



**CU ANSCHUTZ STUDENT
ORGANIZATION
HANDBOOK**

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IntrodCUtion

Student organizations serve to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom.

This handbook is designed to help students pursue their interests and passions by overviewing expectations and procedures for student organization involvement and leadership at CU Anschutz. The guidelines and processes contained herein serve to empower student leaders and promote a collaborative environment to support student sCUccess in their co-curricular endeavors. Student organization leaders and advisors should be familiar with this handbook and utilize it as a guide to the resources to enrich their student experience.

University of Colorado Anschutz Administrative Policy: This policy applies to all student organizations, regardless of university recognition status, condCUting activities as a group of CU Anschutz students.

Contact Us!

The Office of Student Engagement provides administrative support and guidance for student organizations. If you have any questions or would like further information about the topics covered in the handbook, please feel free to contact representatives from Student Engagement.

Department Information:

Office of Student Engagement (Responsible Office)

Office of Campus Student Services

EdCUational 2 North, 3rd Floor

Email: StudentAffairs@cuanschutz.edu

Phone: 303-724-2866

Website: <https://www.cuanschutz.edu/edCUation/student-resources>

Social Media:

Instagram: @ cu_ anschutzstudentaffairs

Student Senate

Facebook: University of Colorado – Anschutz Student Senate

Instagram: @CUAMCSS – CU Anschutz Student Senate

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Definitions

You may hear some terms used when communicating with the Responsible Office. Below are the common terms and their definitions:

- **Student Organizations:** University recognized Student Organizations are those groups, clubs and organizations that are created by and whose voting members are registered students at CU Anschutz. They are divided into three categories:

 - i. **Campus wide:** These organizations are open to all students regardless of school/college/program and are not associated with a larger local, state or national group.
 - ii. **School/College:** These organizations are connected to only one school/college/program.
 - iii. **Associated:** These organizations are connected to local, state or national organizations outside the university and have been formally recognized by as a chapter at CU Anschutz.

- **Outside Organization:** any other organization having no recognition, association or affiliation with CU Anschutz (including, but not limited to any of its schools, colleges or programs). Students may choose to join outside organizations on their own but not on behalf of CU Anschutz. Any student who is aligned and/or a member of an outside organization is personally responsible for his or her own activities in connection with this group. Students shall not use the university’s purchasing, travel office, payroll and 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. Outside organizations shall not use the university’s name, IRS tax exemption, tax identification number, or governmental status.

- **Constitution:** a formalized set of rules adopted by a student organization governing its meetings and activities.

- **By-law:** a rule made by organization to outline the actions of its members.
 - Difference between a Constitution and By-laws: The constitution covers the fundamental principles but does not prescribe specific procedures for operating your organization. Bylaws set forth in detail the procedures your group must follow to conduct business in an orderly manner.
- **Recognition:** the formal process undertaken by the student organization through which it requests to be identified as CU Anschutz Student Organization. Recognized organizations must have a constitution or bylaws and a CU Anschutz faculty or staff advisor. (See # 13 for advisor information.) The advisor accepts responsibility for the organization's compliance with, local, state, university and CU Anschutz campus rules and regulations. Recognition is obtained through the Central Student Engagement office and/or the school or college.
 1. **Responsible Office:** At the Anschutz Medical Campus (AMC), the Program Manager of the Student Engagement on behalf of university wide student organizations or the school student affairs officials (on behalf of school-specific student organizations) is considered the Responsible Office.
 2. For those organizations associated with a local, state, or national group, the responsible office would be the local office of that organization. An **Associated Student Organization** MUST register with the Student Engagement Office to be considered an active club and receive benefits like funding and hosting events.
 3. Inquiries regarding an organization's status and all student organization agreements or contracts must be directed to the Responsible Office.
 - **Student:** includes any individual who is registered or enrolled in an academic program at CU Anschutz. Student organizations may require, at their discretion, full-time or degree seeking status within a particular program or on a specific campus. When this is the case, students wishing to participate within the respective organization and/or the organization's activities must meet the stated criteria.
 - **Student Organization Advisor:** a CU Anschutz employee (faculty or staff) assigned to the student organization to provide oversight, guidance, and to ensure compliance with state, university, Student Organizations University of Colorado Denver Administrative Policy and campus laws and policies.
 - **Facilities:** Use of university facilities must be coordinated through the appropriate room reservation personnel and procedures and is subject to a rental charge (see CU Anschutz Administrative Policy titled "Use of Facilities and Services by External Entities").

Student Organization Core Principles

1. CU Anschutz recognizes the value of student organizations to the mission of the university and therefore may aid student organizations in conducting their activities. The level of assistance varies depending on the relationship of the student organization with CU Anschutz.
2. Student organizations differ in the areas of interest and ability to conduct activities on behalf of CU Anschutz. Therefore, the relationship of student organizations to CU Anschutz varies by type. The recognized relationship types are Affiliated and Associated. Student organizations shall adhere to policies and procedures for official recognition, including nondiscrimination in determining their membership. CU Anschutz reserves the right to deny recognition to groups, including those who advocate inciting or conducting lawless action, who engage in unlawful activity or conduct, or who fail to comply with state, university, or campus laws and policies.
3. CU Anschutz recognizes the student leadership component of student organizations and therefore the primary point of contact for all student organizations will be the leadership of that organization as identified in their recognition paperwork.

Non-Discrimination Policy

In accordance with the University's Non Discrimination Policy and Procedures, student organizations may not discriminate or limit membership on the basis of race, color, national origin, sex, pregnancy, age disability, creed, political affiliation or philosophy, religion, sexual orientation, gender identity, gender expression, or veteran status in its membership or activities.

Student organizations may require their leadership to promote the purposes of the organization, to ascribe to documented beliefs of the organization, and/or to act in accordance with organizational espoused standards of behavior.

Allegations of discrimination or harassment, including sexual misconduct should be reported to the [University's Office of Equity](#). Student organizations or individual student members may be held accountable for violations of the University's Non-Discrimination Policy, including but not limited to suspension, expulsion, or nonrecognition of the student organization by the University.

Registration Requirements

To apply for registration, a new club must meet the criteria listed below. Note that the criteria may change and the updated instructions will be available with the most current application.

Club membership must consist of:

- ✓ One president and one treasurer selected at the time of registration (if the organization chooses to elect more than one president, only one president can function as the liaison between the organization and Office of Student Activities).
- ✓ At least one advisor who is a full-time faculty or staff employee of CU Anschutz.

Organization Recognition Process:

Any student organization wishing to receive active Student Organization status must submit a registration [form online](#) to the Office of Student Engagement. The form must include: the organization's potential advisor and student leadership, a signed statement by each agreeing to the responsibilities associated with the positions, a copy of the proposed bylaws or constitution, and a written statement outlining the scope of current and planned activities.

1. All registration materials will be reviewed, and copies forwarded to the Responsible Office for review.
2. Final approval rests with the Assistant Vice Chancellor/Program Manager of the Student Engagement or their designee (for interdisciplinary organizations/associated organizations) and the Assistant/Associate deans of student affairs (for school-specific organizations).
3. This registration form must be updated annually. The registration form must be updated annually or for any advisor or student leadership changes.

Recognition Classifications:

Active:

An active student organization strives to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom by staying in regular communication with the Responsible Office and working to meet expectations set forth.

Failure to meet expectations and requirements may result in interim action taken towards a student organization to maintain its active status. During this period, organizational activity may be frozen within the campus community.

Dormant: Dormant status is designated as a temporary inactive state of an organization that falls below specific minimum requirements, typically when they are otherwise in good standing with JWU. Student organizations that fall under this status are groups who have been below the minimum requirement for three consecutive terms. Limitations may be placed on student organizations granted this status for a limited period of time to fulfill minimum requirements. If a group has failed to meet the minimum requirements for a third consecutive term, a designated member of the Student Involvement & Leadership staff will determine the next steps for organization recognition.

Frozen:

Frozen status is reserved for a student organization that must immediately cease all activity due to a direct concern/incident communicated to the Responsible Office.

During this time, the student organization is prohibited from reserving facility space, accessing funding, hosting meetings/events, and other activities indicated within the notification. The student organization will return to active status once the detailed concern/incident has been resolved and notification has been provided by the Responsible Office. If issues persist, the organization's status could change to Inactive.

Inactive:

Inactive status is meant for student organizations that fail to meet expectations outlined in the Student Organization Handbook or are required to transition to inactive status based on a sanction through the Group Conduct Review Process.

In addition, an organization will become inactive when it is dissolved by its student leaders, preferably in accordance with its constitution and/or bylaws. Any enrolled students may re-activate a student organization through the established recognition process, providing there are no outstanding conduct sanctions.

Petitioning:

The phase in which a group of students has applied for official recognition through the Responsible Office. If approved, the proposed organization will be transitioned to active status.

Advisor Responsibilities and Expectations:

All student organizations are required to have at least one advisor who is a full-time employee of the University. The advisor should be involved in the organization. However,

because organizations are student-run, the advisor is expected to provide guidance to the students and allow them to create their own agenda, goals or activities for the group. The primary goal is to advise and see that the club is active and students are engaged. All advisors are also responsible for the tasks below:

1. Provide guidance and support to the club members and officers, and promote the mission of the organization as noted in the group's constitution.
2. Regularly participate in their organization's plans and activities, including after-hours events.
3. Maintain actual, direct knowledge of their organization's finances. Encourage responsible spending in the best interest of the organization and the university.
4. Some student organization advisor duties may be delegated to other CU Anschutz employees, but responsibility for student organization activities remains with the advisor.
5. Be present during activities which include the serving of alcohol at preapproved events (see CU Anschutz Administrative Policy titled "Alcohol").
6. Report, in writing to the Program Manager of Student Engagement, any misconduct or violations of policies and procedures as noted in this handbook and the University's Code of Student Conduct.

Advisor Approval Process:

1. Confirmation from a faculty or staff member regarding their commitment as a student organization advisor
2. Advisor to meet with a designated representative from Student Engagement and/or complete an advising tutorial, if available
3. President/Vice President and Advisor to meet with a designated representative from Student Engagement for a NEW student organization consultation.

Resignation or Absence of Advisor:

When an advisor resigns, or leaves, the student organization must find a new advisor and update the Office of Student Engagement. Advisors may also be asked to step down as an advisor through processes outlined in the organization's constitution/bylaws or removed by the university for cause. Whenever possible and appropriate, the outgoing advisor should assist in locating a new advisor. When applicable, the advisor should submit organizational records to the new advisor or the ADSO. The Office of Student Engagement can serve as a temporary advisor in emergency cases.

Coordination of Activities and Facilities

Recognized student organizations may use university-owned meeting rooms without charge as long as the usage does not conflict with regular university business or activities. All use of space on campus must be coordinated through the appropriate campus offices.

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 the Responsible Office. 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.

- 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 director has the final authority to approve or deny the activities which will affect his/her respective program. 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.

Other types of events:

Community Service:

Student Organizations wishing to host, facilitate, and/or lead community service opportunities that are NOT in conjunction with an outside organization but rather solely coordinated by the student organization must obtain permissions from Risk Management, University Counsel, Student Affairs and the Responsible Office before planning and/or hosting sCUh events.

Political Event:

Recognized Student Organizations that want to host a political debate, bring a political candidate to campus, or participate and/or host any political event are encouraged to work with the Office of Student Engagement.

Contracts:

Contracts are legal and binding agreements that outline a relationship between two parties with reference to an exchange of goods or services. A contract can be verbal or written, and they can be called different things, such as agreements, memorandums of understanding, terms and conditions, etc. so it is important to consider the following guidelines:

- **No student or advisor may sign a contract that binds the university.** Signing a contract or entering an agreement that legally binds the University is a violation of the University's Contract Policy. Anyone who signs a contract or enters into an agreement becomes legally liable for that agreement, including payment. If you have any questions concerning contracts, please contact Student Involvement & Leadership.

- All contracts must be submitted to Student Involvement & Leadership for review and processing
- All contracts must be submitted **thirty (30) days** in advance of the required date. *The more detailed the contract, the longer the process could take. Please plan ahead!*
- Office of Student Engagement can assist with preparing a performance agreement or contract for exchange of services or goods upon request.
- Submitting a contract does not guarantee payment. Contracts must be fully executed before payment is requested, via a Check Request Form.
- Contracts are required for all entertainment/services, whether or not they involve payment (i.e. bands, lecturers, DJ's).

Events with Alcohol:

As stated in the CU Anschutz Administrative Policy Statement titled: "Alcohol", the consumption of alcohol on campus properties (owned, leased or licensed) is prohibited except at approved events.

Recognized Student Organizations wishing to have alcohol at an event must follow the processes outlined in the event approval process through the online reservation portal.

Money Management

Student organization officers, members and advisors are expected to exercise prudence and good judgment when incurring expenses on the University's behalf for their group's activities. It is the responsibility of the organization treasurer to monitor financial transactions to ensure the group does not request more money than it has available.

Requesting Funds

Campus-wide and affiliated registered organizations are eligible to allocate money from Student Senate. Funding must be used to enhance educational and university experiences. Please visit the senate's website at: <https://www.cuanschutz.edu/student/campus-life/senate> for the most up to date forms, and processes.

Donations

Donations

Recognized student organizations shall not donate university funds, including monies generated from fundraising activities, as a contribution or charitable gift to any

organization. Any contributions to political campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative must comply with all applicable laws and university policies. This prohibition does not include donations to non-profit organizations when:

1. the donation is directly related to achieving the university's educational, research, or public service mission
2. the donation has been approved in advance by the Vice Chancellor. See the Administrative Policy Statement titled: "Donations."

Financial Assistance:

Recognized 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.). Award applications filed by an affiliated student organization must be reviewed and approved prior to submittal by the Responsible Office. 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. Awards Associated organizations are not allowed to apply for awards or financial assistance using the university name or tax identification number.

Fundraising

Student organizations are strictly prohibited from securing a raffle license as a fund-raising activity. Fundraising is the act or activity of soliciting and collecting gift revenue benefiting the University. Examples of fundraising activities include the collection of gifts or money through contributions or donations, sale or action of merchandise or services, collection of registration or sponsorship fees, imposition of admission charges or registration fees, and/or membership fees.

Recognized student organizations are allowed to conduct fundraising activities on campus. All fundraising activities, including printed materials soliciting donations for the benefit of the student organization, must be reviewed and approved by the Responsible Office.

All procedures outlined in the University of Colorado, Office of the University Controller, Finance Procedural Statement titled: "Fundraising Events" must be followed for all fundraising efforts and supersedes any statement within this policy.

Collecting Funds

Student Organizations can only collect funds electronically and with a credit card. If your fundraiser event requires the collection of funds, please email the Program Manager in the Office of Student Engagement (see Contact Us). The adviser will need to be present if you are collecting funds in person.

Depositing Funds

Funds 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 the Responsible Offices. Student organizations may not deposit monies into any bank account outside of the university. Associated student organizations are not permitted to deposit funds with the university. Therefore, if an account is necessary, the associated student organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts.

Use of the University's Procurement, Travel Office, Payroll, and Personnel Systems

Recognized student organizations will have access to the university's procurement, travel office, payroll and personnel systems through the Central Student Affairs Staff. Access to these services shall be in compliance with the related state, university and campus laws and policies regarding procurement and propriety of expenditures. Recognized Student Organizations will manage their funds through the university accounting system and shall not establish separate checking accounts at any outside banking institution or credit union. All forms and agreements must be reviewed and approved by the Responsible Office. Associated student organizations do not have access to the university's purchasing department, travel office, payroll or personnel systems. Funds collected by Associated Student Organizations shall not be deposited into any university account.

Marketing: Use of University's name, Trademark, IRS Tax-Exemption Status

Recognized student organizations may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status.

3. Use of each one must be approved and coordinated through the Responsible Office. When referring to its relationship to CU Anschutz, a recognized student organization may use: 'the University of Colorado Anschutz (student organization)'
4. The recognized student organization must work within the brand guidelines published here:
<https://www.cuanschutz.edu/offices/communications/brand/student-clubs-organizations>

5. Associated student organizations shall not use the university's name, IRS tax-exemption, tax identification number or governmental status. The Associated Student Organization 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.
6. If neither option is available, then the organization must fulfill another recognized Student Organization criterion, or it shall not obtain recognition at CU Anschutz.
7. Associated Student Organizations must obtain prior approval from the Director of University Licensing to use the CU logo or trademark. Approval will be granted on a case by case basis at the discretion of the Director.
8. Any questions that may arise regarding this relationship should be directed to the Responsible Offices on campus. When referring to its relationship to CU Anschutz, an Associated Student Organization must use 'the student chapter of (local, state or national organization) at the University of Colorado Anschutz.'
9. Outside organizations are not affiliated or associated with CU Anschutz or any CU Anschutz college, school or program. 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.

Legal Liability

As indicated in the Administrative Policy Statement titled "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.

Group Conduct Review Process

Our students are held to high standards as defined in the Student Code of Conduct and other university policies, procedures, and rules. Students remain subject to the provisions the Student Code of Conduct, School | College | Program professionalism standards, university policies, campus procedures at all times, including while engaged in activities of university recognized student clubs and organizations (each, a "Group").

In addition, Groups are also held to the same high standards of conduct. Leaders and members of Groups should at all times be aware that the actions of the Group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the Group (“Group Representatives”) and guests of the Group (“Group Guests”), reflect on both the university and the Group.

As a result, a Group may be held responsible for both the Group’s misconduct and for the misconduct of any one or more of its leaders, members, Group Representatives and/or Group Guests. Such misconduct includes any violation of the Student Code of Conduct or any other university policy, rule, or procedure.