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.