintain communication may result in disciplinary action, including reassignment to preliminary status. This status change prevents the group from requesting additional funding from UMSG, Inc. until final approval is reinstated, no later than five academic weeks from reassignment.

B. Creation and Recognition: Representative Boards and Community Associations may be created with the consent of the VPSO and VPFA, including transitioning from another classification. These groups are subject to the same final recognition process as other student organizations. If the VPSO denies recognition, they must present their rationale to the GSS and the requesting organization.

C. Election Reviews: As outlined in the Student Government Constitution, the Commission shall conduct annual reviews of election practices for all Representative Boards and Community Associations. The GSS will receive these reviews, which will then be submitted to the Student Government President.

Section 6 – Establishing a Representative Board or Community Association

A. Eligibility and Purpose: Any recognized student organization may apply to be reclassified as a Representative Board or Community Association if they exist to serve and advocate for a defined constituency within the undergraduate student body (e.g., Greek Life, commuter students, student-athletes, academic cohorts, or identity-based groups.)

B. Application to the SOC: To initiate the reclassification process, the organization must submit an application to the Student Organization Committee (SOC) that includes:

a. A formal request for Representative Board or Community Association status.
b. A clear statement of purpose and intended constituency signed by the organizations executive board.
c. An updated constitution reflecting internal democratic governance and officer election procedures.
d. A current roster of at least ten (10) active undergraduate members; and

the group must then attend SOC to present their case.

C. SOC Review and Recommendation: The SOC shall vote to either recommend or deny the group's request. If denied, the SOC must provide a written explanation to the

organization. If recommended, the Vice President of Student Organizations (VPSO) shall submit the SOC's recommendation to the General Student Senate during Club Maintenance.

D. Presentation to the General Student Senate (GSS): An applying organization must attend the GSS meeting at which its recommendation is presented and deliver a brief presentation explaining its mission, constituency, and justification for reclassification. Senators may ask questions prior to deliberation.

E. Senate Vote and Final Approval: The General Student Senate shall serve as the final authority on whether Representative Board or Community Association status is granted. A two-thirds (2/3) majority vote is required to approve the reclassification.

F. Transition of Classification: Upon approval by the Senate, the organization shall be officially recognized as a Representative Board or Community Association. They will no longer be classified as a student club or general student organization and must comply with all responsibilities outlined for Rep. Boards and Community Associations in this document. Additionally, the Executive Admin. Assistant will ensure they are added to the agenda after their representative is onboarded.

Article II – Recognition of an Organization

Section 1 - Recognition Process Introduction

A. To be recognized on the University of Maine campus, all student organizations must complete the recognition process outlined in this article.

Section 2 - Preliminary Recognition

A. Recognition Period: Preliminary recognition grants an organization a seven (7) academic week probationary period (excluding summer sessions and May term) during which it is entitled to all rights and privileges of recognized organizations except funding. During this period, the organization must fulfill all responsibilities required of recognized organizations.

B. Application Requirements: To apply for preliminary recognition, an organization must:

- ***a.*** Complete and submit a preliminary recognition application.
- ***b.*** Schedule a meeting with the Vice President of Student Organizations (VPSO).
- ***c.*** Attend interviews with the Student Organization Committee (SOC) and present to the General Student Senate (GSS).

C. GSS Approval: If the SOC approves the application, the organization may present it to the GSS. Approval requires a majority vote of the GSS during a regular meeting with a quorum. If denied, the organization must meet with the VPSO to address any issues before reapplying.

D. Presentation to GSS: At the GSS meeting where the application is reviewed, the organization must have at least one undergraduate member present to describe the group's mission and answer questions.

E. Purpose of Preliminary Recognition: Preliminary recognition allows organizations to demonstrate their ability to comply with UMSG, Inc. requirements and sustain active membership. It serves as a trial period to ensure the organization's potential for long-term success.

Section 3 - Final Recognition

A. Application Requirements: After the preliminary recognition period, organizations may apply for final recognition by:

- ***a.*** Submitting a completed Final Recognition Application to the VPSO.
- ***b.*** Scheduling interviews with the SOC and a presentation to the GSS.

B. Presentation to GSS: The final application will be distributed to all senators for review before the GSS meeting. At least one undergraduate member of the organization must attend the meeting to describe the group's mission and respond to questions.

C. GSS Approval: Final recognition requires a two-thirds (2/3) majority vote by the GSS during a regular meeting with a quorum. If denied, the organization must meet with the VPSO to address issues raised before reapplying.

D. Privileges of Final Recognition: Organizations with final recognition are entitled to all privileges granted during preliminary recognition and may request funding from UMSG, Inc. through resolutions, funding request forms, or the annual budget process.

Section 4 – Reactivation

A. Inactive Status: Organizations that fail to submit an organization update form for two consecutive semesters will be moved to inactive status.

B. Reactivation: To regain recognition, inactive organizations must:

- ***a.*** Complete the preliminary and final recognition processes outlined in this document.
- ***b.*** Alternatively, qualify for Emergency Reactivation as specified in Section 5.

Section 5 - Emergency Reactivation

A. Eligibility for Emergency Reactivation: Organizations that have become inactive due to previous officers' procedural compliance lapses may petition for Emergency Reactivation.

B. Reactivation Process: To be considered for Emergency Reactivation, the organization must present its case to the VPSO and SOC. If immediate recognition is required to secure funding or address urgent needs, the SOC may grant final recognition at its discretion.

C. Limitations: Organizations that lapse in procedural compliance for two (2) consecutive academic years must complete the preliminary and final recognition processes to regain recognition. Emergency Reactivation is not available in such cases.

Section 6 - Forms

A. The VPSO shall determine the construction and content of all forms required for recognition or compliance.

Article III – Loss of Recognition

Section 1 - Inactive

A. The VPSO may designate an organization as inactive if it:

- ***a.*** Violates UMSG, Inc. policies.
- ***b.*** Fails to comply with the duties and responsibilities outlined in this document.
- ***c.*** Ceases to be active on campus.

Inactive organizations lose all recognition rights and privileges. Instead of the full text of the relevant policy, a summarized referendum question may be placed on the ballot.

Section 2 - Suspension

A. Suspension Authority: The VPSO may suspend an organization for UMSG, Inc. policy violations. The suspension duration shall not exceed one year and may apply to:

a. Final recognition, allowing the organization to retain preliminary status.
b. All recognition, revoking all rights and privileges of recognized organizations.

The organization's pre-suspension status may be restored automatically at the end of the suspension period.

B. Code of Conduct Violations: An organization found violating the UMaine Student/Organization Code of Conduct shall be immediately suspended. Reactivation requires compliance with reauthorization requirements set by the University, Conduct Committee, or Officer.

C. Limitations: Organizations suspended due to Code of Conduct violations are ineligible for Emergency Reactivation and must restart the recognition process if deemed eligible for reactivation.

Section 3 - Removal of Recognition

A. Rescinding Recognition: If a quorum is present, the GSS may rescind recognition by a two-thirds (2/3) vote.

B. Notification: The affected organization must receive written notice seven (7) days before the GSS meeting, including the date, time, and intent to remove recognition.

C. Consequences: Loss of recognition results in the organization losing all affiliation with UMSG, Inc.

Section 4 - Moratorium

A. Purpose of a Moratorium: Organizations may request a moratorium due to extenuating circumstances, allowing them to pause their recognition status without losing it entirely.

B. Request Process: Organizations must meet with the SOC to discuss the reasons for the moratorium. The SOC and VPSO reserve the right to deny the request.

C. Duration and Reactivation: The moratorium shall not exceed one calendar year. Before the end of the moratorium, the organization must meet with the SOC to resume its recognition. Failure to do so will result in the organization being moved to inactive status.

Article IV – Organization's Duties and Responsibilities

Section 1 - Duties and Responsibilities Introduction

A. To maintain recognition on the University of Maine campus, an organization must comply with the duties and responsibilities outlined in this article.

Section 2 - Organization and Update Form

A. Submission Requirements: Organizations must complete and submit an organization update form once per semester to the VPSO.

B. Form Contents: The update form must include:

- ***a.*** A list of current officers.
- ***b.*** A list of members and their classifications.
- ***c.*** An updated copy of the organization's constitution or bylaws.
- ***d.*** An inventory of equipment.

C. The organization update form ensures that:

- ***a.*** The organization remains active on campus.
- ***b.*** It complies with the responsibilities of recognized organizations.
- ***c.*** The VPSO has up-to-date information to refer prospective members to the organization.

Section 3 - Officer/Membership Requirements

A. Officer Eligibility: The president (or primary officer) and treasurer must be undergraduate students. If a graduate student is elected as president or treasurer, the organization must appoint co-presidents (graduate and undergraduate) with the understanding that the undergraduate president and treasurer will handle all UMSG, Inc. communications.

B. Membership Requirements:

a. Organizations must maintain at least ten (10) active undergraduate members.
b. If membership exceeds 20, at least 50% of members must be undergraduate students.
c. Funding from UMSG, Inc. shall only apply to undergraduate members of the organization.

Section 4 - Meeting Requirements

A. Organizations must hold regular meetings as specified in their bylaws or constitutions. All members must also have access to information about the organization's finances and activities.

Section 5 - Name, Purpose, and Classification

A. Organizations must operate under the name, purpose, and classification detailed in their most recent recognition form. Failure to adhere to these criteria will result in the organization being designated as inactive

Section 6 - Legal Responsibilities

A. Organizations are responsible for complying with all applicable laws and policies set forth by:
a. Federal, state, and local governments.
b. The University of Maine.
c. UMSG, Inc.

Section 7 - Faculty or Staff/GA Advisor Requirements

A. Advisor Requirements: All organizations must have at least one advisor who is a faculty or staff/GA member of the University of Maine. The advisor serves as a permanent contact for the organization in case student leadership cannot be reached.
B. Advisor Limitations: Advisors must not control the organization or its finances. If it is discovered that an advisor is interfering with undergraduate leadership or exerting inappropriate control, the VPSO may place the organization on inactive or preliminary status until the issue is resolved.
C. Advisor Removal: Undergraduate members may request that an advisor be removed. The VPSO, the advisor, and other relevant parties will meet to discuss the situation.

Article V - Club Storage

Section 1 – Storage Lockers Mission

A. UMSG recognizes the ongoing challenge of limited storage space on campus and is dedicated to supporting student organizations through our locker program. In response to

this challenge, we have implemented an equitable system for distributing lockers in the Wade Center. Our mission is to provide secure storage solutions for organizations with a demonstrated need, acknowledging that space is scarce. By prioritizing applications on a first-come, first-served basis from groups without alternative storage options, we aim to ensure fairness and maximize the utility of our limited resources.

Section 2 - Storage Locker Criteria

A. Student organizations seeking access to the UMSG Club Storage Lockers must pitch their case to the SOC. During this meeting, the student organization must meet the following criteria:

- ***a.*** Eligibility: The organization seeking access to storage accommodations must have attained final recognition and must comply with UMSG, Inc.'s financial policies.
- ***b.*** Demonstrated Need: The organization must demonstrate sufficient need for the lockers to ensure they will be utilized fully. This includes explaining how frequently the storage will be used and what types of items will be stored.
- ***c.*** Appropriate Items for Storage: The items intended for storage must be directly related to the organization's mission and activities. Organizations must ensure that stored items are not hazardous, perishable, or inappropriate for locker storage. A non-exhaustive list of items or types banned from storage will be attached to the waiver signed by clubs seeking either form of storage. The SOC will consider the proposed items to ensure they align with safety and UMSG guidelines.
- ***d.*** Plan for Locker Access: The organization must present a plan for managing locker access, including which officers will have access and how access will be managed to prevent misuse or unauthorized entry. Only officers should be privy to the means of access. The definition of Officers shall be left to the discretion of the organization's bylaws.
- ***e.*** Locker Responsibility Form: Organizations must sign a simple waiver acknowledging responsibility for the items stored in the locker. This form will outline that UMSG, Inc. is not liable for any loss, damage, or theft of items stored in the lockers. The organization must agree to comply with all storage guidelines and maintain their assigned locker in good condition.

Section 3 - Storage Units

A. Organizations with needs surpassing the capacity of on-campus lockers may request funding for off-campus storage units through the EBC. If suitable larger storage space becomes available on campus, UMSG will prioritize utilizing that space for eligible organizations. Guidelines include:

- ***a.*** Eligibility: Organizations must demonstrate that their storage needs significantly exceed the space provided by the locker system, ensuring that the off-campus unit

will be fully utilized. While detailed descriptions of individual items are not required, organizations must present a rough itemized list of the equipment they intend to store. This list should also include an approximate dollar value of any UMSG-purchased equipment. UMSG will prioritize applications from groups without alternative storage options on a first-come, first-served basis at the discretion of EBC.

b. Application Process: Requests for funding to cover a storage unit must be submitted to the EBC. The application should include a rough itemized list of equipment, the estimated volume of storage required, and an approximate total value of the items. This process ensures that funding is allocated to organizations with substantial space needs.

c. Funding: Storage unit funding will be assigned based on demonstrated need and the availability of contracted units, with approval dependent on the UMSG budget and the responsibility of safeguarding UMSG-purchased gear.

d. Annual Renewal: Organizations must renew their request for storage unit funding each fiscal year with UMSG, Inc. To ensure continued eligibility for funding, organizations must submit an updated itemized list of stored equipment and the dollar value of any UMSG-purchased items.

Section 4 - Loss of Storage Access

A. Access to UMSG storage avenues can be revoked under two primary circumstances: loss of recognition and abuse of storage privileges. Organizations must understand the implications of these scenarios to maintain their access to storage solutions.

a. Loss of Recognition: Organizations that lose their official recognition from UMSG will immediately forfeit access to all storage facilities, including lockers and off-campus storage units. At a minimum, organizations must remove all stored items within two weeks, though the SOC may extend this period at its discretion. Failure to do so may result in the disposal of items left behind.

b. Abuse of Storage Privileges: If an organization is found to be misusing its allocated storage—such as storing inappropriate or hazardous items or failing to maintain the cleanliness and condition of its assigned space, it will receive a warning from UMSG. Repeated violations may lead to immediate loss of storage access, and the organization will be required to remove all items within no less than two weeks. However, this may also be extended at the SOC's discretion.

c. Appeal Process: Organizations that experience loss of storage access may appeal the decision at the following SOC meeting. Appeals must be submitted in writing within 14 days of notification. Organizations may also petition for an extension on their removal date. The SOC will review the appeal and provide a final decision at their next meeting. The SOC is the final arbiter on club storage unless usurped by a main motion to the General Student Senate that cites violation(s) of

these policies. Organizations may present evidence or arguments supporting their case during this process.

d. Removal of Remaining Items: After the specified removal timeline set by the SOC has elapsed, UMSG will have full authority to dispose of, donate, or repurpose any items left in the storage facilities. This responsibility falls to the VPSO and the SOC. Organizations that fail to retrieve their items within the designated time frame forfeit all rights to those items, and UMSG will not be held liable for any loss or damage incurred during this process.

Section 5 – Terms of Use

A. Responsibility and Liability: Organizations using storage units shall sign a waiver acknowledging UMSG Inc. is not liable for any loss, damage, or theft of stored items. A non-exhaustive list of items banned from storage will be attached to the waiver signed by clubs seeking either form of storage. The organization is also responsible for adhering to the storage facility's rules and maintaining proper care of the space.

B. Semesterly Locker Checks: The VPSO shall conduct compliance checks at least once (1) each academic semester to ensure the following standards are met:

a. Maintenance: All UMSG-owned property must be kept in good condition and remain undamaged.

b. Prohibited items: No hazardous, illegal or otherwise prohibited items as defined in the Locker Rental Agreement.

c. Active Utilization: Assigned lockers and storage units must be actively used by the registered student organization.

d. Correct Sizing: Organizations must utilize a storage unit that is appropriate for their stored inventory to ensure equitable resource distribution across all student organizations.

C. Scheduling and Notification:

a. The dates and times for these semesterly locker compliance checks shall be determined at the VPSO's discretion.

b. The VPSO shall contact all primary club representatives with active locker rentals at least one week prior to the scheduled semesterly locker checks.

D. Enforcement and Reporting:

a. Notice of Violation: If an organization is found to be in violation of the Locker Usage Agreement, the VPSO shall issue a formal warning and provide the organization with a timeframe to rectify the issue.

b. Forfeiture of Locker: Failure to rectify a violation within the designated timeframe, or repeated violation, may result in the immediate forfeiture of the locker at the discretion of the VPSO and SOC upon a vote from the SOC.

c. Senate Reporting: The results of these semesterly checks shall be reported to the General Student Senate by the VPSO during their executive report following the completion of all inspections.

Article VI – Changes in Name, Purpose, or Classification

Section 1 - Process

A. Organizations wishing to change their name, purpose, or classification must:

- ***a.*** Submit a letter signed by officers detailing the proposed changes and the benefits to the organization.
- ***b.*** Include an updated constitution or bylaws with the request.
- ***c.*** Meet with the VPSO to discuss the proposed changes.

If approved, the organization will present the request to the GSS on an agreeable date. If the GSS denies the request, the organization must continue to operate under its original name, purpose, and classification as outlined in its recognition documents.

Article VII – Amendments

Section 1 - 2/3rds Threshold

A. These Student Organization Recognition Policies (SORP) may be amended by a two-thirds (2/3) vote of the GSS, provided a quorum exists at any regular meeting.

Revisions: 47S-POL-135-09-29-2026 | 47S-POL-130-09-22-2026 | 47S-POL-32-02-24-2026 | 46S-POL-95-09-23-2025 | 46S-POL-79-04-29-2025 | 46S-POL-051-04-08-2025 | 46S-POL-10-02-11-2025 | 45S-POL-151-12-10-2024 | 45S-POL-132-10-29-2024 | 45S-POL-126-10-22-2024 | 45S-POL-085-04-16-2024 | 44S-POL-45-03-28-2023, 44S-POL-43-03-21-2023, 44S-POL-44-03-21-2021, 43S-SOC-98-10-04-2022, 42S-POL-57-03-16-2021, 42S-POL-59-03-16-2021, 41S-POL-67-11-10-2020, 39S-POL-38-03-06-2018.