**Inactive and Dissolved Student Organizations Policy**

**Inactive Student Organizations**

A student organization is considered “inactive” when the organization does not register with the Student Activities Office. The following are guidelines for inactive organizations:

1) When an organization is inactive for three full semesters and wishes to become registered again, the organization must meet with the staff coordinator for student organizations before being able to register again.

2) An organization is dormant when they have been inactive for four to six full semesters. If they wish to become a registered organization again, they must go through the Student Organization Review Committee in order to be considered for registration.

3) An organization is dissolved when they have not been registered in more than six semesters. The Student Activities staff will contact the president listed and faculty/staff moderator to let them know the Student Activities Office will be dissolving the organization within two weeks of the notification. The office staff will take the necessary steps to archive and terminate the organization’s files and bank account(s).

**Dissolved Student Organizations**

Each semester the staff coordinator for student organizations will work with the administrative assistant to determine which organizations have been inactive for more than six semesters. The following steps will be taken to archive and terminate the organization’s files and bank account(s):

1) In conjunction with the CSU vice president for finance, the staff coordinator for student organizations will determine if the organization has any existing funds with the Creighton Federal Credit Union. If funds exist, the organization’s constitution will be examined for directions on where to send the funds. Once funds are directed towards the proper area, the CSU vice president for finance will close the account.
   a. For accounts under $25, the funds will be given to the Creighton Students Union to use in their general funds.
   b. For accounts over $25 that are directed to be given to specific organizations, departments, or community agencies, the funds will be withdrawn and given to the correct area.
   c. For organizations who do not state where to send their extra funds, the money will be given to the Creighton Students Union to use in their general funds.

2) The student organization data base will be updated to reflect that the organization is “dissolved” with a date recorded for when the file was updated.

3) The student organization’s files will be archived in the Student Activities files.