

Campus Administrative Policy**Policy Title:** **Student Organizations****Policy Number:** 7029D Functional Area: Student Affairs

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Applies to: University of Colorado Denver

A. INTRODUCTION

The purpose of this policy is to set forth student organization types, campus recognition, advising, student leader standards, conduct, fundraising guidelines, and fiscal oversight rules for student organizations. Additionally this policy will define the general institutional relationship of those organizations that conduct activities at the University of Colorado Denver (the “university”). It applies to all student organizations, with or without university recognition, that wish to conduct activities at the university.

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C. DEFINITIONS

1. **Active Student Organization:** groups who have completed the required registration steps and have completed required officer trainings for an academic year.
2. **Advisor:** The Advisor is a full-time faculty or staff member at CU Denver, who has voluntarily agreed to provide support and guidance to the student organization officers and student organizations overall. This individual plays a key role in the development of an organization and its individual members.
3. **Affiliated Student Organizations:** those groups, clubs and organizations that are created by and whose voting members are students at the university. These organizations are not controlled by or connected to local, state or national organizations outside the university.
4. **Bylaws or Constitution:** a formalized set of rules adopted by a student organization governing its meetings and activities.
5. **Departmental Sponsored Student Organization (DSSO):** groups sponsored by a CU Denver department that are closely connected to the university. Their activities closely align with a particular department and the complexity and scope of their events are typically greater than those of a Registered Student Organization. DSSOs receive more support from the university through the department that sponsors them, but still function as a student organization.
6. **Fundraising:** the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement. For university purposes, student fundraising shall be defined as any on-campus or off-campus student-run activities designed to generate revenue or materials through donations or the direct sale of merchandise or service.
7. **Meet Up Group (MUG):** student groups that meet around a theme and have a less formal meeting structure. MUGs plan and host events for their participants only.

MUG events are generally very limited in complexity and scope. MUGs allow students to gather and discuss a wide variety of issues or areas of interest.

8. **Outside Organization:** any other organization having no recognition, sponsorship, or affiliation with the university (including, but not limited to any of its schools, colleges or programs). Students may choose to join an outside organization entirely on their own but not on behalf of the university. Any student who is aligned with and/or a member of an outside organization is personally responsible for his or her own activities in connection with an outside organization. Students shall not use the university's purchasing, travel office, payroll or personnel system for the outside organization. Any funds collected by the student on behalf of the outside organization shall not be deposited to a university account. Neither students nor outside organizations shall not use the university's name, IRS tax-exemption, tax identification number, or governmental status. Use of university facilities must be coordinated through the appropriate room reservation personnel and procedures, and is subject to a rental charge (see Campus Policy 3036, Facilities Use by External Entities).
9. **Registration:** the formal process undertaken by the student organization through which it requests to be recognized as a student organization at CU Denver. Registration is submitted to the Office of Student Life & Campus Community. Deadlines and policies are listed each year in the Student Organizations Handbook.
10. **Recognized:** student groups who have completed registration and been approved to operate for an academic year based on compliance with items below.
 - a. Recognition is obtained through the Office of Student Life & Campus Community.
 - b. To be recognized, RSO, DSSO, and USSP organizations must have a constitution (and may have bylaws), three identified student officers, and a faculty or staff advisor.
 - 1) The constitution must contain the non-discrimination statement, Policy 5024.
 - 2) Recognized organizations will be designated as "Affiliated" or "Sponsored" for financial status.
 - 3) Organizations must have a minimum of four additional members.
 - c. To be recognized, MUGs must have a philosophy statement and a faculty or staff advisor.
 - d. Student organizations may lose recognition for not following or violating university or Student Organization policies.
11. **Registered Student Organization (RSO):** student groups that contribute to the university's mission and culture by regularly hosting events for their members, their guests, and the campus community. The complexity or scope of their events is generally moderate in nature.
12. **Responsible Office:** Office of Student Life & Campus Community is considered the responsible office for all student organizations. Any inquiries regarding an organization's status, and all agreements or contracts, must be directed to this office.

13. **Sponsored Student Organizations:** campus chapters of local, state, or national organizations that have a presence on campus and have been formally recognized by CU Denver.
14. **Student:** any individual who is registered or enrolled in an academic program at the university. Student organizations may require, at their discretion, its participants to have full-time or degree seeking status within a particular program. Students wishing to participate within the respective organization and/or the organization's activities must meet the stated criteria.
15. **Student Organization:** an organized group of students who wish to conduct activities related to the educational and social experience at the university. Students in MUGs, RSOs and DSSOs have the authority, through appropriate procedures, to form or disband any Affiliated or Sponsored student organization.
16. **Student Organization Advisor:** a university staff member who volunteers, or is assigned, to advise the student organization and provide oversight, guidance, and to ensure compliance with state, university, and campus laws and policies. Graduate students may serve as a secondary advisor, when allowed by the organization. The advisor accepts responsibility for the organization's compliance with state, university and the university campus rules and regulations.
17. **University Sponsored Student Program (USSP):** student groups that operate under the direct guidance and supervision of a university department. Student groups with this status are considered to have the closest relationship with the university. Their purpose, activities and functions are seen as key elements in carrying out the university's mission. They provide a service to the university and are integral to the function of the department and/or university. These groups have dedicated university resources (such as office space, personnel/staff advisors, purchasing support, equipment, etc.).

D. POLICY STATEMENT

1. Student Organization Types

- a. Student organization types identify the relationship the group has to the university as well as the responsibilities and benefits the student group will experience or receive. Student group type placement is based upon the following criteria:
 - 1) The student group's relationship with the university
 - 2) The complexity and/or scope of its intended activities and programs
 - 3) The perceived or potential risks associated with the group and/or its activities
 - 4) If the student group received student fees or is financially independent for fundraising
- b. All student group placements fall into one of the following four group types:
 - 1) University Sponsored Student Program (USSP)
 - 2) Department Sponsored Student Organization (DSSO)

- 3) Registered Student Organization (RSO)
- 4) Meet Up Groups (MUG)
- c. Student Organizations that meet the definition of DSSO, RSO or MUG, will select that group type when registering. Office of Student Life & Campus Community (“Student Life”) will confirm that group type placement, or move the group based on definition.
 - 1) University Sponsored Student Programs
 - a) University Sponsored Student Programs (USSP) are student groups that operate under the direct guidance and supervision of a university department.
 - b) Oversight of USSPs, and their events, comes from the departmental sponsor who provides advising to student leaders / student employees on risk management. These groups receive annual recognition from the director of the sponsoring department that oversees their activities. The director will approve the organization in the annual MyLynx registration form.
 - c) USSP groups receive and expend an annual university-provided budget. Students in this type of program should participate, alongside the responsible staff member, in an annual review of their budget.
 - d) USSP student leaders may be paid student employees or volunteers.
 - e) Members of USSP groups are selected through an interview process by the department, with the exception of the Student Government Association (SGA); SGA holds annual elections and fills vacancies through an interview process afterwards.
 - f) Staff advisors and/or staff members of the departmental sponsor may organize and lead the hiring of student leaders, and make hiring decisions as appropriate to the function of the group. It is highly recommended that students be involved in the selection process. If the USSP conducts an elections process, this should be directed by student leaders with advisement from the advisor or designee.
 - 2) Department Sponsored Student Organizations
 - a) Department Sponsored Student Organizations (DSSO) are student groups that are closely connected to the university and closely aligned with a particular department.
 - b) While student leaders direct the work of their DSSO, oversight and risk management advising for DSSOs is the responsibility of the sponsoring department. DSSOs must receive annual recognition from the director of the sponsoring department that oversees their activities. The director will approve the organization in the annual registration form. However, if the director chooses to not sponsor the DSSO, the organization’s registration request will be moved to an RSO.
 - c) DSSOs have department faculty or staff advisors assigned to them from the sponsoring department whose job is to work closely with the

- group and all their activities. The assigned advisor is responsible for advising students on risk management.
- d) DSSO membership is voluntary and cannot be required by a department or academic program.
- e) DSSO officer selection is determined by the student members. Faculty/Staff advisors may assist in guiding this process, but may not direct or select officers.
- 3) Registered Student Organizations
 - a) Registered Student Organizations are student groups that contribute to the university's mission and culture by regularly hosting events for their members, their guests, and the campus community.
 - b) RSOs must receive formal recognition from the university and oversight of RSOs is the responsibility of Student Life.
 - c) RSOs have a faculty or staff advisor that makes an annual commitment to meeting with the RSO president at least 1x a month, serves as a resource person, and assists student leaders with their endeavors.
 - d) The activities, direction, leadership and decisions of RSOs rest primarily in the hands of the student leaders and members of the RSO.
- 4) Meet Up Groups
 - a) Meet Up Groups (MUGs) are student groups that plan to host events for their members only. MUG events are generally very low in complexity and scope. MUGs allow students to gather and meet and discuss a wide variety of issues or areas of interest.
 - b) MUGs must receive formal recognition from the university and oversight of MUGs is the responsibility of Student Life.
 - c) MUGs have a faculty or staff advisor that makes an annual commitment to meeting with the MUG president at least 1x a semester, serves as a resource person, and assists student leaders with their endeavors.
 - d) The activities, direction, leadership and decisions of MUGs rest primarily in the hands of the student leaders and members of the MUG.

2. Coordination of Overlapping Activities / Departmental Sponsored Student Organizations

- a. In some circumstances, student organizations may want to undertake activities that are similar to program areas already undertaken by departments on campus. Therefore, student group activities need to be coordinated with Student Life. Without close coordination between the student organization and the program director charged with responsibility for such an activity, there is potential for unnecessary duplication and potential conflict.
- b. If an organization wishes to conduct similar activities, the advisor and officers should meet with the director of the program in question to collaborate and

resolve any potential conflicts. The program director has the final authority to approve or deny the activities which will affect the student's respective organization. If the program director agrees, they may sponsor the student organization, creating a Departmental Sponsored Student Organization so as to best manage overlapping activities.

- c. Any conflicts which arise will be referred to the appropriate school, college dean, or vice chancellor for final resolution depending upon the school or campus- specific program in question.

3. Student Organization Registration Process

- a. Registration is an annual process. Organizations must register with Student Life through the campus student engagement platform each academic year. To register an organization students will submit:
 - 1) Student Organization description and meeting information
 - 2) Guiding Documents (see The Student Organization Handbook for more details)
 - 3) Officers Information
 - 4) Advisor Information
 - 5) Officer Selection Information
 - 6) Membership Roster
 - 7) Organization Designation (Affiliated or Sponsored)
- b. Student Organizations must be recognized by the university after registering. Recognition comes with the completion of yearly training and development activities sponsored by Student Life. Failure to register and be recognized by the designated deadline will result in:
 - 1) denial of university / AHEC facilities use and other campus resources available to registered and recognized student organizations and,
 - 2) ineligibility to receive university funding,
 - 3) may not use CU Denver branded materials
 - 4) no promotion of the organization in the published campus materials

4. Officer Requirements

- a. Student leaders of organizations must be:
 - 1) An enrolled student at CU Denver
 - 2) In academic good standing at their election/selection/appointment
 - 3) In good standing with the Student Conduct office
- b. Student Life will verify academic standing for student organization leaders at the beginning of each semester. Student Life will follow up with student leaders who do not meet requirements. See the Student Organization Handbook for more detailed information.

5. Student Organization Advisors

- a. Must complete annual advisor training with Student Life
- b. Must regularly participate in their organization's plans and activities, including after-hours events, and must maintain actual, direct knowledge of their organization's finances
- c. May delegate some student organization advisor duties to the secondary advisor, or other university personnel, but primary responsibility for student organization activities remains with the advisor
- d. Must be present during activities which include the serving of alcohol at pre-approved events (see *Campus Policy 3050, Alcohol Service*).

6. Student Organization Events & Travel

- a. For the protection of students, student organizations, and the university all student organization 1) sponsored events and 2) sponsored travel must be submitted and approved in advance by the Student Organization Advisor and Student Life. In some cases travel must be approved by the International Risk Management Committee (IRMC), or the University administration. See the Student Organization Handbook for specific deadlines, procedures, and expectations.

7. Use of Facilities

- a. Affiliated and Sponsored student organizations may use university-owned meeting rooms without charge as long as the usage is nominal and does not conflict with regular university business or activities. All use of space on campus must be coordinated through the appropriate campus offices. Use of Auraria facilities is subject to AHEC rules and may require a damage deposit; contact CU Denver's Office of Student Life for details.

8. Risk Management

- a. Risk management should be an integral part of the event planning process for all student organizations. Student Organizations should consult with Student Life and potentially the University Risk Management office based on the type of event or activity. Some activities may require insurance. The University Risk Management office can assist student organizations with requiring policies as needed.
- b. Student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants. If the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance by contacting the University Risk Management Office for guidance.

9. Alcohol

- a. As stated in the campus policy 3050, Alcohol Service, the consumption of alcohol on campus properties (owned, leased or licensed) is prohibited except at approved events.

10. Student Organization Conduct

- a. Recognized student organizations and their members are subject to:
 - 1) all state and federal laws
 - 2) the rules and regulations adopted by the University of Colorado System and the University of Colorado Denver, including the Student Code of Conduct
 - 3) Auraria Higher Education Center policies
 - 4) the policies in the Student Organizations Handbook
- b. Student Organizations may not:
 - 1) Be commercially focused or financially profitable to group members
 - 2) Participate in hazing activities as defined by the CU Denver Code of Student Conduct, university policy, or state/federal law
 - 3) endanger or threaten to endanger the safety of others including members of the University community or their physical property
 - 4) Materially disrupt campus operations or activities based on Regent Policy 1 and Policy 3018
- c. Misconduct
 - 1) Violations of the CU Denver Student Code of Conduct by either an individual or organization will be dealt with according to university policies and procedures. A registered student organization and its officers may be held collectively and individually responsible for policy or the Student Code of Conduct violations committed by:
 - a) its own members, or
 - b) those associated with the organization, if the organization, its officers, its leaders, or its spokespersons have given direct or indirect direction, consent, or encouragement for these violators / violations.
 - 2) Sanctions for an organization's misconduct may include:
 - a) denial or revocation of student organization recognition
 - b) denial of use of university facilities / AHEC facilities for an indefinite time
 - c) other sanctions permitted by the Student Code of Conduct
 - 3) Complaints may be initiated, or concerns reported against a Student Organization by any CU Denver community member or the public by reporting concerns to the CU Denver Student Conduct office.

11. Student Organizations Finances

- a. Affiliated Student Organizations: Monies generated or collected by Affiliated Student Organizations shall be deposited into one or more university accounts in accordance with campus fiscal policies. Funds will be deposited and managed by Student Life. Affiliated Student Organizations may not deposit monies into any bank account outside of the university.
- b. Affiliated Student Organizations will have access to the university's procurement, travel office, payroll, and personnel systems with fiscal oversight through Student Life.
- c. Affiliated Student Organizations are responsible for following University of Colorado Denver Administrative Policy Statement 4014, Fiscal Roles and Responsibilities. The individual(s) involved in a transaction made in violation of state or university laws and policies may be held personally liable for that transaction. Additionally, any transaction made that violates any contract, grant or donor restriction may also cause the individual involved to become personally liable.
- d. Sponsored Student Organizations: Monies generated or collected by Sponsored Student Organizations shall be deposited in off campus bank accounts. The Sponsored Student Organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts. Sponsored Student Organizations are not permitted to deposit funds with the university. Sponsored Student Organizations do not have access to the university's procurement, travel office, payroll, and personnel systems, but may consult with Student Life for advice as needed.

12. Fundraising

- a. All recognized student organizations may seek financial support from the Student Government Association (SGA) for campus wide events open to all CU Denver students and to be held on the Auraria Campus, student organization travel, and operational expenses. All SGA funding decisions shall be considered in a viewpoint neutral manner based on the merits of the funding request.
- b. With prior approval from Student Life, recognized student organizations may conduct on campus or off campus fundraising events or activities to support their organizational goals or to benefit a charitable group associated with the student organization.
 - 1) Student fundraising is restricted to activities where the purpose is one of the following:
 - a) Raise proceeds to support activities or purchase materials that are consistent with the purpose of the student organization/group (e.g., conferences, field trips, uniforms, supplies, socials).
 - b) Raise proceeds that will be directed towards a charitable organization or altruistic cause.

- c. Student organizations must have ownership of all fundraising events and activities (i.e., a representative of the organization must be present the length of the activity, and a banner with the student organization insignia should be prominently displayed).
 - 1) All relevant university rules and regulations, as well as federal, state and local laws must be followed. Failure to comply with these may result in Student Code of Conduct disciplinary action against the organization and/or specific individuals.
 - 2) Student organizations must keep accurate records of funds raised and spent.
 - 3) Donations in kind are allowed, but the university's tax information cannot be provided as a gift receipt or tax deduction.
 - 4) Student organizations are required to comply with fiscal policies for appropriate methods of collecting funds on campus for on-campus events and activities.
 - 5) Student organizations may not seek financial support for the purchase of alcohol, donations to other student organizations, salaries, activities for a single political candidate or issue, or campaign donations.
 - 6)
- d. If offering merchandise (t-shirts, pens, sunglasses, food & beverages, etc.) as a donation incentive, student organizations must publicize a suggested donation amount. If the CU Denver mark is printed in any way on a tangible product, it 1) must be approved through the Trademark and Licensing Program, and 2) must use an approved vendor.
- e. Sponsored organizations may use other crowdfunding platforms and mobile payment services (Venmo, Cash App, etc.) as long as it is clear that the fundraising is not on behalf of the university but on behalf of the Sponsored student organization.
- f. See the Student Organizations Handbook for specific instructions for fundraiser approval, process guidelines, and best practices.
- g. Prohibitions: CU Denver reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:
 - 1) door-to-door fundraising on campus or in university owned, operated, or controlled property;
 - 2) formal fundraising events/programs soliciting parents, alumni, faculty, or staff, with the exception of those approved by the CU Denver Office of Advancement;
 - 3) fundraising events with alcohol;
 - 4) sale or distribution of items that violate the university trademark rights or existing contracts.

13. Use of University's Name, Trademark, IRS Tax – Exemption Status

a. Affiliated Student Organizations:

- 1) may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status. Use of each one must be approved and coordinated through Student Life.
- 2) when referring to its relationship to the university, an Affiliated Student Organization may use: "the University of Colorado Denver (student organization)".

b. Sponsored Student Organizations:

- 1) are not allowed use the university's name, IRS tax exemption, tax identification number or governmental status.
- 2) must be able to use the tax identification number of its related local, state or national organization, or it must become a legal entity on its own with its own tax identification for use on external bank accounts. If neither option is available, then the organization must fulfill the Affiliated Student Organization criteria or it shall not obtain recognition at the university.
- 3) must obtain prior approval from University Licensing to use the CU logo or trademark. Approval will be granted on a case by case basis at the discretion of their staff.
- 4) when referring to its relationship to the university, must use 'the student chapter of (local, state or national sponsor organization) at the University of Colorado Denver'.

c. Outside organizations are not affiliated or associated with the university or any the university's colleges, schools or programs. Therefore, these organizations shall not represent themselves as affiliated or associated with the university; they shall not use the university's logo, trademark, letterhead, tax identification number, or tax exempt or governmental status under any circumstances.

14. Awards

a. Affiliated Student Organizations applying for financial assistance in the form of an award from external organizations, like a foundation, community civic group, or local business, may do so using the related identifying information of the university (e.g. tax identification number, etc.).

- 5) Award applications filed by an Affiliated Student Organization must be reviewed and approved prior to submittal by Student Life.
 - 6) When an organization secures an award, the check should be made payable to the “Regents of the University of Colorado” and deposited according to university fiscal rules and policies.
- b. Sponsored Student Organizations are not allowed to apply for awards or financial assistance using the university name or tax identification number.

Notes

1. Dates of official enactment and amendments:

July 1, 2009: Adopted by the Associate Vice Chancellor

July 1, 2010: Revised

April 30, 2019: Modified

August 29, 2023: Adopted/Approved by the CU Denver’s Provost and Chancellor

September 1, 2023: Policy recast into separate policies for CU Denver (7029D) and CU Anschutz (7029A).

2. History:

April 30, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost’s office.

August 29, 2023: Revised to reflect the need to support all student organizations, including those with chapters on other campuses or those part of outside entities. These changes will allow all student organizations to apply for funding through the Student Government Finance & Funding Committee. Additionally, it will allow groups previously classified as associated, to work with the Student Life procurement officer for financial support and advice. Other changes were made to provide better clarity to the policy and its regulations.

3. Initial Policy Effective Date: July 1, 2009.

4. Cross References/Appendix:

Cross References/Appendix:

- State of Colorado Fiscal Rule 2-1
- Administrative Policy Statement 4014, Fiscal Roles and Responsibilities.

- Administrative Policy Statement 4015, Propriety of Expenses.
- Campus Policy 3050, Alcohol Service
- Administrative Policy Statement 4004, Bank Account and Investment Account Restrictions
- Administrative Policy Statement 4027, Donations.
- Administrative Policy Statement 4018, Alcohol Beverages Purchased for University Events
- Auraria Higher Education Center (“AHEC”) – Campus Policies.
- PSC Procedural Statement – Alcohol
- PSC Procedural Statement – Alcohol FAQ
- PSC Procedural Statement – Fundraising Events
- Campus Policy 3036, Facilities Use by External Entities