

Starting and Managing Student Organizations

Student Organizations provide a rich opportunity for student involvement that promotes leadership, service, teamwork, communication, problem-solving, cultural diversity, civility, inter-professionalism, accountability, and knowledge.

Staff in the Office of Student Affairs (OSA) serve as the primary liaisons for all student groups. The OSA works to further the efforts of student organizations throughout the academic year and helps student organizations advertise their events, activities, fundraisers, and other programs. The student group's faculty advisor(s) provide day-to-day guidance to the organization and its leaders.

The following are annual requirements for all student groups:

Annual requirements for all Student Organizations (new and existing):

1. Have representation from the organization at the Club Fair for the duration of the event (held in the fall of each academic year), or notify OSA if unable to attend.
2. Prior to the Club Fair, student organizations need to:
 - a. contact the OSA about your intent to continue the group, or plans to disband;
 - b. elect officers and identify a club president;
 - c. ensure the group has a minimum of five student members;
 - d. ensure the group holds at least one annual meeting;
 - e. as needed, revise the mission of the organization and notify OSA regarding any changes;
 - f. if your organization creates a website, please share the web address with OSA and ensure the website is up-to-date and follows any and all university and school requirements: <https://www.umaryland.edu/cpa/toolbox/website-manual/policies/>;
 - g. provide OSA with the organization's e-mail address (i.e. Google e-mail address. Do not use personal email addresses or @umaryland.edu email addresses);
 - h. provide OSA with a list of officers, including their names, titles, a list of who in the organization has access to the e-mail address (ownership), and cell phone number (optional);

- i. give OSA your faculty advisor name (being sure faculty are reminded of expectations for serving as an advisor, including attending after school events);
- j. inform the OSA about any awards or special recognition the group, or its individual members, have received in connection to the organization; and
- k. notify OSA regarding any external affiliations (any changes in external affiliation status must also be disclosed in real time).

Questions? Please contact the Office of Student Affairs:

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