



CU ANSCHUTZ STUDENT ORGANIZATION HANDBOOK

Introduction

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 standards and processes contained herein serve to empower student leaders and promote a collaborative environment to support student success 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.

Student organizations must be open to all University of Colorado Anschutz students in good standing. Student organizations that focus on a specific interest may promote that interest, but membership cannot be contingent upon shared beliefs or restricted to only those who share a particular interest or belief.

University of Colorado Anschutz Student Organization Administrative Policy: This policy applies to all student organizations, regardless of university recognition status, conducting 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 Student Affairs

Educational 2 North, 3rd Floor

Email: StudentAffairs@cuanschutz.edu

Phone: 303-724-4435

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

Social Media: Instagram: @cu_anschultzstudentaffairs

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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. Student Organizations may be divided into three categories:
 - **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.
 - **Affiliated:** These organizations are connected to only one school/college/program.
 - **Governance Groups:** These organizations are each of the school and program councils. School councils will have their own policies and report to their own Responsible Office. Governance groups may have special privileges including linking directly to a University of Colorado Anschutz Website.
 - With these privileges come the expectation that governance groups will post on their communications, including websites and newsletters the following “The views and opinions expressed by this organization are those of the organization and do not necessarily reflect the views or positions of the University of Colorado Anschutz.”

- **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-laws: a document of operations 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.
- **Responsible Office:** Either the Office of Student Engagement on behalf of university wide student organizations or the school student affairs officials (on behalf of school-specific student organizations).
- **Recognition:** the formal process undertaken by the student organization through which it requests to be approved as CU Anschutz Student Organization. Recognized organizations must have a constitution or bylaws and a CU Anschutz faculty or staff advisor. Recognition is obtained through the CU Anschutz Student Engagement office **and/or** the school or college.
 - For those organizations associated with a local, state, or national group, the Responsible Office would be the local office of that organization. Although an Associated Student Organization **MUST** register with the Student Engagement Office to be considered an approved organization and receive benefits of a registered CU Anschutz student organization.
 - 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 enrolled in an academic program at CU Anschutz.

- **Student Organization Advisor:** A CU Anschutz employee (faculty or staff) assigned to a student organization to provide oversight, mentorship, and ensure compliance with local, state, university, and CU Anschutz campus policies, including the Student Organizations Administrative Policy. The advisor accepts responsibility for guiding the organization and supporting its adherence to all applicable regulations 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 with CU Anschutz varies by type. The recognized relationship types are Campus-Wide, Affiliated, Associated and Governance. Student organizations shall adhere to policies and procedures for official recognition, including nondiscrimination in determining their membership.
3. Student organizations must be open to all University of Colorado Anschutz students in good standing. Student organizations that are focused on a certain interest or belief should welcome students who both share and do not share that interest or belief. Organizations may not require members to affirm beliefs or interest as a condition of membership.
4. CU Anschutz reserves the right to deny recognition to groups, including those who advocate inciting or producing lawless action, who engage in unlawful activity or conduct, or who fail to comply with state, university, or campus laws and policies.
5. CU Anschutz recognizes the student leadership component of student organizations and therefore the primary point of contact for all student organizations will be the student 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 organization programming is open to all University of Colorado Anschutz students. Non-CU Anschutz community members should be invited based on the advisement of the Office of Student Engagement as this may impact space rental, parking, etc.

Student organization programming should be focused around the organization's individual mission and their programs and events may welcome students who share those interests, but it is not a requirement for attendance.

Faith-based student organizations may encourage or 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 online requirements. Note that the criteria may change and the updated instructions will be available with the most current application. Club membership must consist of:

- At least 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 Engagement).
- 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 Recognized Student Organization status must submit a registration form online to the Office of Student Engagement. The process includes:

1. Completed registration packet
 - a. organization's advisor
 - b. organization's current student leadership
 - c. signed statement by the advisor and student leadership each agreeing to the responsibilities associated with the positions
 - d. copy of the organization's bylaws or constitution
 - e. written statement outlining the scope of current and planned activities
2. All registration materials will be reviewed by the Office of Student Engagement, and copies forwarded to the Responsible Office for review
3. Final approval rests with the Assistant Vice Chancellor/Office of Student Engagement or their designee (for interdisciplinary organizations/associated organizations) and the Assistant/Associate deans of student affairs (for school-specific organizations)
4. The organization's registration form must be updated annually or immediately if there are any changes to the advisor or student leadership

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 will meet the expectations in the Student Organization Handbook.

Failure to meet expectations and requirements set in this Handbook may result in interim action taken towards a student organization to maintain its active status. During this period, organizational activity may be suspended.

Dormant: Dormant status is designated as a temporary inactive state of an organization that fails to meet the minimum requirements or a recognized organization. Typically, the organization is otherwise in good standing with CU Anschutz. Student organizations that fall under this status are groups who have not met the minimum recognition requirements for three consecutive semesters. 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 Office of Student Engagement 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 conducting other activities as indicated. The student organization may 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 may 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:

1. All student organizations are required to have at least one advisor who is a full-time employee of CU Anschutz. 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 ensure that the organization is active and students are engaged. Some student organization advisors duties may be delegated to other CU Anschutz employees, but responsibility for student organization activities remains with the advisor.
2. Providing guidance and support to the organization members and officers and promoting the mission of the organization as noted in the organization's constitution or bylaws.
3. Regularly participating in the organization's plans and activities, including after-hours events. Student Leaders must meet with their advisers at least once a semester.

4. Maintaining actual, direct knowledge of the organization's finances. Encourage responsible spending in the best interest of the organization and the university.
5. Being present during activities which include the serving of alcohol at preapproved events (see [CU Anschutz Administrative Policy titled "Event with Alcohol"](#)).
6. Reporting, 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 the Office of Student Engagement and/or complete an advising tutorial, if available
3. Student organization leadership and Advisor to meet with a designated representative from the Office of 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. 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. These offices include the Responsible Office, Office of Student Engagement and the Office of Events.

In some circumstances, student organizations may want to undertake activities that are 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 staff in the department, 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. University staff 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.

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, Office of Student Affairs and the Responsible Office before planning and/or hosting such 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.

Protest and Vigils: Students may protest without advance scheduling or approval. Please read and understand the Expressive Activities University policy and contact the Office of Student Engagement to further understand your rights.

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 Office of Student Engagement or the Responsible office 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: [“Events with 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, EMS.

Financial Responsibilities

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.

Tax Exception Information

The University of Colorado, as a public institution of higher education of the State of Colorado, is exempt by law from all federal excise taxes and from all Colorado State and local government sales and use taxes when purchasing goods or services in the conduct of official University business.

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.

Requesting Funds:

Student Senate Funding:

Any Registered Student Organization is eligible to request funds from the Student Senate. Funding must be used by the student organization to enhance educational and university experiences. All events funded by Student Senate funds or University funds must be open to all students. [Please visit the senate's website](#) for the most up to date forms, and processes. Any funding received through the Student Senate is coordinated directly through Office of Student Affairs; funds are not deposited or transferred into an organization's self-generated account or speedtype. Out of pocket expenses cannot be reimbursed by the Office of Student Affairs and will not be approved by the Student Senate in the funding request process.

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 appropriate University 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. 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 fundraising activity. Fundraising is the act or activity of soliciting and collecting gift revenue benefiting the University or student organization. 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 of 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.

Raffles (NOT ALLOWED)

Raffles are considered gaming/gambling and regulated by the State of Colorado. Student organizations are strictly prohibited from securing a raffle license as a fundraising activity. Raffles are defined as a fundraising activity in which a person purchases a ticket to win a prize and can increase their chances of winning the prize by purchasing additional tickets. The term raffle is often mistakenly used to describe "door prizes" which is not synonymous. Student organizations are allowed to offer door prizes at events if all students have an equal chance of winning and no payment is received in exchange for tickets.

Collecting Funds

Student Organizations may 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.

Cash Handling

To ensure the safety and accountability of our students, University approval by the Office of Student Engagement and/or responsible office is needed prior to the cash handling event or promotion of such event. Cash is defined as currency, checks, money orders, credit cards, online payments methods or gift cards.

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 are responsible for following all related campus policies.

- Affiliated student organizations may have a speedtype that is managed by their School / program. Please contact the Responsible Office for more information and process.
- Associated student organizations may not be 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 Services

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.

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.

Marketing

Use of University's name

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.

1. 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)'
2. The recognized student organization must comply with the brand guidelines published here:
<https://www.cuanschutz.edu/offices/communications/brand/student-clubs-organizations>
3. 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.
 - a. 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 (insert: local, state or national organization) at the University of Colorado Anschutz'.
4. 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.

University Calendar

The CU Anschutz Events Calendar is a central platform for the University of Colorado Anschutz Medical Campus to share information about a wide range of events. It allows users to browse, search, and submit events, helping to connect the campus community.

Student Newsletter

You can submit an event or organization news to all CU Anschutz students by filling out the form: [CU Anschutz Student Newsletter and Social Media Submission Form](#). You

can also request that the event or news be posted on our Instagram. Please submit your event request 1 week before the actual event and on a Wednesday.

Social Media

Social Media is a great way for continuous engagement from your members and peers across the university.

BEFORE YOU LAUNCH YOUR SOCIAL PLATFORMS and prior to getting started on social, student organizations must register their account by filling out the [Social Media Registration Form](#).

- If you're unsure if social media is right for your school, department or unit contact the Student Engagement Program Manager. We're here to help. Contact: studentaffairs@cuanschutz.edu
- Your advisor must know your social media usernames and passwords.
- Username and passwords should only be handled and used by your president and social media handler.

Official University Statements

The University of Colorado values freedom of expression and recognizes that expression takes many forms. The Regents of the University of Colorado, the president of the university and/or the chancellor of the campus, are solely authorized to adopt positions and make statements on matters of social or political concern of the university or the campus. This authority may be expressly delegated by the board to the president, and further delegated by the president to the chancellors to adopt and express such positions and opinions on behalf of a campus.

Other members of the university community, for example, shared governance bodies, and student organizations may express their own opinions consistent with applicable laws, policies, and resolutions, such as [Article 1.E: Freedom of Expression, Regent Policy 1.D: Freedom of Expression](#), and the [Regent Resolution on Statements of Public Concern](#). Each campus must post a disclaimer in a visible location on the campus website to make clear that such statements are the expression only of the individual or group of individuals authoring them and are not statements on behalf of the university or the campus.

Expressive Activities

Students may protest without advance scheduling or approval. However, students should understand that [Campus Policy 3018](#) gives priority to previously scheduled events. Campus Policy 3018 also disallows activities that would materially and substantially disrupt university teaching, research, or administrative functions. Due to the university's need to ensure and maintain its academic mission, Expressive Activities are not appropriate within academic or other university buildings. In addition, to avoid disruption the academic mission, business operations, patient care activities, or regular functions of the university, the university has identified the following locations as most appropriate for Expressive Activities:

- The Parade Grounds located on the Anschutz Medical Campus at East 17th Place and Racine Street
- The amphitheater located on the Anschutz Medical Campus between the Research 1 and Research 2 Buildings.
- Education Quad located between Education Building 1 and Education Building 2 North.

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.

