

UNDERGRADUATE ORGANIZATIONS

Organizations under the leadership of undergraduates enhance a student's education by providing additional opportunities beyond the curriculum for personal development and growth. Furthermore, the University and the community benefit from the variety of services and activities provided by undergraduate organizations. The University believes that students should be encouraged to participate in organizations that are open to all members of the community and whose activities do not interfere with the policies or programs of the University or with the rights of other members of the community. To that end, the Yale College Dean's Office helps students develop organizations and plan events, provides financial advice and assistance, clarifies University policies and procedures, and authorizes the use of University resources and facilities.

Undergraduate organizations are bound by the same regulations on Activities and Events and Alcohol that apply to individual students.

Student organizations that violate the policies below may lose their registration status and access to university resources.

A. TYPES OF UNDERGRADUATE ORGANIZATIONS

Any group in which a majority of participants are undergraduates is considered to be an undergraduate organization. Such an organization that conducts meetings periodically, sponsors activities on the campus of Yale University, or that primarily provides a service for or by Yale undergraduates must register with the Yale College Dean's Office to receive Yale resources and privileges.

Groups with activities limited to, and affecting only, a single residential college (e.g., college councils, rooming committees) must register with the head of college's office of the appropriate residential college. Other groups within a residential college that sponsor extracurricular events open to the Yale community must register with the Yale College Dean's Office.

Club sports or groups that compete athletically must register with the Office of Club Sports in the Department of Athletics.

All religious organizations must have the approval of Yale's Chaplain's Office before their registration can be approved by the Yale College Dean's Office.

In order to qualify for registration as an undergraduate organization, the group must have five members who are registered undergraduates, and a majority of its members must be undergraduates. All administrative, policy, and managerial decisions must reside in the hands of currently enrolled undergraduates.

B. RESPONSIBILITIES OF UNDERGRADUATE ORGANIZATIONS

All student organizations — whether registered or unregistered, operating on or off campus — must abide by the Undergraduate Regulations. Organizations and their

officers and members assume responsibilities, including the responsibility to be aware of and abide by the Undergraduate Regulations, as set forth in this text and as they may be revised from time to time.

A student who is believed to have violated University policy or state or federal law (including but not limited to hazing, sexual misconduct, or theft) in the course of working for or participating in the activities of an undergraduate organization may be brought before the Yale College Executive Committee or the University-Wide Committee on Sexual Misconduct (UWC), as appropriate, for possible disciplinary action, and/or referred to appropriate civil authorities.

Organizations must fulfill the training requirements set by the Yale College Dean's Office annually. Failure to comply with training requirements will result in loss of registered status.

Student organizations must operate in accordance with Yale policies on equal opportunity, which state, "...Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, race, color, religion, age, disability, status as a protected veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression." However, an exception regarding gender may be granted for a single gender, philanthropic Greek letter chapter in good standing with their national organization. The chapter must be affiliated with a Yale campus entity, such as Dwight Hall, the Chaplain's Office, or a cultural center.

As part of an undergraduate organization's obligation to abide by these policies, the organization is responsible for making reasonable accommodations to assist students with disabilities who indicate that they wish to participate in the organization's activities or attend one of its events. The University's Office for Equal Opportunity Programs, 221 Whitney Avenue, and the director of the Resource Office on Disabilities, 35 Broadway (rear entrance), room 222, are available to help organizations with these efforts.

Undergraduate organizations must operate on a non-profit basis. See section G, Finances and Record Keeping.

C. REGISTRATION OF UNDERGRADUATE ORGANIZATIONS

Any undergraduate organization that conducts meetings periodically or sponsors activities on the campus of Yale University, that provides a service, or that raises funds within the University for charitable purposes must submit an online application for registration or register with the Yale College Dean's Office each year. Registration is an annual requirement. Once approved, an organization's registration remains valid until registration closes in the following academic year.

The procedures for registering undergraduate organizations are outlined in detail here and also on the Student Organizations website. Registration requirements protect the University's tax-exempt status and are designed to ensure that the purpose and activities of the organizations are consistent with the established purposes of the University. Registration is further required because activities of student organizations frequently appear to involve identification with the University; however, registration does not imply official approval by the University of the activities of any undergraduate organization, nor does it indicate any responsibility for them.

Registered student organizations are responsible for following all policies posted on the Student Organizations website.

Organizations that are established for the purpose of selling or renting items or paying students cannot be registered student organizations, but they may be able to operate as Associated Student Agencies. Students who wish to form such an agency should consult with the business manager of the Associated Student Agencies, 246 Church Street.

Procedure for Annual Registration. All undergraduate organizations, whether returning or new, are expected each academic year to submit an online application for registration through Yale Connect by the deadlines listed on the Student Organizations website. Organizations that miss these deadlines must wait until the following academic year to register.

Returning organizations will apply using the renewal feature in Yale Connect to reregister their organizations. New organizations are required to submit an "Intent to Register" application. All provisionally approved applications must go through the new group registration process. See the Student Organizations website for more information.

Training. After an organization's reregistration is submitted, the president and treasurer of that organization are required to attend the fall training sponsored by the Yale College Dean's Office. New organizations will additionally be required to complete one semester of initial training (also known as on-boarding) before a final review by the Student Organizations Review Committee, a process explained in detail on the Student Organizations website.

The online registration form requires, among other things, a description of the purposes of the organization, a constitution, and the identification of officers or other leaders. Additionally, each group must have at least 5 members prior to registration. A complete list of members and officers is required and must be up to date in an organization's Yale Connect portal.

New organizations are not required to provide a constitution until the end of their semester of initial on-boarding. More information about the initial on-boarding is available on the Student Organizations website.

Registration is ordinarily valid for one academic year; it remains valid until registration closes in the following year so that student groups may reserve University facilities or apply for funding at the beginning of the subsequent academic year. However, if a student organization wishes to change its activities from those outlined in its registration documents or alter aspects of the organization described in the registration agreements, then the organization must update its information online for review and approval. Further online changes to group records are permitted only after the current changes have been reviewed. To ensure full access to group records for annual registration purposes and to ensure that online communications to the organization can be delivered promptly, officer term dates (begin/end) must remain valid. Yale Connect will not grant access to any officer whose term of office has expired.

Umbrella organizations are expected to maintain up-to-date registration requirements for all of their affiliated organizations, including a roster of members and officers, and a

constitution. Each umbrella organization may choose from the following options how maintain these requirements:

- The larger umbrella organization maintains the registration requirements, including a roster of members and officers, for all affiliated organizations, along with a constitution that applies to all organizations beneath it
- All organizations that fall beneath the umbrella organization maintain their own registration requirements, including rosters of members and officers, and their own constitutions.
- Some combination of the above

Registration Approval. A group's registration is confirmed by a formal communication of registration approval from the Yale College Dean's Office. The status of an organization may be verified on the Official List of Registered Undergraduate Organizations.

Revocation or Suspension of Registration. The Office of Student Affairs may revoke or suspend the registration of any undergraduate organization that has not abided by the Undergraduate Regulations or by the organization's registration and related agreements. Failure by a student organization or its officers or designated representatives to meet the financial obligations of the organization in a timely manner can also result in the suspension or revocation of registration. Any request for reinstatement should be addressed to the Office of Student Affairs at the Yale College Dean's Office.

D. PRIVILEGES OF UNDERGRADUATE ORGANIZATIONS

Subject to availability and in some cases payment of rental fees, registration allows undergraduate organizations to:

- Use classrooms and certain other University facilities or properties for programs, rehearsals, performances, and meetings, including conferences or other campus events;
- Request funding* from the Undergraduate Organizations Funding Committee (UOFC);
- Request funding* from the Dean's Discretionary Funds;
- Request storage space on campus;
- Participate in the Student Activities Bazaar during First-Year Orientation;
- Petition for permission to use the Yale name;
- Purchase some goods and services from the University;
- Accept gifts from alumni and other donors for the current use of the undergraduate organization, when the solicitation for that donation was approved in the manner described in section H;
- Request the use of theater and rehearsal spaces;
- Be covered by Yale's liability insurance and automobile insurance when traveling on official group business;
- Provide proof of insurance coverage for organizations meeting or performing beyond the Yale campus;

- Receive contract review from the Procurement office and guidance from the Risk Management office;
- Apply for a Yale website (yalesites.yale.edu);
- Request a group @yale.edu email address.

* New organizations are eligible for limited funding during their year of initial training.

E. OFFICERS AND ADVISERS

Officers. Officers must be Yale College students currently enrolled for study in New Haven, in academic good standing, and not on disciplinary probation. Only officers may act officially on behalf of an organization. Officers should be aware that they are financially and legally responsible for the organization during their terms of service; they can be held responsible by Yale, as well as by other entities, for any infractions committed by their organizations. Officers must be listed in their organization's Yale Connect portal with up-to-date information, including term dates.

Advisers. To assist in providing continuity from year to year, organizations are encouraged to have a Yale staff or faculty member as an adviser. Organizations must keep their information about their advisers up to date in their Yale Connect portal.

F. MEMBERS

Officers are responsible for maintaining a complete, up-to-date roster of members in the Yale Connect portal for their student organization.

Membership Criteria:

- Any student organization that receives university resources must be equally open to all undergraduates. Graduate and professional students, faculty, and staff of Yale University can be members of an undergraduate organization, as long as Yale College students constitute a majority of the membership.
- Student organization membership ordinarily continues for the duration of a student's time at Yale. Organizations may choose to have shorter durations (membership per semester or year, for example); this must be made clear to all prospective and current members. (See here for details on organization membership for students taking time away from enrollment.)
- Membership may not be restricted based on personal characteristics, beliefs, or behaviors outside the organization's core functions. This is true even for organizations which focus on a specific issue or identity. Membership may, however, be restricted to students who support the core goals of the student organization. For example, "Yale Women for Forest Preservation" must be open to people of all gender identities willing to work for the involvement of women in protecting forests.
- Student organizations that require specific skills may restrict their membership through a structured audition process open to all undergraduates. The standards used to select members must be related to the needs of the organization, and public announcements about auditions or competitions should be made to ensure that interested students are informed about the opportunities to be considered for membership in the organization. The information must be outlined clearly in the organization's constitution and must include a timeline of the process.

The criteria must be skills based and operate in accordance with Yale's non-discrimination policy.

Membership management:

- Student organizations may set membership expectations pertinent to their core functions; examples include regular attendance, fulfillment of assigned tasks, practice and preparation for organizational activities. These expectations should be documented in the organization's constitution or bylaws.
- Organization leaders are expected to provide feedback and clear guidance to any members who fail to meet organization expectations or who are obstructing the organization's core functions. If, despite multiple interventions, the member continues to fall short of the student organization's expectations, leaders may require the member to leave the organization. For example, members who miss too many meetings, fail to complete crucial tasks, or significantly disrupt rehearsals could be informed that their membership is in jeopardy; if the behavior persists, they could lose their membership.
 - Members may not be required to leave a student organization based on identities, beliefs, or behaviors outside the scope of the organization's core functions. Misbehavior in other contexts is insufficient justification for removing someone's membership. If leaders are concerned that a student member has engaged in behavior that violates the Undergraduate Regulations or other university policies, the leaders should bring their concerns to the attention of their Student Organization Consultant or to a university official such as a dean, a Title IX Coordinator, or a Discrimination and Harassment Resource Coordinator. Student organizations may not conduct internal disciplinary processes to address these matters, nor may they ask a member to leave due to behaviors outside the scope of the organization's core functions.

G. FINANCES AND RECORD KEEPING

Financial Responsibility. Each undergraduate organization is fully responsible for its own finances. Officers should be aware that they are personally responsible for the payment of debts incurred during the period for which they are responsible for the organization. Any financial difficulties of an undergraduate organization should be discussed as early as possible with the assistant dean of student affairs, Hannah Peck, who may be able to assist or advise the organization.

Financial Records and Reports. A record of all income and expenses and supporting documentation is to be maintained at all times and must be submitted to the Yale College Dean's Office by way of the end-of-semester survey. Each registered undergraduate organization is fully responsible for its own finances. These responsibilities include the maintenance of original receipts and account reconciliation. Financial records and reports may be audited by the University at any time. Heads of college may require similar or more extensive reporting for organizations operating essentially from a particular residential college. Incorporated student organizations are advised to consult with the Internal Revenue Service for specific information regarding tax obligations and responsibilities.

Unused funds. The balance of unused funds for an event must be returned to the original funding source within three weeks of the date of the event.

Nonprofit Status. All undergraduate organizations are to be operated exclusively on a nonprofit basis. If it becomes necessary for the organization to incorporate as a nonprofit with the IRS, this action is to be undertaken after consultation with the associate dean of student affairs, Hannah Peck. Any undergraduate organization that incorporates must do so strictly on a nonprofit basis and in a manner that perpetuates its undergraduate status.

Profits and Wages. The overwhelming majority of students involved with undergraduate organizations receive no compensation for their contributions. While the Yale College Dean's Office and the Committee on Undergraduate Organizations applaud and prefer such volunteerism, permission for students to be paid for services they perform has occasionally been granted to a few organizations. Organizations wishing to pay wages to any students must receive advance written approval to do so from the associate dean of student affairs, Hannah Peck.

Undergraduate organizations, as tax-exempt entities, are prohibited from being profit-making operations. Thus the "profits" or earnings of an undergraduate organization may not be paid to or divided among student members, officers, or other leaders. In that connection, wages or payments to students for their work with student organizations cannot be awarded in a way that would be a disguise for what is really a division of profits. Therefore, all students permitted to earn wages for their work with an undergraduate organization must be hired through the Yale College Dean's Office and paid according to the prevailing rates and regulations of the Student Employment Office.

H. FUNDRAISING

Funding by the Undergraduate Organizations Funding Committee (UOFC). Funds have been provided to the UOFC for disbursement to registered undergraduate organizations. Organizations should be aware that rarely is an entire request funded and that the committee does not provide funding for off-campus travel. A copy of the committee's guidelines and links to the forms for applying for funding are available online on the UOFC's website (<https://www.ycc.yale.edu/about-uofc>). Organizations in their year of initial training will have limited access to UOFC funds.

Funding from the Dean's Discretionary Fund. Registered undergraduate organizations may request funding from the Dean's Discretionary Fund. Such funding is limited and it is not typically granted for routine, yearly activities. Applications may be found online via Yale Connect. Applications must include a budget showing all expected income and expenses, and if funding is granted, receipts must be submitted at the conclusion of the event to verify that the money was spent in a manner consistent with the application.

Raising Funds outside the University. Undergraduate organizations are encouraged to seek funds from a variety of sources, including reasonable membership dues; donations at concerts, speeches, or other events; and advertisements in publications. Fund-raising activities are permissible only to the extent that they are needed to support the activities of the organization, since each organization is operated on a nonprofit basis.

Honoraria. Many distinguished visitors speak and perform at Yale without receiving compensation for their services. Occasionally it is necessary to pay an honorarium to certain speakers. The UOC does not provide funding for honoraria, but such funds may be obtained from other sources at Yale. Generally, student groups do not pay a single speaker more than \$3,500.

Fundraising for a Cause. Student organizations sometimes wish to raise funds for a cause that their organization supports. This is possible as long as the student organization designates a registered 501(c)3 non-profit (the designation for federally recognized charity) as the recipient of the funds. Student organizations may not raise funds for individuals or any entities other than registered 501(c)3 non-profit. In rare cases it may be possible to raise funds for a non-US based charitable organization in consultation with Dwight Hall. Student organizations should consult their entire membership when choosing a fundraising cause and recipient organization.

The most straightforward approach is for student organizations to encourage donations directly to the 501(c)3 non-profit; often, the non-profit can set up a mechanism for tracking donations so that the student organization can measure the success of their efforts. If the student organization collects the funds itself, those funds need to be stored in an organizational bank account outside of Yale (not an individual student's account, nor an internal Yale account) and then directly transferred to the 501(c)3 non-profit. Note that any funds given to a 501(c)3 non-profit must be raised specifically for that cause and may not include Yale funding sources.

Fundraising must be limited to the following spaces: residential college common rooms, the Yale Schwarzman Center rotunda, and interior performance spaces. Fundraising in these spaces must be done in consultation with the appropriate entity: the residential college offices, the YSC staff, or Undergraduate Production. QR codes for approved fundraising projects may be displayed on posters, or in emails and programs – but may not be part of any in-person activities or displays outside of the approved physical spaces.

If your group is considering fundraising for an outside cause, please write to student.organizations@yale.edu, so that we can help guide you through the process.

I. USE OF THE YALE NAME AND REPRESENTATION OF THE UNIVERSITY

Use of the Yale name and trademarks. The Yale name and marks associated with the University are protected by trademark law and governed by Yale Trademark Licensing. Any use by undergraduates of the Yale name or trademarks in the title or caption of a publication or an organization or the like, on any promotional materials, or on any item or product to be manufactured, distributed, or sold by an individual or an organization, must be approved by the secretary of the University or the secretary's duly authorized agents, and under such restrictions and explanations as they may impose or require. Student groups may not use the Yale name to incorporate or to apply for 501(c)(3) status.

Groups may request to include the Yale name in their title or visual identity through their annual registration with the Yale College Dean's Office or by submitting a request for a name change via Yale Connect. Approval to use the Yale name is not final until the

organization has received a memo confirming the privilege. Permission to continue to use the Yale name is contingent upon maintaining these requirements and conforming to the regulations applicable to the organization. Permission is automatically revoked if an organization fails to register each year. Upon subsequent registration, the organization must reapply for permission to use the Yale name.

No student organization may reproduce a stylized version of the Yale name and/or use any University marks in its literature, on a website, on its stationery, or in other media without prior written approval. The full name of the organization, including any subtitle, must be included on all materials, including but not limited to agreements, stationery, posters, websites, business cards, and merchandise whenever the organization includes the Yale name to identify itself. The only exception is a group's bank account and bank checks which, for tax purposes, must not include the Yale name.

Guidelines and requirements are available from the office of Yale Trademark Licensing.

Students may not create or use non-Yale email addresses with the word Yale in it, but should instead request a Yale email address by following the instructions outlined on the Student Organizations website.

Representation of the University. No undergraduate organization shall purport to represent the views or opinions of Yale University or Yale College in the context of any publication, web page, radio, television, or Web broadcast or public forum.

J. RISK MANAGEMENT AND INSURANCE

Most registered undergraduate organizations are covered by a general liability insurance policy purchased by the University for their events, providing there is full compliance with all rules and regulations governing undergraduate organizations. Fraternities and sororities are not covered, and they, and affiliates of other national organizations, are expected to receive primary insurance coverage from their national organization. External vendors or private agents contracted for services as part of a conference or other major campus event are also expected to submit proof of liability insurance in the form of a certificate of insurance. This insurance must indicate that Yale University is named as an additional insured. Further details about insurance coverage or requirements can be obtained from the Office of Enterprise Risk Management, 2 Whitney Avenue, 6th floor, or from its website, [Office of Enterprise Risk Management website](#).

Students driving University-owned vehicles, or rented vehicles paid for by University funds, and being driven for official registered organization activity, are covered by the University's automobile insurance policy, if the drivers have a clean driving record and have taken and passed the online training course offered by the Office of Enterprise Risk Management. There is no insurance provided for any driver who has not passed this class; students who have not passed it should not be driving any University-owned or rented vehicle. Details on Driver Safety Awareness can be found at <http://ogc.yale.edu/training-courses>. In the event of an accident, the registered organization will be expected to cover any applicable deductibles.

Students driving their own automobiles for group activities must have a clean driving record and be properly insured, and the vehicle must be properly maintained. The use of twelve- or fifteen-passenger vans is prohibited.

K. OUTSIDE VENDORS AND CONTRACTS

Contracts between individual students or student organizations and outside vendors/contractors must be reviewed and signed by Yale's Procurement Office. Ordinarily, student organizations may not sign contracts, unless said organization has incorporated as a nonprofit with the IRS. Students seeking for their contracts to be signed should email student.organizations@yale.edu.

All vendors hired by registered organizations (including, but not limited to, performers, caterers, and equipment rental companies) must provide proof of \$2 million in liability insurance prior to performing any work or providing any service. Yale University must be named as an additional insured. The Office of Enterprise Risk Management can recommend a method of obtaining the proper insurance if an outside vendor does not carry it. Details can be found at <http://ogc.yale.edu/erm/resources/registered-student-organizations>.

L. ADDITIONAL REGULATIONS

Certain organizations have additional guidelines or legal requirements.

1. **Musical Ensembles, Singing Groups, and Theater Groups.** Undergraduate organizations using sheet music, scores, or scripts should be aware of federal copyright laws, including laws governing photocopying.
2. **Publications.** Each issue of every publication of an undergraduate organization must include a publication notice on the cover page or the page containing the table of contents stating that "This magazine" – or "periodical" or "newspaper," as the case may be – "is published by Yale College students, and Yale University is not responsible for its contents." For online publications, this notice must be prominently displayed on the organization's home page and on each discrete publication. In keeping with the requirement that administrative, policy, and managerial decisions are to be in the hands of undergraduates, decisions about the contents of each periodical, the editorial policy, and the business policies and practices are to be controlled by enrolled Yale College students.
3. **Distinguished Visitors and Controversial Speakers.** In order to ensure that appropriate courtesies are extended to distinguished visitors and in some cases to arrange other engagements or security for these visitors when they are on campus, an undergraduate organization that wishes to invite a head of state (past or present), cabinet member, ambassador, or other dignitary of similar rank to visit Yale must, at least a month in advance of the visitor's arrival, inform the Yale College Dean's Office, by writing to student.affairs@yale.edu, and apprise it of the visitor's proposed schedule while on campus. Similarly, the Yale College Dean's Office must be notified, at student.affairs@yale.edu, when controversial speakers are invited to Yale. Such speakers include those who have engendered protests or public demonstrations in other venues. Undergraduates are responsible for paying for security that the University deems appropriate for such visitors, and as a result, groups are encouraged to seek funding from non-University sources to pay such

expenses. The University reserves the right to cancel the invitation to any speaker if it deems that there is inadequate time to prepare for the event.

4. **Travel Abroad.** Members of undergraduate organizations planning to go abroad should consult the Yale International Toolkit for information about health and safety abroad, travel warnings issued by the U.S. Department of State for specific countries or regions, and steps to be taken prior to travel. Undergraduate organizations are additionally required to register their travel at <http://world-toolkit.yale.edu/yale-travel-registry-instructions>. Visa requirements for non-U.S. citizens traveling outside the U.S. may be different from those pertaining to U.S. citizens. Foreign students may be responsible for obtaining such visas on their own.
5. **Events Involving Minors.** Undergraduate organizations organizing or participating in activities that involve minors must register with Yale Programs for Children and Youth (<http://programs-minors.yale.edu/program-registration-form>). Additionally, such organizations are charged with following all of Yale's policies and procedures for Programs for Children and Youth (<http://programs-minors.yale.edu/>).