



School of Human Ecology

UNIVERSITY OF WISCONSIN-MADISON

SoHE Student Organization Policies & Procedures

Every academic year, all student organizations/student groups affiliated with the University of Wisconsin-Madison, must register with the Center for Leadership and Involvement (CfLI) to become a registered student organization (RSO) officially recognized by the institution.

Registration extends certain [benefits to student organizations](#), including the ability to reserve and use university facilities; apply for funding through the Associated Students of Madison, Multicultural Student Council and Wisconsin Experience Grant; receive free publicity, including web space through the Wisconsin Involvement Network and more.

Registration opens annually on August 1 at: <https://win.wisc.edu/register>. Organizations must re-register each academic year, or they will lose their recognition and privileges as an RSO on campus.

Student organizations may not use the name of the University of Wisconsin-Madison to identify the group's affiliation without registering with CfLI. To be eligible for registration, student groups must:

- Be not-for-profit, which means no individual or group may profit from the work/activities of the student organization.
- Be composed of at least 75% UW-Madison students.
- Be controlled and directed by UW-Madison students.
- Be related to student life on campus.
- Abide by federal, state, city and university laws and policies, including the [nondiscrimination policy](#).
- Abide by financial and all other regulations specified in the [Student Organization Code of Conduct](#).
- Identify four UW-Madison students who are enrolled at least half time to serve in the following roles:
 - A primary contact for the organization authorized to assist with accessibility requests.
 - A secondary/financial contact person authorized to represent the student organization in financial matters.
 - A third and fourth contact to verify the organization meets the minimum number of students required to establish an official, recognized student organization at UW-Madison.
- Develop and submit a [constitution, bylaws and operating procedures](#) for the group.
- Complete the [Registered Student Organization Orientation](#).
- Complete the [Badgers Step Up! Program](#) (including pre-test, session attendance, and post-test).
- Abide by all financial and other regulations specified in the [Student Organization Resource and Policy Guide](#).

Additionally, student organizations affiliated with the School of Human Ecology (SoHE) must register with the Student Academic Affairs & Career Development (SAA&CD) Office each fall. In order to register with SoHE, student organizations must have:

- A mission closely aligned with human ecology and one of our six majors

- Membership comprised of 75% or more enrolled SoHE students; and
- A faculty or staff [advisor](#) employed by SoHE

All SoHE-registered student organizations are required to:

- Complete the online [SoHE Student Organization Registration form](#)
- Submit membership rosters by October 15th each Fall and an updated roster for Spring by February 28th
- Maintain a current web site or Facebook page to be linked to the SoHE web site
- Notify SAA&CD of any officer/advisor transitions throughout the academic year

Questions? Contact Alicia Hazen, Director of Career & Leadership Development at alicia.hazen@wisc.edu or 608-265-6467.