



Student Organization Recognition & Requirements

Student Group Classifications

In order to organize and support the variety of student groups at CU Denver, all student groups will be given two different classifications: “Category” and “Type.” These classifications are provided by Student Life & Campus Community so that the office can offer the best support to each type of group, define benefits and responsibilities, and set clear expectations for each group type.

Student Group Categories:

Categories are used to organize groups within the MyLynx student engagement portal so that students are able to easily sort and identify groups based on interests.

- All student groups will select a primary category that best describes their mission and/or purpose to be displayed in MyLynx. Groups may select up to 3 additional sub-categories (within MyLynx) should their purpose closely align with other areas under which they believe students may search.
- Student Life & Campus Community reserves the right to change the primary category if the one submitted does not match the mission of the group as expressed in the constitution, marketing materials, etc. *The Director of Student Life & Campus Community will make the final determination on a group’s category and type.*

- | | |
|--|-------------------------------------|
| Academic | International |
| Arts, Media, Music & Entertainment | Leadership |
| Awareness | Leisure / Hobbies |
| Career / Professional | Political / Public Policy |
| Community Service / Volunteerism | Social |
| Cultural / Intersectional Identities / Diversity | Social Justice / Activism |
| Environmental / Sustainability | Sports / Recreation |
| Entrepreneurship | Student Governance / Representation |
| Health / Wellness | Religion / Faith / Spirituality |
| Honor Societies | Technology |

Student Organization Types:

Student organization types help 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 placements are based upon the following criteria:

- The student group’s relationship to the university
- The complexity and/or scope of its intended activities and programs
- The perceived or potential risks associated with the group and/or its activities
- If the student group received student fees or is financially independent for fundraising

All student group placements fall into one of the following four group types:

1. University Sponsored Student Programs
2. Department Sponsored Student Organization
3. Registered Student Organization
4. Meet Up Groups

Unless noted, Student Organizations will select the group type when registering. Student Life & Campus Community will confirm that group type placement, or move the group based on meeting the description of the group type.

University Sponsored Student Programs (USSP)

University Sponsored Student Programs (USSP) are 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.)

- 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.
- These groups receive and manage a university student fee. As a fee-receiving unit, students will participate alongside the responsible staff member in the Student Fee Review process led by the Student Government Association.
- Some, but not all, USSP student leaders are paid student employees.
- Members of these groups are typically selected through an interview process by the department with the exception of the Student Government Association (SGA). SGA holds annual elections in April and fills vacancies through an interview process afterwards.
- Staff advisors and / or staff members of the departmental sponsor may organize, 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 selection committees if at all possible. If the USSP conducts an elections process, this should be directed by student leaders with advisement from the advisor or designee.

CU Denver currently recognizes the following USSP:

Student Organization	Departmental Sponsor
Student Government Association	Student Life & Campus Community
The Sentry Newspaper	Student Life & Campus Community
Peer Advocate Leaders	First Year Experience
CU Denver Live!	University Events
Student Events	University Events

All student organizations receive benefits through their recognition by the university and in turn have responsibilities they must maintain or carry out to maintain that recognition. USSPs benefits and responsibilities are as follow:

Benefits for USSP <i>Recognized USSP will have the following benefits from the University:</i>	Responsibilities of USSPs <i>All USSP's at CU Denver must:</i>
Listing in the University's Directory (MyLynx) of student groups and involvement opportunities	Be consistent with the mission of the University of Colorado Denver
Ability to solicit members on campus and participate in the Convocation BBQ & Student Organizations Fair before classes begin each fall as well as attend / recruit at Fall Fest & Spring Fling	Receive formal recognition from the Dean (or designee) / Associate or Assistant Vice Chancellor of the area that is sponsoring them. This recognition must be renewed annually
Ability to host and sponsor events	Must have a sponsoring University department
Ability to use and reserve University space and facilities	Must have a CU Denver staff advisor/supervisor from the sponsoring department (<i>typically this role is in the advisor/supervisors job description if not the entire purpose of their position</i>)
University speedtype and purchasing support from sponsoring department	Must inform the University of all connections or ties to any international, national, state or local organization(s)
Ability to request money from University departments to support group functions <i>**No University funds may go to or benefit an external organization that sponsors the student group or to which the student group is attached.</i>	Register annually with Student Life & Campus Community
Ability for affiliated groups to fundraise CU Denver Policy #7029	If paid student leaders, members must abide by Human Resources policies

Ability to use the University's name and logo (upon approval from the Trademark office)	Abide by all University policies in the Student Code of Conduct
Ability to request and use University equipment	All members or hired student staff members within the USSP must be registered CU Denver students
	If functioning as a student organization, the group will submit an updated constitution annually.

Department Sponsored Student Organization (DSSO)

Department Sponsored Student Organizations (DSSO) are student groups 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 higher than those of a Registered Student Organization. DSSO's receive more support from the University through the department that sponsors them, but still function as a student organization.

- While student leaders direct the work of their organization, oversight and risk management advising for these groups falls under 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 MyLynx registration form.
- DSSOs have 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.
- Membership is voluntary and cannot be required by a department or academic program.
- Officer selection is determined by the student members. Faculty/Staff advisors may assist in guiding this process but may not direct or select officers.

Example Groups:

- All Club Sports teams are considered Department Sponsored Student Organizations. These teams are sponsored by the Wellness Center and advised by a Wellness Center Assistant Director for Competitive Sports & Campus and associated coaches.

Why do departments sponsor organizations?

These student organizations may want to undertake activities similar to a campus department. Therefore, their student group activities need to be coordinated with the responsible office on campus. Without close coordination between the student organization and the program director charged with responsibility for such activities, there is potential for unnecessary duplication and potential conflict. The program director has the final authority to approve or deny the activities, which will affect their respective program.

All student organizations receive benefits through their recognition by the university and in turn have responsibilities they must maintain or carry out to maintain that recognition. DSSOs benefits and responsibilities are as follow:

Benefits for DSSO <i>Recognized DSSO will have the following benefits from the University:</i>	Responsibilities of DSSOs <i>All DSSO's at CU Denver must:</i>
Listing in the University's Directory (MyLynx) of student groups and involvement opportunities	Be consistent with the mission of the University of Colorado Denver
Ability to solicit members on campus, participate in the Convocation BBQ & Student Organizations Fair before classes begin each fall, as well as recruit members at Fall Fest & Spring Fling.	Receive formal recognition from the Director of the sponsoring department. This recognition must be renewed annually.
Ability to host and sponsor events	Must have a sponsoring University department and assigned advisor
Ability to use and reserve University space and facilities	Must have a CU Denver faculty/staff advisor from the sponsoring department
Ability to request and receive SGA funding from the Finance & Funding committee	Have a minimum of 7 members. <i>This may include the 3 required officers.</i>
Ability to request money from University departments to support group functions **No University funds may go to or benefit an external organization that sponsors	Must have a student organization constitution

<i>the student group or to which the student group is attached.</i>	
If an “affiliated” group financially per CU Denver Policy #7029 – and financially active for 1 year, a speedtype account may be set up through the University if the group is not financially sponsored by the department	Must inform the University of all connections or ties to any international, national, state or local organization(s)
Ability for affiliated groups to fundraise CU Denver Policy #7029	Register annually with Student Life & Campus Community
Ability to use the University’s name and logo (upon approval from the Trademark office)	Abide by all University policies and the rules and regulations outlined in the clubs and organizations manual
Ability to request and use University equipment	Abide by all University policies in the Student Code of Conduct

Registered Student Organization (RSO)

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. The complexity or scope of their events is generally moderate in nature.

- RSOs must receive formal recognition from the University and oversight of RSOs will fall to Student Life & Campus Community.
- RSO’s have a faculty or staff advisor that makes an annual commitment to meeting with the organization president at least 1x a month, serves as a resource person, and assists student leaders with their endeavors.
- The activities, direction, leadership and decisions of RSO’s rest mostly in the hands of the student leaders and members of the organization.

All student organizations receive benefits through their recognition by the university and in turn have responsibilities they must maintain or carry out to maintain that recognition. RSOs benefits and responsibilities are as follow:

Benefits for RSOs <i>Recognized RSO will have the following benefits from the University:</i>	Responsibilities of RSOs <i>All RSO’s at CU Denver must:</i>
Listing in the University’s Directory (MyLynx) of student groups and involvement opportunities	Be consistent with the mission of the University of Colorado Denver
Ability to solicit members on campus, participate in the Convocation BBQ & Student Organizations Fair before classes begin each fall, as well as recruit members at Fall Fest & Spring Fling.	Receive formal recognition from Student Life & Campus Community. This recognition must be renewed annually.
Ability to host and sponsor events	Must have a volunteer CU Denver faculty or staff member serve as the advisor of the RSO
Ability to use and reserve University space and facilities	Must have a CU Denver faculty/staff advisor from the sponsoring department
Ability to request and receive SGA funding from the Finance & Funding committee	Have a minimum of 7 members. <i>This may include the 3 required officers. All officers must be current CU Denver Students and a minimum of 51% of members must be registered students at CU Denver.</i>
Ability to request money from University departments to support group functions **No University funds may go to or benefit an external organization that sponsors the student group or to which the student group is attached.	Must have a student organization constitution
If an “affiliated” group financially per CU Denver Policy #7029 – and financially active for 1 year, a speedtype account may be set up through the University if the group is not financially sponsored by the department	Must inform the University of all connections or ties to any international, national, state or local organization(s)
Ability for affiliated groups to fundraise CU Denver Policy #7029	Register annually with Student Life & Campus Community
Ability to use the University’s name and logo (upon approval from the Trademark office)	Abide by all University policies and the rules and regulations outlined in the clubs and organizations manual

Meet Up Groups (MUG)

Meet Up Groups (MUG) are student groups that plan to host events for their members only. MUG events are generally very low in complexity and scope (i.e. Meetings). MUGs allow students to gather and meet and discuss a wide variety of issues or areas of interest.

- MUGs must receive formal recognition from the University and oversight of MUGs will fall to Student Life & Campus Community.
- MUGs have a faculty or staff advisor that makes an annual commitment to meeting with the organization president at least 1x a semester and serves as a resource person as needed.
- MUGs who become more active are encouraged, and may be asked, to consider applying for RSO status. Student Life & Campus Community staff will provide support to groups looking to transition to an RSO.
- MUGs may not conduct any financial business or transactions.
- MUGs are not eligible for SGA student organization funding but may be eligible for funding from other offices like Student Life (i.e.: Community Action grant to do a service project).

Benefits for MUGs <i>Recognized MUGs will have the following benefits from the University:</i>	Responsibilities of MUGs <i>All MUG's at CU Denver must:</i>
Listing in the University's Directory (MyLynx) of student groups and involvement opportunities	Be consistent with the mission of the University of Colorado Denver
Ability to solicit members on campus, participate in the Convocation BBQ & Student Organizations Fair before classes begin each fall, as well as recruit members at Fall Fest & Spring Fling. <i>MUGs may host 1 additional recruitment event per semester in addition to the Fall Organization fair, that is publically advertised, with permission of Student Life & Campus Community.</i>	Receive formal recognition from Student Life & Campus Community. This recognition must be renewed annually.
Host and sponsor simple, low risk, events related to their purpose	Must have a volunteer CU Denver faculty or staff member serve as the advisor of the MUG.
Ability to use and reserve free university spaces and facilities for meetings and/or member-only events	Must have a CU Denver faculty/staff advisor from the sponsoring department
	Have a minimum of 5 members and one identified student officer who is a currently registered CU Denver student. <i>All officers must be current CU Denver Students and a minimum of 51% of members must be registered students at CU Denver.</i>
	Must have a written mission or statement of purpose
	Must inform the University of all connections or ties to any international, national, state or local organizations
	Abide by all University policies and the rules and regulations outlined in the clubs and organizations manual
	Abide by all University policies in the Student Code of Conduct

Groups may not:

- Disrupt or obstruct University functions or classes
- Be commercially focused or financially profitable to group members
- Endanger or threaten to endanger the safety of any member of the University community or its physical property
- Conduct any business, events, programs, etc. in secret
- Haze members as defined by the CU Denver Code of Student Conduct, university policy, or state/federal law

These statements apply to all student organizations regardless of category or type.

Criteria for Student Group Recognition:

Student Life & Campus Community will develop and facilitate the formal registration process and communicate related procedures to student organizations each year. Established groups must indicate intent to return to campus for the next academic year (August – May) during the re-registration period. This traditionally takes place during the last 4 weeks of the spring semester (April 15-May 15). Groups that miss this window may also re-register during the month of August.

The following criteria is used when deciding whether to recognize a student group:

- **Contribution to the education and/or development of students:** Student groups should show how they contribute to the education and development of its members, other students and/or the CU Denver community.
- **Risks:** Student groups may present a variety of risks to its members, the community and/or the University. Staff or faculty advisors are required for each group so that students have a resource to discuss risk management when planning events. While we cannot eliminate all risks, students should work with advisor(s) and the university to identify risks and work to minimize or mitigate as appropriate.
- **Duplicate purpose or service:** The University does not allow for duplicate student groups or student groups that wish to duplicate services offered by a department.
- **Level of student interest:** Student groups should 1) demonstrate an interest among the general student population for their group and 2) have a plan amongst students to create longevity for the group into the future. Student groups are not typically intended to provide one-time events or projects. Typically, one time events or projects can be better carried out by working with existing departments or student groups.
- **Resources:** An assessment should be made of the potential resources needed to support the student group.
- **Policy 7029 on Student Organizations:** Returning groups demonstrate(d) compliance with the universities policy on Student Organizations related to sponsorship, funding, following financial policies if an affiliated organization, use of university trademarks & IRS tax exemption, travel, advising, naming conventions, etc.
- **Non-Discrimination:** All practices and activities of student groups shall conform with the University of Colorado system policies, the University of Colorado Denver policies and the Student Code of Conduct. Student Organizations are expected to abide by CU Denver's Non-discrimination Policy (#3054) and are referred to the CU Denver Equity office for further resources <http://equity.ucdenver.edu/>, the CU Denver Student Conduct office and support.

Membership Criteria:

Pursuant to its mission, CU Denver is an inclusive community and believes that student groups should strive to have membership criteria open to all students. However, the institution also recognizes that within the context of an educational environment there can arise instances where selective membership will be beneficial to the educational and/or developmental purposes of the University, the student group, and/or its members. Per CU Denver's Student Organization Policy (#7029): *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.* These guidelines and processes must be approved by the Student Life & Campus Community.

Student groups seeking to allow selective membership must clearly demonstrate one or more of the following:

1. Membership in the group requires a special talent that is integral to the group's purpose. Groups requesting selective/exclusive membership must include their guidelines and processes for selection process within their constitution and/or by-laws.
2. The group is an honorary group that requires special GPA, class standing and/or course of study requirements, typically connected with a local, national or international organization.
3. All student organizations are permitted to require their leadership to promote the purposes of the organization, to ascribe to sincerely held beliefs of the organization, and/ or to act in accordance with organization standards.
4. The group is a social Sorority or Fraternity that has been vetted through an official expansion process in advance of the organization being invited into the CU Denver community.

Expectations from Student Life & Campus Community:

All student groups must adhere to the following expectations:

Purpose

- Be consistent with the University's Mission Statement and abide by all University policies and procedures.
- Ensure that group involvement and activities do not adversely affect the academic success of group members or other CU Denver community members.

- Follow the group's constitution and by-laws.

Student Life & Campus Community

- All student organizations must register their group annually with Student Life & Campus Community during re-registration windows. Established groups must indicate intent to return to campus for the next academic year (August – May) during the re-registration period. This traditionally takes place during the last 4 weeks of the spring semester (April 15-May 15). Groups that miss this window may also re-register during the month of August.
- Maintain good communication with Student Life & Campus Community by checking, updating and maintaining their MyLynx page and responding to email communications from Student Life & Campus Community within 48 hours
- Attend all required officer trainings provided by Student Life & Campus Community
- Submit a roster of all active member 1x a semester per Student Life & Campus Community's request
- All philosophical or general changes in the group's original recognition paperwork must be submitted to Student Life & Campus Community immediately to not affect the group's standing with the University

Members / Leaders / Advisors:

- **Members:** Recruit new members at least once a year. Organizations are expected to provide their selection time period during the re-registration process.
- **Leaders:** Hold elections or selections of officers on an annual basis (April or November) and update officer contact information annually through the registration process within 2 weeks of elections. Student Organizations who are associate with state, regional or national groups who dictate the timing of your officer elections / selection process will have the ability to notify Student Life of that time period through the annual registration process.
- **Advisor(s):** Faculty/Staff advisor turnover must be communicated within one week.
 - If your advisor changes please email SLCC with the new advisor's name, title, department and email through MyLynx.
 - If your advisor 1) chooses to no longer work with your group, or 2) no longer works at CU Denver the group should seek a new advisor. Student Life & Campus Community will provide support while the student organization seeks a new advisor.
 - Groups should identify a new advisor within 4 weeks to remain in good standing.
 - Student Life & Campus Community will examine the risk management needs of the student organization and may choose to temporarily suspend the organizations ability to have activities and programs until a new advisor is identified.
 - Groups who do not notify Student Life & Campus Community of the loss or change of an advisor may face immediate suspension.

Policies:

- All student organizations must register their group annually with Student Life & Campus Community ([Policy #7029](#))
- Follow all university policies and abide by policies and procedures of the various departments and/or organizations with which they might interact. This includes the [Auraria Higher Education Center](#) (AHEC).
- Follow all University events policies within CU Denver and AHEC owned spaces.
- Student groups that fail to adhere to the expectations conduct standards, or policies of the University may be subject to sanctions determined by [Student Code of Conduct](#). Investigations will be conducted as noted in the Student Code of Conduct. Groups will abide by decisions made by Student Conduct or Student Life & Campus Community.

Finances:

- Student organizations are coded as either 1) **affiliated** (financial transaction support from CU Denver – speedtype and/or purchasing assistance) or 2) **associated** (no financial relationship with the university) *See University [Policy 7029](#) for a deeper description on these statuses and requirements.* Regardless of financial status – all recognized student organizations are expected to be responsible for financial transactions done by and/or in the name of the group.
- Affiliated groups whose speedtypes have 2 years of financial inactivity will have their funds swept by the university and moved to the Student Organizations Start Up Fund to assist new student groups (*as funds are available and approved for distribution by Student Life*). Affiliated groups whose speedtypes have 4 years of financial inactivity will have their speedtype deleted.

Student Organization Advisors

Faculty / Staff members who agree to work with a group must be aware of their role as student organization advisors. Advisors are the primary staff contact for all student organizations. Advisors should meet with their student organization leaders as noted in the

category sections above and be aware of the club events and happenings. Advisors provide risk management oversight and should work closely with student leaders when they plan events that may present risks to members, the university community or public.

- Complete Student Life & Campus Community advisor training annually (new advisor training or returning advisor training).
- Maintain communication with Student Life & Campus Community and seek support as needed to best serve your student organization
- Confirm that the student organization has re-registered their group annually with Student Life & Campus Community and submitted the membership roster 1x a semester
- Student organization advisors:
 - should be prepared to attend all larger or high risk student organization events
 - assist Student Life & Campus Community with contacting student leaders when policy violations occur
 - participate in conduct investigations and associated meetings as requested
- Student organization advisors are prohibited from:
 - signing contracts for student organizations on behalf of the university
 - using their student organization as an extension of their classroom/department or dictating club activity as all DSSP, RSOs and MUGs are independent student-led groups

Registration Requirements

Established Groups:

- Documents:
 - Submit an updated constitution (and if applicable bylaws) or MUG guiding document for approval. Constitutions must follow university policy.
- Officers:
 - Submit contact information for Fall officers so we can contact them over the summer concerning required training and recruitment opportunities.
 - Submit a roster of all current members.
 - Submit advisor contact information.
- Officer Selection / Elections:
 - Indicate the month your organization does officer selection. This helps us know when to require your new officers to come to required training sessions and leadership coaching meetings.
- MyLynx:
 - Update and submit the MyLynx profile for your group (officer contact info, social media, and description & purpose.
 - All groups are expected to upload their meeting 1) day of the week, 2) time of day and 3) the location of the meetings no later than the last Friday of August so interested students may find their meeting information.
 - Note: Student Life staff will verify that your MyLynx profile is complete and in compliance by September 1st or the first Monday of September each fall. If your student organization's profile is incomplete, your group will be temporarily deactivated.
- Training:
 - On-line Training: All officers must complete on-line training by the end of May each year.
 - In Person Training by mid September
 - Required for DSSP, RSO
 - Optional for MUGs
 - USSPs are exempt unless the sponsoring department does not provide student leader training. The department may require attendance at SLCC trainings for Student Organizations.
 - Officers with scheduling conflicts may send an alternate officer with permission of Student Life & Campus Community.

Start Up Groups:

- Start up groups are made up of students wanting to create a new Meet Up Group or Registered Student Organization.
- Student groups interested in being sponsored by a department, as they have similar themes / support similar students, should meet with Student Life first. We will provide guidance on how to approach the department if next steps seem appropriate.
- The new group will be approved for a one year "start up." During this time Student Life will support student leaders as they create group goals and a marketing/recruitment plan for establishing the group and find an advisor.

- New groups may go through the establishment phase at any point between September and February of an academic year. To register a group will:
 - Complete an intake meeting with a Student Life staff member.
 - Submit a Student Organization Recognition application for review (includes officer and advisor information, constitution / mission or purpose statement, etc.)
 - Recruit a minimum of 7 members to join your organization based on the student organization category.
- At the end of that startup year, Student Life will meet with student leaders to determine if the group has met the criteria to become an established group (RSO or DSSP) at CU Denver or may continue as a MUG.

Leadership Mentoring:

- All student organization presidents will be required to attend a leadership mentoring meeting with a Student Life Staff member by October 1 each year. In this appointment you will have the opportunity to discuss your leadership skills and how you are applying them in your leadership position. This meeting may take place in our office or through a remote platform. *The first meeting is mandatory.* Points for the PERKS program can be earned if the President chooses to participate in additional meetings.
- To maintain “good standing” with the university, groups must earn a minimum of PERKS points to be eligible to return as a group for the 2021-2022 academic year. The PERKS Points Program document will be available by August 15th (or the first day of classes) each year.

To be for Eligible for SGA Funding:

- Complete on-line officer training by the end of May each year.
- Participate in required in person officer Training in early/mid-September each year. Student Life & Campus Community will offer multiple times (afternoon / evening on same date). It is recommended that groups send at least two officers in order to bounce ideas off each other and begin planning. The purpose of this training is to equip officers with the skills and techniques to be effective officers and leaders within their organizations.