



Student Life & Campus Community

UNIVERSITY OF COLORADO **DENVER**



# Student Organization Handbook

## Student Life & Campus Community (2022-2023)

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## ABOUT THE HANDBOOK

This Student Organizations Handbook contains policies, guidelines, and procedures covering the essentials every student organization must understand and abide by at CU Denver. This includes information on registration requirements, rights and responsibilities of student organizations, organization management, and University policies relative to managing a student organization.

The handbook is intended to assist individuals and groups in functioning successfully within the CU Denver university community. This handbook provides student organizations and individuals participating in student organizations, with a summary of University regulations as they affect activities, and the rights and privileges of student organizations. It outlines the established working relationship between Student Life and Campus Community, student organizations, and other campus partners or functions which support student organizations in general. It also contains information and regulations covering student conduct, social functions, reservation procedures, and the finance policies for Student Government Association.

This handbook is published by Student Life & Campus Community office at the University of Colorado Denver. Student Life & Campus Community reserves the right to change and make

updates to this handbook at any time during the year, to best support every student organization and their success. Changes will be announced via a newsletter or email and the updated version of the handbook will always be available online on the Student Organizations Website ([ucdenver.edu/student-life/student-organizations](https://ucdenver.edu/student-life/student-organizations)).

## DEFINITIONS

### **Advisor**

The Advisor is a full-time faculty or staff member at CU Denver, who has voluntarily agreed to provide support and guidance to the student organization officers and student organizations overall. This individual plays a key role in the development of an organization and its individual members. Read about Advisor responsibilities and commitments in [University Policy 7029](#).

### **President**

The President is a member of the executive team and oversees the operations of their respective student organization. They serve as the leader of the group and work closely with the other officers to fulfill the mission of their student organization. The President is also responsible for updating and maintaining current and accurate information to Student Life & Campus Community, presiding over all meetings, events, appointing committees and more.

### **Vice President**

The Vice President is a member of the executive team and oversees operations of their respective student organization. They are responsible for assuming the duties of the President in their absence. In many student organizations, the Vice President takes the lead role on programming and event planning or provides oversight to committees who take on this function. They also work collaboratively with the President to fulfill the mission of the student organization.

### **Treasurer**

The Treasurer is a member of the executive team and oversees operations of their respective student organization. They are responsible for creating a budget, overseeing fund-raising efforts, and managing the student organizations funds. Fund management occurs on campus in conjunction with Student Life & Campus Community staff members for “affiliated” groups, and off campus in independent bank accounts for “affiliated” organizations. They also work collaboratively with the President to fulfill the mission of the student organization.

### **Secretary**

The Secretary is a member of the executive team and oversees operations of their respective student organization. They are responsible for taking and posting minutes of all meetings, maintaining an accurate membership roster (if not assigned to another officer) as well as additional duties assigned by the organization. They also work collaboratively with the President to fulfill the mission of the student organization.

## **Officer**

The Officer is any other position, other than President, Vice President, Treasurer, and/or Secretary that is a member of the executive team and oversees operations of their respective student organization. They will typically be responsible for any other duties not assigned to the previous positions.

## **MyLynx**

MyLynx is the student engagement platform and portal for student clubs and organizations. In addition to marketing student organizations to all CU Denver students, officers will use MyLynx register their organization annually, complete trainings, find and submit forms, and manage their organizations records. Mylynx contains tools and forms for optional and required processes (such as event registration and attendance tracking) that will assist your organization in being successful and in following university policy.

## **Student Organization Officers**

Student Organization Officers are currently enrolled CU Denver students who have taken on the role of leading their student organization. They are responsible for the organization's overall management, as well as compliance with Student Life & Campus Community and the University. Officers are expected to be in good academic standing with the university.

## **Active Student Organizations (ASOs)**

Active Student Organizations are general student organizations recognized by the University of Colorado Denver's downtown campus and the Student Life & Campus Community office. ASOs must be open to all students and may not discriminate membership based on the protected classes mentioned in the University's Nondiscrimination Policy (<http://equity.ucdenver.edu/wp-content/uploads/2016/05/Nondiscrimination-Policy.pdf>). ASOs also maintain a minimum of seven (7) members including the three (3) required officers.

## **Constitution**

The constitution of a student organization serves as the guiding document which explains the operations and activities of an organization. When developing or maintaining a constitution, it must address all the sections and required information laid out in the [sample constitution](#), which can be found on the Student Organizations website.

## **Registered Events**

All student organization events must be registered and approved by 1) the advisor, and then 2) Student Life at least 2 weeks advance. This allows the university to confirm you have planned well and any risk management concerns have been addressed. Attendance should be taken at registered events if at all possible. You do not need to register the business meetings of your groups.

## Speedtype

Speedtypes are internal university accounts that are used for an affiliated student organization's self-generated funds. Speedtypes are managed through Student Life & Campus Community and are subject to the university's fiscal policies. Speedtypes are assigned based on financial activity. If your organization is not self-generating funds, you will not be assigned a speedtype. Speedtypes not active for two consecutive school years are removed and funds are returned to the university's Student Organization Start Up Fund.

## SOLD Workshops

The Student Organization Leadership Development (SOLD) Workshops are offered throughout each semester to provide an opportunity for officers to take a deeper dive into a student organization topic. Participants will receive resources to support their ability to manage various processes such as member recruitment and event planning. General members, especially those considering an officer position in the future, are encouraged to attend with current officers.

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## Calendar (Student Orgs Dates & Deadlines)

July 1 - March 1	New Student Organization Registration Window
August 12	Student Organization Advisor Fall Welcome (Attend 1 of the 2 sessions)
August 31	Welcome Bash @ Wellness, Student Organizations Recruitment Event
<b>August 31 - October 31</b>	<b>President Leadership Coaching Appointments</b> take place
<b>September 9</b>	<b>Deadline for officers to complete the Student Organization Officer Canvas Course</b>
	Student Organization Leadership Development (SOLD) Series
<b>September 16</b>	<b>Student Organization Officer Fall Conference</b> (Attend 1 of the 3 offered dates)
<b>September 20</b>	<b>Student Organization Officer Fall Conference</b> (Attend 1 of the 3 offered dates)
September 21	Fall Fest ( <i>Groups must pre-register for a table. The link will be send in the Student Organizations Newsletter.</i> )
September 23	SOLD Workshop: Recruiting New Members
<b>September 28</b>	<b>Student Organization Officer Fall Conference</b> (Attend 1 of the 3 offered dates)
October 13	SOLD Workshop: Civic Engagement & Planning Community Service Events
October 24	SOLD Workshop: Fundraising & Financing your Student Organizations
<b>November 1-18</b>	Food Pantry Competition
November 11	SOLD Workshop: Retaining Your Members
<b>January 11<sup>th</sup></b>	<b>Student Organization Officer Spring Conference</b> (Attend 1 of the 3 offered dates)
<b>January 19<sup>th</sup></b>	<b>Student Organization Officer Spring Conference</b> (Attend 1 of the 3 offered dates)
<b>January 23<sup>rd</sup></b>	<b>Student Organization Officer Spring Conference</b> (Attend 1 of the 3 offered dates)
February 8	SOLD Workshop: Transitioning your Organization
February 15	Spring Involvement Fair
February 23	SOLD Workshop: Delegation & Growing Other Leaders

February 23	Spring Involvement Fair
March 1	Re-Registering Your Student Organization - Info Session
March 6	SOLD Workshop: Running for a Student Organization Officer Position
March 9	Re-Registering Your Student Organization - Info Session
March 14	SOLD Workshop: I'm a New Student Organization Officer
<b>March 27 – September 1</b>	<b>Annual Student Organization Re-Registration Window</b>
March 31	SOLD Workshop: Long Term Planning for You Student Organization
April 3	Milo Student Leadership Awards - Nominations Open
April 17	Carnival De Lynx
April 19* <i>To be confirmed</i>	Spring Fling ( <i>Groups must pre-register for a table. The link will be sent in the Student Organizations Newsletter.</i> )
May 3	Milo Student Leadership Awards Program

\* **Bold denotes mandatory**

## OVERVIEW OF ACTIVE STUDENT ORGANIZATIONS (ASOs)

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Being recognized as an Active Student Organization (ASO) is a privilege granted to student organizations by Student Life & Campus Community and the University. This is provided that the student organization continuously meets the requirements to maintain good standing and an active status. The purpose of having student organizations at CU Denver is to enhance the social, cultural, recreational, and educational functions of the University through the formation of groups whose purposes and activities are open to all CU Denver students.

The **Recognition Period** for an Active Student Organization is typically from August 1 – June 30, year-to-year starting from when the student organization registers and is approved during a registration period.

The **Registration Period** starts after Spring Break and ends at the end of September. ALL organizations must register or re-register each year.

**Organizations renewing their registration**, must do so by the beginning of October, or the Student Life & Campus Community office will deactivate the organization and move them into an inactive status.

Please consult with the Student Organizations website and MyLynx for further information on deadlines.

### Types of Active Student Organizations\*

**Affiliated** – Affiliated Active Student Organizations are those groups, clubs, and organizations that are created by, and whose voting members are, students at CU Denver. These organizations are *not* controlled by or connected to local, state, or national organizations outside the university.



**Associated** – Associated Active Student Organizations are chapters of local, state, or national organizations that have a presence on campus and have been formally recognized by their respective organization. There will be a contact for the local, state, or national organization whom works with the student organization. Associated organizations do not deposit or spend any funds via the university, and if applicable, often conduct financial transactions via an off-campus bank account.

**Department Sponsored Student Organizations (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.
- 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, per [University Policy 7029](#). 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.

**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.

**Registered Student Organizations (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.

**University Sponsored Student Program (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.
- The university currently recognizes the following USSPs:

Student Organization	Departmental Sponsor
Campus Events Team	Student Life & Campus Community
Peer Advocate Leaders	First Year Experience
Student Government Association	Student Life & Campus Community
The Sentry	Student Life & Campus Community

**Regardless of type of ASO, no student organization may:**

- 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.

## Organization Standings

**Good Standing** – These organizations hold an active status with the University and gain all privileges from having registered and been recognized officially through the University. In order to remain in good standing, the organization must comply with all University/Auraria Higher Education Center (AHEC)/student fee regulations and policies, abide by the CU Denver Code of Conduct, abide by all terms established in the student organization registration form, participate in required trainings, and abide by Student Life & Campus Community policies. In addition to the information mentioned in this handbook, the organization ensures all outstanding debts are paid for (to both on-campus and off-campus entities) while also following all policies and regulations around brand and logo use, according to CU Denver’s University Communications.

**Probation** – This standing can be placed onto a student organization who fails to follow, or undermines, a Student Life & Campus Community or University/AHEC policy/requirement. Organizations can also be put on probation while under investigation for violations of conduct, policies, or failure to comply/meet requirements. Some examples of reasons that could lead to a probation status would include but not limited to:

- Misrepresenting the mission, purpose, activities, or information of the organization to Student Life & Campus Community or other campus departments within the University, or to outside entities.
- Unethical, destructive, inappropriate, or misuse of University funds and resources, including spending funds for purposes other than that for which they were intended, or not following through on requirements during the funding process and after receiving funds.
- Using student organization privileges for the personal gain of an individual or entity, whether or not they are a member of the organization.
- Violations of the Student Code of Conduct, Student Organizations, Student Life & Campus Community, CU Denver, or campus (including but not limited to the Auraria Higher Education Center (AHEC)) policy, while representing a student organization or at a student organization function.

**Suspension** – These organizations hold an inactive status with the University. They are in a suspension status when one or more of the requirements to the University have not been met or the organization has been continuously found in violation of a Student Organizations, Student Life & Campus Community, CU Denver, or campus (including but not limited to the Auraria Higher Education Center (AHEC)) policy. Access and privileges granted to organizations in a suspension status are discontinued, which includes but is not limited to: space/room reservations, hosting or sponsoring events, potential access to funding and fundraising opportunities, and being listed in MyLynx’s public directory. A suspension status encompasses permanent and temporary suspension. If an organization is found in violation of any University or campus policies, it could result in permanent or temporary suspension standing, at discretion of the Director of Student Life & Campus Community, based on violations determined. Suspension without any probation is possible if the violations are determined to be severe enough.

Student organizations on probation, or who are inactive, may lose the ability to apply for or spend Student Government Association money, use of their on-campus account (if applicable) or lose the right to reserve and/or use University and campus facilities such as room reservations, during the duration of the probation or suspension period.

**Inactive Status** – Student organizations who do not register during the current academic year’s registration period hold this status. Any privileges previously afforded when registered are revoked, organization administrative rights to MyLynx are rescinded. **Affiliated student organizations which remain inactive for two academic years will have any funds, tied to the organization through an on-campus speedtype, forfeited thereby having the money reallocated to the Student Organizations Start Up Fund.**

## REGISTRATION

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### Criteria for Student Group Recognition

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.
- **[Policy 3054 on 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 the University Non-discrimination and are referred to the CU Denver [Equity Office](#) for further resources the CU Denver Student Conduct office and support.

### Registering a New Student Organization

If you are registering a ***new*** student organization, you must complete the following steps before you are ready to register as an Active Student Organization (ASO):

1. **Meet with a member of the Student Organizations Team in the Student Life & Campus Community office.** Refer to the [Student Organizations website](#) to learn about meeting opportunities.
2. **Develop your organization's constitution.** Refer to the [sample constitution](#) we have on the [Student Organizations website](#), to use as a template. You may modify your constitution to meet the needs of your organization, however, ***you must address all the Articles and Sections outlined in the sample constitution.*** If you are associated with a

local, state, or national organization and are using their template, it must be filled out with your chapter's specifications, and you must either incorporate the Articles and Sections from the sample constitution, or, add an additional document that addresses all the Articles and Sections outlined in the sample constitution.

3. **Create your executive team.** All student organizations are required to have a total of three CU Denver (downtown campus) student organization officers (President, Vice President, Treasurer) who are currently enrolled students and one full-time CU Denver faculty/staff advisor.

Student organizations who have been inactive for one academic year or more must follow the same guidelines as a new student organization.

Student organizations renewing their registration will receive an email to re-register their student organization through MyLynx. The re-registration process will allow existing organizations to submit any new or updated materials required by Student Life & Campus Community. If you do not receive an email about re-registering, please contact [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu) so we can look further into your group. Do not submit another new registration as it will duplicate your student organization.

## The Formal Registration Process

Student organizations registering for the first time or registering after having been inactive for one academic year or more, will need to use the **Organization Registration Form** in MyLynx.

Existing student organizations, who are renewing their registration, will also complete these steps through MyLynx. Instructions on renewal/transition will be sent by email to the currently listed student organization officers.

Once the new or renewal registration is submitted, the following steps need to occur:

1. **Advisor Approval** – Your advisor must review your submission to understand the information and documents you have submitted. Their review should allow the advisor to make sure your information is accurate and serves as a review to assure you are meeting the registration requirements. During this approval period, your advisor is notified of their advisor “rights and responsibilities.” Once your advisor approves, your organization registration is moved to the next step. This approval also serves as their agreement to the required advisor responsibilities for your organization.
2. **Student Life & Campus Community Approval** – After your advisor approves, an email is sent to the Student Organizations Team to review your application. Based on the review one of the following will happen:
  - a. The Student Organizations Team approves.
  - b. The Student Organizations Team reaches out to the contact/officers to request changes or to ask questions before being able to make a final determination. If the requested changes are made, and/or questions are resolved, then the

organization registration is approved. If the requests and questions are left unanswered, the registration will be left in a pending status.

3. **Official Recognition Letter (via email)** – Once all levels of approvals are met, you will receive a recognition letter email confirming your organization’s active registration.

## Next Steps After Registration Process is Complete

After your student organization is officially registered, you will need to do the following:

- **Complete Student Organization Officer Training** - The President, Vice President, and Treasurer must complete Student Organization Officer Training. This can be completed online through Canvas. Groups are required to attend an in-person conference. Check the Student Organizations website for dates, times and locations. Failure to have all required officer positions complete officer training within 30 days of approved registration/renewal may result in the student organization being placed on probation.
- **Schedule an Intake Meeting** – This is required for all new organizations and organizations who were inactive during the last academic year. An exception is made if the organization had an intake meeting prior to registering the organization for the current recognition period. This is optional for student organizations re-registering. During an intake meeting, you will meet with a Student Organizations Team member in Student Life & Campus Community, to discuss on topics such as: purpose/vision, organization structure/communication, recruitment, event planning, MyLynx, retention, finances, officer transition, advisor involvement, goals, and potential support.

## Requirements to Maintain Active Status as a Registered Student Organization (RSO) or Department Sponsored Student Organization (DSSO)

Every semester (Fall and Spring), Registered Student Organizations and Department Sponsored Student Organizations are required to fulfill the following:

- All events must be registered onto MyLynx and attendance must be tracked in the MyLynx event.
- Maintain a roster of at least seven members
- Keep meeting information up to date within MyLynx

## RIGHTS, RESPONSIBILITIES, AND PRIVILEGES

## Rights and Responsibilities for Student Members Participating in Active Student Organizations (ASOs)

Any current CU Denver student enrolled in courses at CU Denver on the downtown campus is eligible to participate in an ASO. Participants and members of ASOs have the right and responsibility to:

- Be treated with dignity and respect.
- To have one's academic commitments respected (*no actions should cause members to miss or be ill prepared for classes, labs, study sessions, or tests*)
- Have and express their own beliefs and values.
- Remain free from discrimination based on any protected classes stated in the University's non-discrimination policy, including race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.
- Not be required to do anything against their personal values, campus policies or any law.

## Privileges for Active Student Organizations (ASOs)

Active Student Organizations, which are in good standing and keep up with their requirements to maintain their active status, shall be given the following privileges:

- Access to make space/room reservations offered in CU Denver and AHEC buildings at free or reduced rates to conduct org events, activities, and meetings.
- Affiliated Organizations have the - Ability to apply for funding opportunities offered through CU Denver's Student Government Association (SGA), provided the organization meets the guidelines of SGA's Finance and Funding Committee. Refer to the Student Organization Officer Canvas course and the Student Government Association website to learn if your organization type is eligible for this funding opportunity.
- Opportunity for up to 30 pages of free 8.5 x 11 inch flyer printing (per semester) from the Student Life & Campus Community office, to help with the marketing of meetings and/or events.
- Participation in involvement fairs hosted by Student Life & Campus Community and other campus partners
- Support from Student Life & Campus Community staff to help process how to 1) manage your organization and 2) leadership development training and workshops to improve your memberships leadership skills.
- Ability to market organization's events through MyLynx.
- Access to your advisor who can provide support and guidance to my organization, through the means of email and/or in-person meetings.



## Responsibilities for Active Student Organizations (ASOs)

- Maintain a membership philosophy that is open to all currently enrolled CU Denver students. ASOs will not discriminate against anyone based on any protected classes stated in the University's non-discrimination policy, including race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.
- Treat everyone participating in any organization meeting, event, activity with respect and dignity, and with the ability to hold their own beliefs and values.
- Collection of any personal information from students will only be on an as-needed basis, for the sole purpose of something directly related to an organization activity/function. ASOs may only collect directory information (non FERPA-protected) from members or perspective members, such as first/last name, school email, student ID, phone, major. ASOs shall not use any member information for any unauthorized use, including but not limited to coercing or intimidating a student.
- Maintain open communication with the Student Life & Campus Community office, along with other University and campus partners. For example, this would include updating and maintaining current and accurate roster information to the Student Life & Campus Community office.
- Respect and take care of the spaces the organization reserves and utilizes. Groups are expected to 1) leave spaces clean of trash 2) remove their materials in a timely manner per the reservation and 3) put furniture back as the room was originally set up unless receiving prior approval.
- Follow all requirements and policies set forth by Student Life, the University of Colorado Denver, the Student Code of Conduct, and campus partners such as the Auraria Higher Education Center (AHEC).
- Refrain from hazing at all times and refrain from the use of alcohol or drugs during the organization's meetings, events, activities, and functions associated with the organization.
- Abide by all Student Organizations policies.

## Student Organization Officer Responsibilities

- **Student Organization Officer Training** – As noted earlier, every required officer position (President, Vice President, Treasurer) must complete officer training every academic year starting from when registration opens. The training must be completed by all required officers within 30 days of approved registration. If there are any officer changes during the academic year and recognition period, the new officer will have to complete the training as well within 30 days of being appointed. Completion of training from all required officers grants the ability to make room reservations and apply for SGA

funding (when applicable), among other benefits. **Failure for all officers to complete training within the outlined timeline may result in probation of the organization.**

- **Organization Administrator(s) to MyLynx** – Student Organization Officers have access to manage their group in MyLynx. This will allow them the ability to update organization information, constitution, roster info, event registration, to market events and to edit and upload documents such as meeting minutes.
- **GPA Requirements** – Student Organization Officers are expected to maintain good academic standing within their individual program. Individual ASOs may have additional academic requirements for officers they state in their individual constitution.
- **Changes to Officers** – When your officers change, you must fill out the Student Organization Officers and Advisor Update Form in MyLynx within 10 business days of those changes. This will allow Student Life to support your new officers in getting them proper access to MyLynx, will allow your new officers to fulfill their training requirements and remove access of the outgoing officers.

## Limitations

In accordance with the annual student organization registration, student organizations in good standing have the following limitations. **Student organizations do not have:**

- Access to the university procurement center.
  - Student organizations are not eligible for university procurement cards.
  - Purchases from organizations' on-campus accounts or with approved SGA funding support are purchased through Student Life, under their policies and guidelines.
- Free reign over their finances (if they are affiliated organizations).
  - All financial decisions should be made with the student organization's best ethical interests in mind, while also making sure they comply with University policy.
  - Finance and purchasing capabilities are subject to the University's finance/purchasing guidelines and deadlines, which will ultimately be enforced at the discretion of the Student Life office.
- Access to university counsel.
  - As third parties of the university, student organizations are responsible for their own legal matters and are not considered eligible to receive legal advice from university counsel.
  - Staff and faculty serving as advisors to student organizations may not be eligible to access university counsel within their capacity as an advisor on behalf of the student organization.
- Access to university payroll and benefits services.

- Student organizations may not hire or employ individuals to work for the organization.
- Access to the university's tax-exempt or government status.
  - Student organizations cannot use the university's tax-exempt status for their operations with staff approval.
  - Affiliated Student Organizations may have the ability to obtain university tax information for the sole purpose of tax-exempt purchases and sponsorship, when appropriate.
- Coverage through the university liability insurance.
  - Student organizations are considered "at CU Denver" not "of CU Denver" and as such, are not covered under the university's liability insurance.
  - Staff and faculty serving as advisors may not be eligible under liability insurance when serving in their advisor capacity.

## Event Planning

CU Denver's Campus Activities team has a helpful guide with event planning tips. The tips will cover topics such as: goals and objectives, selecting the date/time/location, establishing a budget, procurement/purchasing, logistics, marketing plan, event agenda, last minute details, evaluation. The Campus Activities Coordinator also meets with student organizations to assist them with event planning by appointment. They provide coaching and support for your student organization to have a successful event.

## Room and Space Reservations

Active Student Organizations can access reservations for space/rooms at free or discounted rates, in Auraria Higher Education Center (AHEC) operated buildings and CU Denver buildings. Please note that the Student Org Officer Canvas course must be completed by all required officer positions in order to be able to reserve rooms. Reservations made should be for the sole purpose of the student organization's direct involvement in the student organization's events, meetings, and activities. Making any reservations on behalf of another organization as a sponsor is subject to increased rates due to the student organization's indirect involvement, and may violate university policy. All reservations, regardless of whether they are free or discounted, are subject to additional/increased charges for reasons such as but not limited to cleaning fees after the event, falsified reservation information/details, etc.

- **AHEC Buildings** – AHEC's Auraria Campus Event Services (ACES) team manages the reservations for AHEC operated buildings.
  - Refer to the [AHEC website on scheduling an event](#) for more information on available building spaces and steps to make a reservation.
  - Contact an ACES representative to discuss your specific needs:
    - Email: [aces@ahec.edu](mailto:aces@ahec.edu)

- Visit in-person at the Tivoli Student Union, Suite 325 (900 Auraria Parkway, Denver, CO 80204)
  - Call: 303-556-2755
- **CU Denver Buildings** – Reservations in CU Denver buildings (available building spaces are on the scheduling website) are made through CU Denver’s Event Management System (EMS) via the scheduling website: <http://schedule/ucdenver.edu>. A request for an account will need to be submitted and takes up to 2 business days to be approved and activated.
  - When asked for billing information in a reservation:
    - **Affiliated** – Enter “studentorgs@ucdenver.edu” and note your student organization will be responsible for any charges incurred. Student Life does not provide student organizations with their specific speedtype number.
    - **Associated** – Enter the billing information associated with your off-campus account.
    - **Department Sponsored** – Obtain the speedtype from the department that the student organization is sponsored by or request reservation assistance from the department if they do not want to release the speedtype.

## RESOURCES FOR ORGANIZATION MANAGEMENT

### Resource Checkout

Student Organizations have access to a plethora of resources. Officers can check out board games, large carnival games, popcorn popper, Jackbox Games, icebreaker cards, etc. Officers can make the request for these resources through our Student Organization Resource Checkout form. This form also gives you access to technology as well such as: laptops, ID scanners and more. If you have any questions or concerns about the resources, please contact Mark Martinez at [studentlife@ucdenver.edu](mailto:studentlife@ucdenver.edu).

### Student Involvement Ambassadors (SIAs)

The Student Involvement Ambassador is a student employee that works with student organizations as an additional resource and guide for officers to work with. Every Active Student Organization will have an SIA liaison that will communicate with them at least once a month with updates and upcoming programs and deadlines from the Student Life & Campus Community office. The organization President will be receiving these communications and we encourage you to continue to connect with them throughout your term as an officer. Students can reach their SIA through [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu).

## Developing a Constitution

Please use the [sample constitution](#) available from the [Student Organizations website](#) as a template to develop a complete and accurate constitution for your student organization. You may modify your constitution to meet the needs of your organization, however, ***you must address all the Articles and Sections outlined in the sample constitution.*** If you are associated with a local, state, or national organization and are using their template, it must be filled out with your chapter's specifications, and you must either incorporate the Articles and Sections from the sample constitution, or, add an additional document that addresses all the Articles and Sections outlined in the sample constitution.

For your constitution to be complete, you must address all the Articles and Sections below in your constitution.

## Account Management

**Affiliated Active Student Organizations** planning to deposit and/or spend funds, are required to have an on-campus financial account through Student Life. The usage of these funds is subject to the regulations, policies, and deadlines of Student Life and CU Denver.

**Associated Active Student Organizations** cannot have an on-campus account through Student Life. Due to your connection with a local, state, or national organization, we encourage working with your larger organization to obtain their Business and Tax ID information so you can open a local business checking account to house your funds. Associated organizations are responsible for their own finances.

## 2022-23 Finance, Funding, and Purchasing Guidelines for SGA Funding

The Student Government Association Finance & Funding Committee guidelines for the 2022-23 academic year are not yet approved. This document will be updated once SGA has approved the guidelines in August.

## Organization Fundraising

**Active Student Organizations** are permitted to generate funds with activities like member dues, fundraisers, percentage nights, and sponsorships. Contact [studentlife@ucdenver.edu](mailto:studentlife@ucdenver.edu) or [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu) before organizing fundraisers to ensure their campus compliance and Student Life's availability for deposit (see Cash Handling section). Associated ASOs will organize fundraisers with off-campus funds after this notice, while Affiliated ASOs will utilize CU Denver's tax info with staff assistance and deposit new revenue in the appropriate speedtype.

- **Membership Dues**
  - ASOs may raise funds by collecting predetermined dues from their student members if dues are included in their Organization Registration's constitution.

- Dues should not be a barrier to student participation, and costs should adequately cover the organization's needs.
- **Mobile Applications**
  - Affiliated ASOs may not use mobile payment applications (ie. Venmo, CashApp) to generate funds or pay club expenses.
    - Student Life may only accept organization deposits via cash, check, or money order.
    - Funds raised by an account owner would count as their individual taxable income, rather than organization revenue.
    - CU Denver payments to individuals are often processed as goods or services from independent contractors in Marketplace purchase orders.
  - Associated ASOs may use mobile payment systems for their revenue and expenses.
    - Accounts will be registered with the organization's contact, tax, and off-campus bank information.
    - The application profile should make clear that payments to the organization are not to CU Denver.
- **Fundraising for Charity**
  - Charitable giving from club speedtypes is generally prohibited by CU Denver, and permissible activity requires upper-level approvals with several months' notice.
  - Club may cohost a fundraiser with a community organization if the charity is present on campus and collects free-will donations without the student organization handling money. Officers will submit plans for such events to [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu) at least 1 month in advance.
  - Officers are encouraged to apply for Student Life's Community Action Grant for outreach funding support or coordinate with our Community Engagement program for charitable engagement opportunities.
  - Organizations may also support CU Denver's philanthropic efforts by marketing campaigns of Milo's Crowd, our campus crowdfunding platform.
    - Existing campaigns may exist that align with your organization's mission.
    - New project plans can be submitted on the Milo's Crowd website with:
      - Activity description and benefit for the university
      - Contact information for students involved in the planning
      - Fundraising goal and timeline
- **Percentage Nights**
  - Student organizations can find businesses or restaurants in the community to partner with for a share of proceeds, in return for labor or foot traffic.
    - For example, Chipotle and Pizzeria Locale give back a percentage of food sales when working with student organizations. These companies have a generic flyer that you can customize to help increase your attendance.

- iPie in the Tivoli also works with student organizations frequently.
  - Members might volunteer at a sales table for a local business or kiosk for Denver sports teams.
- **Sponsorship**
  - Sponsorship details must be confirmed in writing and approved by Student Life before any payment or service in the agreement is exchanged.
  - Sponsorship agreements are usually a one-page document that explains the business is not eligible to be tax-deductible for their contribution but may have their logo on organization's flyers, t-shirts, or announced in meetings.
    - Can include payment of money, transfer of property, and gift in-kind
    - The company or individual does not receive any substantial return benefit.
    - Sponsors may not CU Denver employees.
  - Academic departments should provide significant co-sponsorship in the form of university funding if the academic department directly benefits from the student organization's program involvement. Contact Student Life for more information on DSSO funding.
- **Door Prizes**
  - ASOs may organize door prize giveaways to incentivize student participation.
  - Officers will give all attendees one number only and have a random drawing to select the door prize winner(s).
  - Door prize programs valuing over \$100 individually require upper administrator approval with 6 weeks' notice.
- **Silent Auctions**
  - ASOs may organize fundraisers via silent auction by working Student Life at least 8 weeks in advance.
  - Provide an inventory of all items to be auctioned, as well as the Fair Market Value of each item.
  - Sales tax applies to all tangible items for auction resale; do not budget for CU's normal tax exemption.
  - Tax is calculated on the auction items' Fair Market Value.
- **Raffles and Lotteries**
  - Raffles and lotteries, in function or marketing, are not allowed under any circumstance.
    - Raffles and lotteries are considered gaming/gambling and regulated by the State of Colorado.
    - Raffles and lotteries should not be mistaken for door prizes, as the latter is allowed.

- **Donations**
  - In accordance with [University Policy 7029](#), student organizations may not accept tax-deductible donations for the purpose of providing gift receipts.
  - All Affiliated organization deposits are processed as revenue into university speedtypes.
  - Student organizations may accept non-deductible, in-kind gifts (a form of sponsorship) of goods or services other than cash assets, such as food/catering or event supplies.
  - Third-parties that wish to support CU Denver's Student Organization program at large may donate to Student Life's gift fund. However, the use of such donations is not limited to a specified student organization.

## Other Finance Resources for Affiliated Active Student Organizations

### **Accounts and Fiscal Roles (Affiliated Active Student Organizations)**

- Affiliated student organizations will be tax exempt when purchases are made in the state of Colorado due to CU Denver's Tax ID. Note: Purchases are always made through the Student Life and Campus Community (SLCC) office. You will not make any purchases on your own.
- Affiliated student organizations cannot have an off-campus bank account.
- Affiliated student organizations will work very closely with Student Life on all financial matters.
- Affiliated student organizations are eligible to request funds from SGA.

### **Speedtype Overview (Affiliated Active Student Organizations)**

- Speedtypes are internal university accounts that are used for an organization's self-generated funds.
- Purchasing is approved and processed by Student Life.
- Speed types are assigned based on financial activity. If your organization is not self-generating funds, you will not be assigned a speedtype.

### **Authorized Signers (Affiliated Active Student Organizations)**

- Three signers are required per organization, those being President, Vice President, and Treasurer.
- Students cannot be signers for more than two organizations.
- Only signers can make deposits, approve purchases, and handle cash.
- Advisors can act as a signer in the absence of one of the officers.

### **Responsibilities of Signers (Affiliated Active Student Organizations)**



### *President*

- Traditionally, the President approves and communicates all club expenses to SLCC
- The president works collaboratively with the Treasurer on financial planning and account

### *Vice President*

- Fulfills the same responsibilities as the President when the President is not available.

### *Treasurer*

- Traditionally, the Treasurer maintains, understands, and records the club's finances.
- The Treasurer is aware of the organization's balance, prior and anticipated financial activity.

## **Cash Handling (Affiliated Active Student Organizations)**

CU Denver considers cash to be in the form of any currency, check, money order, and online payments. Only authorized signers granted by this training can handle cash.

Authorized signers must work with SLCC at least two weeks prior to the date of collecting funds.

### ***Three Common Cash Handling Procedures***

- Trained officers will collect funds between 9a-3pm and deposit them with Student Life (303 Tivoli Student Union) on the same day no later than 3pm
- If funds need to be collected after 4pm, the organization must notify Student Life in advance. A Student Life will have to schedule a professional staff member to be at your event to collect the funds on your behalf
- If funds need to be collected after 4pm, and a Student Life professional staff member cannot be there, students will need to make payments to Student Life directly in Tivoli 303 directly. Examples include membership dues, T-shirts, etc.
- If you are hosting an event after 4pm and a Student Life professional staff member cannot be there, student can pre-pay in Tivoli 303 and the names will be recorded.
- Please include an itemized deposit for every deposit made. Example: 10 t-shirts sold for \$10 equals \$100

To make an appointment with Student Life, email or call: [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu) or 303-315-7289.

## **Collection of Dues (Affiliated Active Student Organizations)**

Affiliated Active Student Organizations, that collect dues from their members, must determine 1) how they will collect dues and 2) how they will deposit collected dues with Student Life (303 Tivoli Student Union).

### ***Two Common Collection of Dues Methods***

1. Contact Student Life to at least two weeks in advance to schedule a date and time where a professional staff member from Student Life collects all the dues at once (i.e., such as at club meeting). The Student Organization Officers must identify their members that are paying (via first/last name, school email, student ID number, amount paid, cash/check) and turn that information over to the SLCC professional staff member. The staff member will deposit those dues to Student Life and connect it back to the organization's speedtype.
2. Members of the student organization individually pay their dues at the Student Life office. The Student Organization Officers are responsible for providing clear instructions so their members can let our office know what student organization they are paying and what they are paying (i.e., dues). Student Life should be notified at least two weeks in advance so our staff can be prepared to work with your members.

## Approved Vendors List

Use the list of **AHEC Approved Vendors** when holding an event on campus in an AHEC building, such as the Tivoli Student Union. Reservations for organization events in these spaces will be assessed an additional fee for using any vendors not approved in the AHEC website below:

<https://www.ahec.edu/services-departments/event-services/caterers>

The vendors below are also frequently requested by student leaders and common suppliers for Student Life. Officers may also request purchases from businesses or independent contractors not listed here if they can accommodate CU Denver's procurement policies and procedures.

- **Food catering**
  - Biscuits & Berries
  - Café Rio
  - Cosmo's Pizza
  - Einstein's Bagels
  - Gourmet to Go
  - Infinitus iPie
  - Los Molino's
  - Mad Greens
  - Qdoba
  - Serendipity Catering
  - s'ONO
  - Starbucks
  - Subway
  - Vanilla Bean
- **Custom Swag/Shirts**
  - 4Imprint
  - CustomInk
  - ProCorp Images
- **Miscellaneous**
  - Staples (CU contracted supplier)
  - Amazon.com
  - Walmart.com
  - Target.com

## Leadership Programs

Student Life & Campus Community offers multiple programs to assist with developing student leaders. The L.E.A.P. program (Tuesdays 3:30pm-5pm, Learning Commons 2227) is an 11-week leadership short course on the Social Change Model of Leadership. In this program you'll meet like-minded people and hopefully create some new friendships as you learn to be a great leader. Each year students have the opportunity to attend over 20 one-time LEAD workshops (Wednesdays 12:30pm-1:30pm, Learning Commons 2230) to learn about a variety of leadership topics. These events occur on Wednesdays throughout each fall and spring semester. We partner with the Career Center, the Center for Identity and Inclusion, and the Ethnic Studies Department to provide a robust offering of topics. Check out all we have to offer through our [website](#).

## What does it mean to lead an organization and grow other leaders so your club continues?

Leading an organization requires time and commitment. Being a leader means putting people first, communicating consistently and clearly, setting a clear vision for the future, and developing the members of your organization into current and future leaders. See below some tips to lead future leaders successfully:

### 1. Recognize top leaders

The first step toward creating effective leaders is to recognize them as such. Treat your members like they are in leadership positions: with respect, trust and freedom. When you communicate and act like someone is in a position of power, they might be more likely to elevate their performance to match your expectations. Give them more responsibility and trust them to complete those tasks effectively. Share your vision or objectives with other members and encourage them to help you reach those goals. Treat them as partners and equals.

### 2. Empower them

Rather than delegating tasks to the members of your team, enable them to make decisions and complete projects how they see fit when possible. Give your members a goal and some direction, then step out of the way to let them achieve it themselves. They might take a different approach than you would have, but it could be effective or inspire new ideas. Other ways you can empower your members include giving them control over certain projects or responsibilities. You might also ask them to attend a meeting or a workshop on your behalf. These actions show how much you value their leadership, increase their confidence and give them more visibility within and outside the organization.

### 3. Become a mentor

Mentor the members on your team by sharing your knowledge and the experiences you had advancing into a senior position. Answer their questions and give them guidance rather than instructions. Your goal as a mentor is to help someone who is already a natural leader expand their leadership skills and perform to the best of their abilities.

Customize your mentorship style to the individual. Some members welcome as much advice as they can get, while others prefer more independence. Know when to offer guidance and when to wait for the member to ask for it.

### 4. Build on their strengths

Identify and focus on what your members do well and build on their strengths. If you give them more responsibilities in the areas where they work best, their performance should only get better. To allow the member to improve aspects of their work, find ways to use their strengths to do it. If you reinforce and encourage what they do well, they might be more welcoming of your feedback and critique in other areas.

### 5. Believe in them

Believe your members can lead effectively. One of the biggest confidence-builders and most powerful ways to improve a member's performance is to show you believe in them. Give them autonomy and encourage them to do things independently. Give them praise and positive feedback for good work. Tell them you trust in their ability to lead and reinforce that belief frequently.

### 6. Say yes

Be comfortable saying "yes" to a member's request, even if you have doubts. Yes, is a powerful word that can give a member confidence and motivation and increase their loyalty to you. It also allows them to try doing something their way and learning from the outcome. Give a member permission to experiment, and if it does not go according to plan, let them know you can resolve the issue together.

### 7. Set guidelines

While you want to give a member the freedom to lead, you also want to set guidelines, so they clearly understand their role. Review with the member their job duties and the limits of their responsibilities. Give them the independence to work within those guides while still respecting your authority and that of other senior leaders in the group.

### 8. Give feedback

Help your members grow and learn by giving them productive feedback. Feedback can be positive and encouraging as well as constructive, so the member knows how they need to improve. Deliver your feedback fairly and directly while still showing you are confident in the member's ability to perform the task or resolve the issue.

#### 9. Provide challenges

You can also help members grow professionally by giving them new challenges. Encourage members to develop new skills, such as graphic design, or try things they might not be comfortable doing, such as public speaking. Challenges can be motivating for members and add to their skill sets, making them more valuable members.

#### 10. Encourage innovation

Allow a member to brainstorm and be creative with their vision. Let them try new ideas without penalty if it does not go according to plan. You should reward risk-taking within reason to encourage members to be innovative. Doing so can help motivate them to be more confident and creative leaders.

#### 11. Share your knowledge

Create a collaborative work culture that embraces knowledge sharing. Let your members know you want to share your ideas and plans with them and are excited to learn from their ideas, as well. You can teach them valuable leadership traits and thought processes they can use in their careers. At the same time, they feel like you value their input and opinions.

Taken from Indeed.com

## MyLynx

MyLynx is the student engagement platform for the University of Colorado Denver and the central space for student organization operations. All Active Student Organizations (ASOs) need to register and manage their student organization through this platform.

## SOLD Series

The Student Organization Leadership Development (SOLD) Series is a professional development program to assist student organization leaders learn about topics such as: recruitment, retention, delegation, and more. Student organization leaders will get the opportunity to learn

from professionals in the Student Life office and put the new skills to practice in a controlled environment.

## **2022-23 Topics:**

### **Fall**

- August 23<sup>rd</sup>: Tabling
- September 23<sup>rd</sup>: Recruitment
- October 13<sup>th</sup>: Civic Engagement/Community Service
- October 24<sup>th</sup>: Finance/Fundraising
- November 11<sup>th</sup>: Conflict Management
- November 15<sup>th</sup>: Retention

### **Spring**

- February 8<sup>th</sup>: Transition
- February 23<sup>rd</sup>: Delegation
- March 6<sup>th</sup>: Running for an Officer Position
- March 24<sup>th</sup>: Long-term planning
- April 19<sup>th</sup>: New Officer

## **Travel for Active Student Organizations**

Active Student Organizations traveling for purposes such as a conference or an official organization function requiring extended travel, must gain approval from Student Life, University Administration, and in some cases, may need to be registered with the Office of Global Education and approved by the International Risk Management Committee. Organizations will need to fill out the Travel Authorization Form within MyLynx to receive approval, providing trip information, emergency contact, and risk waiver. Feel free to email questions about proposed travel to [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu).

Student organizations that are planning on traveling overnight must report said travel. Please complete this [form](#) for any hotel, lodging or other leased space (labs, classrooms, rehearsal rooms, etc.) used during school-sponsored student travel that is fully or partially funded or reimbursed by the university.

This step is in place so the university can support your organization in evaluating safety and risk and ultimately determine whether or not the proposed travel is feasible or not from the university standpoint.

## Transitions for New Executive Boards

Developing a successful transition process is one of the key components of ensuring longevity of your student organization. Use the following resources to kickstart the process of a smooth and seamless incoming and outgoing officer transition.

### ***The Transition Guide***

A transition guide is a binder or electronic folder that contains resources for incoming officers. While it is encouraged to store important files on MyLynx, we recommend having a physical binder with topics such as campus policies, important contacts, past events, and financial information.

#### ***Your transition guide should be updated throughout the year with the following content:***

- An updated constitution/by-laws
- Officer position roles and responsibilities
- Meeting agendas
- MyLynx information and resources
- Passwords for social media accounts and shared drives
- Election and transition timelines
- Trainings and resources provided by Student Life
- Financial information
  - Balance sheet and budgets
  - Include the steps needed to request money through SGA and other departments
- Policies
  - Student organization guidelines
  - Travel policies
  - AHEC room fees and policies
  - Other student organization policies
- Contact information (email and phone numbers)
  - Members and officers
  - Campus resources
  - Vendors and external businesses
- Membership recruitment
  - Recruitment timelines
  - Information on important recruitment opportunities (New Student Convocation in August, Fall Fest in September, Spring Fling in April, etc.)
  - Past recruitment flyers
- Information on events
  - Event planning guide, timelines, and program evaluations
  - Posters and flyers from past events
  - Contact information for caterers

- Advisor information (Role/Responsibilities and Contact Information)
- Personal letter to the incoming president
  - Discuss anything you would like to share with the incoming officer

### ***Tips for a Successful Transition***

- Conduct elections in late Fall (November) or late Spring (March) to ensure enough time is given to allow individuals to vote and select a new officer.
- Have at least one month of overlap between current officers and incoming officers.
- Have the incoming officer shadow the outgoing officer when conducting meetings, reserving rooms, requesting funds, and planning events.
- Introduce the new officers to your members and advisor.
- Take a tour around campus. Show incoming officers where offices and resources are located. Some important locations are:
  - Student Life & Campus Community (Tivoli 303)
  - Student Government Association (Tivoli 301)
  - The Sentry (Tivoli 345)
  - Campus Activities (Learning Commons – 2<sup>nd</sup> Floor)
  - AHEC (Tivoli 325)
  - Academic Departments
  - Other Student Organizations
- Create an End of The Year Celebration. This will be a great way for incoming officers to socialize with other members and celebrate accomplishments.
- Plan a retreat for new officers. The primary objective of a retreat is for the newly elected officers to set goals for the upcoming year, bond as a team, and provide space for any necessary training. Consider inviting your advisor if they are available.

### ***Checklist***

In addition to adding content to the Transition Guide, use the following checklist to make sure all topics and tasks are covered before officially transitioning out of office. This checklist should be completed before the new officer officially begins their role.

- Create/update your transition guide. Use the transition guide checklist shown on page 1 to ensure you have all the necessary content included.
- Finish all necessary correspondence (meetings, emails, and letters).
- Meet with your advisor and discuss your continuity plan.
- Conduct a transition meeting between the incoming and outgoing officers. Use the Transition Meeting Outline provided in the next page to organize your meeting.
- Give the new officer shadowing opportunities when it comes to:
  - Planning and conducting meetings
  - Tabling and attending recruitment opportunities
  - Reserving rooms on campus
  - Requesting money through the SGA or other funding sources



- Prepare your organization's MyLynx portal for recognition renewal on July 1<sup>st</sup>.
- Ensure new officers have administrative access on MyLynx as well as club emails, list serve, websites, shared drives, and any other logins.

### ***The Transition Meeting***

Before the newly elected officers of your organization officially assume their responsibilities, it is wise for the old and new officers to get together for a transition meeting. Such a transition meeting provides continuity and continued growth for the organization while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous year. The following outline, along with the incoming and outgoing officer worksheets, can help make the transition meeting flow as smoothly as possible.

#### **I. Welcome and Introductions**

(Help participants get acquainted and explain the purpose of the meeting)

#### **II. The Year in Review**

##### **A. Goals: Review the group's goals for the previous year.**

What did we hope to accomplish?

How well did we do on each goal?

What goals should be continued this year?

What goals need to be changed?

What goals are no longer feasible?

##### **B. Programs and Activities: Evaluate what your group did.**

How effective were the programs/activities we sponsored? How did we measure their effectiveness?

Did we have a good balance in our schedule of programs and activities?

Were our programs and activities consistent with our goals?

What activities and programs do we want to repeat?

##### **C. Membership: Evaluate number of members and their commitment.**

Do we have too many, too few, or just the right amount of members?

What actions did we take to recruit members?

Were our recruitment efforts successful?

Are our members as actively involved as we want them to be?

What were the opportunities for members to get involved in a meaningful way?

##### **D. Officers and Organizational Structure: Evaluate officers and structure.**

Are officer roles and responsibilities clearly described? How?

Did officers work as a team, or is there more teamwork needed?  
Is the time and effort required in each position comparable?  
Is there two-way communication between officers and members?  
How do the members feel about the officers?

**E. Organizational Operations: Evaluate finances, communication, etc.**

Were the finances adequate for our group and managed properly?  
Were meetings run effectively? Was their frequency adequate?  
Did the committee structure work?  
Did we have scheduling conflicts with other groups or activities?

**F. Advisor Involvement: Evaluate both quality and quantity.**

Did our advisor provide the support we needed?  
Did we give our advisor and other faculty a chance to get involved?  
How could we improve faculty and advisor involvement?

**G. Public Image: Evaluate how other groups perceive you.**

How do we see ourselves? Is this how “outsiders” see us?  
How can we enhance our image?

**III. Your Legacy to the New Officer Team**

- A. What are the current strengths and weaknesses of the group?
- B. What is the best advice you can give your successor?
- C. What were there major challenges and accomplishments in your term?

**IV. Officer Transition**

(Have members complete the outgoing and incoming officer worksheets before this meeting)

- A. Responsibilities of the position, with a job description
- B. A timetable for completion of annual duties
- C. Unfinished projects
- D. Important contacts and resource persons
- E. Mistakes that could have been avoided
- F. Advice for the new officer
- G. Any questions the new officer may have
- H. Where the outgoing officer can be reached with future questions
- I. MyLynx overview

Information adapted from: California State University East Bay Office of Student Life and Leadership

## Risk Management

Active student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants. Student organizations should consider risk whenever planning an event or activity. Are we putting anyone at risk who is attending this event? Are we handling any dangerous or important materials that might need to be covered? Should risk waivers be signed? It is best to have these conversations with one or all of the following:

- Your Faculty/Staff Advisor
- Student Life Team
- [University Risk Management](#) (URM) Team

Student Life can provide resources to assist with risk management and preventing any dangerous occurrences. Reach out by contacting us at [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu).

## When does my group or event need insurance

Student organizations may need insurance when their activities and/or events are of high risk to the organization or its members. If your organization is tied to a national association, we recommend you contact the headquarters about requirements or needs involving insurance. The university does not cover individual student organization officers or organizations through their insurance. It is recommended that your organization contact [University Risk Management](#) to get clarification if your organization will need insurance. URM will assist you in identifying one time event policies.

## Title IX

[The Office of Equity](#): The Office of Equity's (OE) stated mission is to stop, prevent, and remedy discrimination, harassment, sexual misconduct, and any related retaliation; provide education, training, and outreach related to their office's work; design policies and procedures to make campus safer and more inclusive; and ensure all individuals are treated with dignity, compassion, and respect.

### Policies Administered by the OE

- CU Denver | CU Anschutz Nondiscrimination Policy
- CU System Administrative Policy Statement (APS) Sexual Misconduct, Intimate Partner Violence, and Stalking Policy
- CU System APS Conflict of Interest in Cases of Amorous Relationships Policy

The OE also manages on-campus lactation spaces and enforces the CU System APS Lactation Spaces Policy, the CU Denver | CU Anschutz Lactation Policy, and other applicable University guidelines.

#### Nondiscrimination and Sexual Misconduct Policies

- 15 Protected Characteristics: race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, and political philosophy
- Prohibited Forms of Sexual Misconduct: sexual assault (*rape, fondling, statutory rape, and incest*), dating violence, domestic violence, sexual exploitation, Title IX stalking, stalking, Title IX quid pro quo sexual harassment, quid pro quo sexual harassment, Title IX hostile environment, and hostile environment

What Happens When a Report is Received? The OE contacts the individual impacted by the alleged misconduct to: learn more about the concern; discuss the option to file a formal complaint; assess the safety of involved parties; provide supportive and safety measures (*provided regardless of participation in an investigation*); and explore resolution options.

#### Resolution Options:

- *Educational resolutions* are remedies-based, tailored responses to unique facts and circumstances of an incident, but do not determine whether a policy has been violated.
- *A formal resolution* may result in disciplinary action if the alleged behavior is found to be a violation under University policy. *Please note, Sexual Misconduct investigations include a live hearing and cross-examination.*

Who is Required to Report? Most University employees (except those specified as confidential) are considered "Responsible Employees" and are required to immediately report any incident they witness or become aware of, as well as any details they know, to the OE.

Mandatory Training: All University employees must complete the CU Discrimination and Sexual Misconduct Training within the *first 90 days* of employment, and must retake the training *every three years* to learn about their rights and responsibilities under University policy. Students are encouraged to complete their Prevention Together Canvas Course.

#### Complaints and Grievances / Reporting Threatening or Harmful Behavior

All members of CU Denver | CU Anschutz who believe there has been an act of discrimination or harassment on the basis of a protected characteristic, an act of prohibited sexual misconduct, or an act of retaliation related to participation in their office's investigation

process, committed by or against a member of our community, has the right to file a report with the OE.

For more information, please contact the Office of Equity using one of the contact methods below:

- [Submit a report or request online](#). *Review and select the report or request form that best suits your situation from the options provided.*
- You can send a report or a request to the OE using one of their campus mailing addresses.
  - *CU Denver: Lawrence Street Center, 12th Floor*
    - 1380 Lawrence Street, 12th Floor, Denver, CO 80204
  - *CU Anschutz: Education 2 North, 5th Floor*
    - 13120 East 19th Avenue, Aurora, CO 80045
- You can give the OE a call at 303.315.2567 and share your complaint or request or you can schedule an appointment to meet with a professional staff member in-person.
- You can [send an email to equity@ucdenver.edu](mailto:equity@ucdenver.edu) and share your complaint or request, or you can schedule an appointment to meet with a professional staff member in-person.
- You can stop by their office\* and speak with a professional staff member in-person.
  - *Please note, OE staff work on both the CU Denver and CU Anschutz campuses, and cannot guarantee someone will be available if you stop by without an appointment.*

For additional support and campus/community resources, visit the OE's [Support & Resources](#) webpage. If you or someone you care about are in danger, you are encouraged to call 911 or contact University police. CU Denver students are encouraged to contact Auraria Police at 303.556.5000 or text-a-tip to 720-593-8477.

## Clery Reporting

The Clery Act requires all universities and colleges who participate in federal financial aid programs to publish and distribute to current and prospective students and employees an Annual Security Report (ASR) that describes the school's policies and procedures for campus safety and disclose the school's annual campus crime statistics. The Act also requires schools to report their Clery Act crime statistics to the Department of Education annually.

Under the Clery Act, institutions are required to issue safety notices, referred to as Timely Warnings and Emergency Notifications, to campus community members to notify them of

certain types of criminal activity or when an ongoing or imminent threat to the health or safety of persons on campus is believed to exist.

Student organizations that are planning on traveling overnight must report said travel. Please complete this [form](#) for any hotel, lodging or other leased space (labs, classrooms, rehearsal rooms, etc.) used during school-sponsored student travel that is fully or partially funded or reimbursed by the university.

It is also necessary that anyone who qualifies as a Campus Security Authority (CSA) completes training and is aware of their responsibilities for reporting crimes to the Clery office. CSAs include anyone who has significant responsibility for students or their activities. This would include the person(s) leading groups for local or travel events.

You can learn more about how the Department of Education identifies a CSA on the [department's website](#).

If you are interested in learning more about the origin and current policies involved with the Clery Act, we recommend you watch this informative video.



STUDENT ORGANIZATION CODE OF CONDUCT

CU Denver is committed to maintaining a safe and healthy learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end.

Student organizations recognized by CU Denver are subject to the Student Organization Code of Conduct. The University may hold a student organization responsible for the actions of its members when the behavior or activity is related to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization. Behavior by a student organization or representative that is a potential violation of CU Denver's Student Organization Code of Conduct, may be addressed through CU Denver's Organizational Conduct Procedure as outlined in the CU Denver Student Code of Conduct. This process aims to be educational and is designed to promote safety, learning, and good citizenship.

In addition, an organization's participation in CU Denver's Organizational Conduct Procedures does not prevent one or more individual members of the involved student organization(s) from being held accountable for potential violations based on the Student Conduct Procedures outlined in the CU Denver Student Code of Conduct.

### **Prohibited Student Behavior**

The following has been developed in accordance with CU Regent Law 7.B.3. All behaviors contained in this student code of conduct are subject to the conduct process.

1. **Abusive Behavior**: Engaging in any act or acts that, based on a reasonable person standard, would cause substantial emotional distress to the impacted party or parties, including, but not limited to, verbal abuse, intimidation, and coercion
  - a. This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.
2. **Aiding & Abetting**: Attempting to commit, aid, abet, or incite others to engage in behavior prohibited by law, the CU Denver Student Code of Conduct, the CU Housing & Dining Handbook, or other AHEC or university policies
3. **Alcohol**: Violating any local, state, federal, or university law, policy, or regulation pertaining to alcohol, including, but not limited to, manufacturing, selling, or providing alcohol to an individual(s) under the age of 21, possessing or using alcohol while under the age of 21, using alcohol on campus, regardless of age, with the exception of responsible use at an authorized restaurant or event and in compliance with the CU Denver Housing & Dining policy, being in the presence of alcohol or alcohol use on campus when knowledge of the alcohol or alcohol use is reasonable with the exception of responsible use at an authorized restaurant or event and in compliance with the CU Denver Housing & Dining policy, using or

possessing alcohol in the presence of an individual(s) under the age of 21 on campus with the exception of responsible use at an authorized restaurant or event and in compliance with the CU Denver Housing & Dining policy, and attending classes or university functions under the influence of alcohol

4. Bullying: Engaging in severe aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person, physically or mentally
5. Marijuana: Violating any local, state, federal, or university law, policy, or regulation pertaining to marijuana, including, but not limited to: a. Manufacturing, selling, or providing marijuana without authorization or to an individual(s) under the age of 21 b. Possessing or using marijuana or drug paraphernalia while under the age of 21 c. Possessing or using marijuana, including medical marijuana, or drug paraphernalia on campus, regardless of age d. Being in the presence of marijuana, marijuana use, or drug paraphernalia that violates policy when knowledge of the marijuana, marijuana use, or drug paraphernalia is reasonable
6. Cyberbullying: Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting by another person using the internet, interactive and digital technologies, or mobile telephones
7. Disrupting Emergency Response: Engaging in any act or acts that interfere with, obstruct, or disrupt the response or official action of an emergency responding, including, but not limited to, interfering with the performance of police or fire department duties, resisting arrest, and failing to abide by the directions of a police officer
8. Disruption: Materially and substantially interfering with, obstructing, or disrupting a normal university activity, including, but not limited to, behavior resulting in injury to persons or damage to property on the campus, interference, obstruction, or disruption of the freedom of movement of students or other members of the university community and their guests
9. Driving Under the Influence: Driving under the influence of or while one's ability is impaired by alcohol, cannabis, or other illicit or prescription drugs
10. Failure to Comply: Failing to comply with the direction of employees of CU Denver, CU Denver Housing & Dining, and AHEC who are performing their duties



11. Failure to Report: Failing to report the behavior of another when that behavior may be a violation of local, state, federal, or university law, policy, or regulation including, but not limited to, the CU Denver Student Code of Conduct, the CU Denver Housing & Dining Handbook, or other AHEC or university policies
12. False Information: Providing false or misleading information, including, but not limited to, making a false statement to emergency responders or an employee of CU Denver, CU Denver Housing & Dining, and AHEC who is performing their duties, using a false identification or the identification of another to gain entrance to a facility or business, forging, altering, falsifying, or misusing documents or records, and using or possessing forged, altered, or false documents or records
13. Fighting: Assaulting another person, being involved in a fight or brawl, or physically harming another person
14. Fire Safety: Violating local, state, federal, or campus fire policy, including, but not limited to, intentionally or recklessly causing a fire, tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, and alarms, failing to evacuate a university controlled building during a fire alarm, and improper use of university safety equipment
15. Hazing: Engaging in any act which may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule, or any acts which are humiliating, intimidating, or demeaning, or that endanger the health and safety of another person, including, but not limited to, paddling in any form, inducement of excessive fatigue, required exercise inconsistent with the mission of the organization, team, or group, physical or psychological shocks, personal servitude, forced or coerced consumption, forced or coerced engagement in public stunts, morally degrading or humiliating games and activities, drinking games, late work sessions, other unorganized activities, and other obligations that interfere with scholastic pursuits and are typically associated with belonging within a group of peers
  - a. Appendix 4
16. Illicit Drugs: Violating any local, state, federal, or university law, policy, or regulation pertaining to federally illegal drugs other than cannabis, including, but not limited to, manufacturing, selling, providing, using, or possessing federally illegal drugs other than cannabis, being in the presence of federally illegal drugs

other than cannabis or drug paraphernalia when knowledge of the drugs or drug paraphernalia is reasonable, and attending classes or university functions under the influence of federally illegal drugs other than cannabis

a. See 5 for marijuana policy

17. Inhalants: Using household or industrial chemicals in a manner not intended by the manufacturer with the intention of getting high
  - a. Also known as huffing, sniffing, or bagging
  
18. Prescription Drugs: Violating any local, state, federal, or university law, policy, or regulation pertaining to prescription drugs, including, but not limited to, manufacturing, selling, or providing prescription drugs, possessing or using prescription drugs prescribed to another or using prescription drugs in a manner not prescribed
  
19. Property Damage: Intentionally or recklessly damaging property that belongs to the university, an organization, or another person
  
20. Public Exposure: Deliberately and publicly exposing one's intimate body parts including, but not limited to, public urination and defecation, mooning, and public sex acts
  
21. Retaliation: Engaging in retaliatory acts against another person
  
22. Rioting: Engaging in, inciting, or arming someone for a riot or public disturbance
  - a. Appendix 3
  
23. Theft: Taking property of another without permission or possessing property known to be stolen, even with the intent to return the property
  
24. Threats: Threatening the health or safety of a person that, based on a reasonable person standard, would cause the impacted person(s) distress
  
25. Unauthorized Presence or Access: Entering into, exiting from, being present in, or accessing property, including, but not limited to, buildings, vehicles, belongings, and digital accounts and systems, that belongs to the university, an organization, or another person without authorization

26. Unauthorized Recording: Making an audio and/or visual recording of another person without the person's expressed permission when such recording could, based on a reasonable person standard, cause the impacted person(s) substantial emotional distress and the storing, sharing, or distribution of such recordings by any means
27. Violation of Law, Policy, or Regulation: Violating any local, state, federal, or university law, regulation, or policy
28. Violating the CU Denver Housing & Dining Resident Handbook: Engaging in any act or acts that violate any policy or procedure listed in the CU Denver Housing & Dining Resident Handbook while on Campus Village property, regardless of your status as a resident or guest
29. Weapon: Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus except as permitted by law or the possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon with the intent to cause fear in or assault to another person
  - a. Regents Policy 14I
    - I. Students, faculty, and staff possessing a valid Concealed Handgun Permit are allowed to carry concealed handguns on campus in accordance with the law.
    - II. CU Denver Housing & Dining does not permit handguns regardless of an individual's possession of a Concealed Handgun Permit.

The following policies and regulations are prohibited behaviors associated with Active Student Organizations:

**SO1. Debts.** Failure of the organization to pay debts owed to the University or a University auxiliary organization after 10 business days of being notified.

**SO2. Dishonesty.** Collective behavior by organization members involving cheating, plagiarism, or other forms of academic dishonesty intended to gain unfair academic advantage or organizational involvement in facilitating academic dishonesty and misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the University or a University auxiliary.

**SO3. Noise.** Violating municipal noise ordinances, or excessive noise which disrupts the campus or surrounding community, including, but not limited to, use of amplified sound on campus that is not expressly permitted in compliance with AHEC or CU Denver building reservation polices.

**SO4. Organization Facilities.** Operating a facility owned, leased, occupied or used by the organization in violation of local zoning ordinances, or failing to maintain safe and sanitary physical conditions in a facility owned, leased, occupied or used by the organization, including student organization tabling, as required by applicable law and University/Auraria Campus policy

**SO5. Student Organization Events.** Sponsoring, co-sponsoring or conducting an on-campus event, meeting, or activity in a scheduled event space without prior review and approval by AHEC, CU Denver, or other University offices, or failing to comply with event approval conditions imposed by AHEC, CU Denver, and other University offices, including AHEC Event Services Policies.

**SO6. Use of CU Denver name and logo.** Unauthorized use of University of Colorado Denver name, logo or symbols or use not in compliance with University Communications.

### **Organizational Conduct Process**

Organizations registered with the CU Denver Office of Student Life & Campus Community are required to abide by the CU Denver Student Code of Conduct. Behavior displayed in connection to, on behalf of, or organized by an Active Student Organization, or behavior displayed by one or more individual(s) *who are members of* an Active Student Organization that potentially violates one or more prohibited behaviors as outlined in *section E* of this document or any other local, state, federal, or university law, policy, or regulation could result in the organization being involved in the Organization Conduct Process. The initiation of the Organization Conduct Process does not prohibit the Office of Student Conduct & Community Standards from initiating the Student Conduct Process outlined in *section F* of this document in connection to the behavior of individual students who may have violated one or more prohibited student behaviors as outlined in *section E* of this document or any other local, state, federal, or university law, policy, or regulation (hereafter referred to as: prohibited behaviors).

The following procedures will be used during the Organization Conduct Process.

**For cases involving allegations of sexual misconduct (including sexual assault, sexual harassment, intimate partner violence, and gender/sex-based stalking), and/or nondiscrimination, accompanied by other alleged violations of the student code of conduct, the Office of Equity and Office of Student Conduct & Community Standards will determine the most appropriate way to address incidents of these type. For more information about the University's Sexual Misconduct and Nondiscrimination process and procedures visit the Office of Equity website at [equity.ucdenver.edu](http://equity.ucdenver.edu).**

## **1. Report Received**

- a. The Organization Conduct Process can be initiated by any written or oral account of an incident to the Office of Student Conduct & Community Standards or Student Life & Campus Community, including, but not limited to, police reports, CU Denver Housing & Dining incident reports, and accounts from any university employee, student, or other member of the university or campus community. The above-mentioned offices will communicate with each other regarding the existence of a report involving an Active Student Organization.
- b. Upon receipt of a report, the Director of Student Conduct & Community Standards, or their designee, will determine if the behavior alleged, if true, may be a violation of prohibited behavior.
  - I. If the behavior would be a violation of prohibited student behavior, the Organization Conduct Process will continue.
    - i. In some cases, a third option of alternative dispute resolution such as restorative justice or mediation may be offered by mutual agreement of the parties involved, and on a basis acceptable to the conduct educator. Upon successful completion of this process, a written summary of these agreements is provided to all parties. At any point in this process, either party may decide that they wish to end the alternative dispute resolution process, and the situation may be returned to be adjudicated through conduct process for resolution.
  - II. If the behavior would not be a violation of prohibited student behavior, the reporter may be notified, the incident will be documented, and the case will be closed.

## **2. Initial Investigation**

- a. The Director of Student Conduct & Community Standards or their designee will select one or more staff members to facilitate the investigation (Facilitator).
- b. The Facilitator(s) shall conduct a preliminary review into any alleged violation(s) to determine if interim restrictions, including, but not limited to, interim suspension of the organization, no contact orders between all members of an organization, and no contact orders between specific individuals.
  - I. Interim restrictions may be deemed necessary to protect the health or safety of members of the CU Denver community, or to protect the integrity of the investigation.

- c. The Facilitator(s) shall conduct an initial investigation into any alleged violation(s) to establish a timeline of events and determine whether to initiate the conduct meetings with relevant organization members.
  - I. The initiation of an investigation, the alleged violations, and any interim restrictions will be communicated via email based on official CU Denver email records to the president of the involved organization and any students, advisors, or other stakeholders who have a specific need to know, including, but not limited to, respondents, reporting parties, witnesses, the national organization's office headquarters, and other appropriate university officials.
- d. The Facilitator(s) will hold investigative meetings with involved parties, including, but not limited to, respondents, the reporting party, witnesses, and any other relevant individuals.
  - I. Individuals who are requested to attend an investigative meeting have the right to decline the opportunity to have their perspective heard.
  - II. Student Life & Campus Community may determine that any individual who does not participate in an investigative meeting will be interim suspended from participation in any Active Student Organization.
- e. Upon completion of the Initial Investigation, the Facilitator(s) will provide a Summary of Investigative Findings to the Director or their designee.
- f. The Director of the designee reviews the Summary of Investigative Findings to determine if continuing the Organization Conduct Process is warranted.
  - I. If the Summary of Investigative Findings indicates that, based on the preponderance of information standard, behavior that occurred is a violation of prohibited student behaviors, the organization conduct process will continue.
  - II. If the Summary of Investigative Findings indicates that, based on the preponderance of information standard, behavior that occurred is not a violation of prohibited student behaviors, the investigated parties, advisors, other stakeholders, and the reporting parties will be notified, and the case will be closed.
  - III. If the Summary of Investigative Findings, indicates that, based on the preponderance of information standard, individuals have displayed behaviors that allegedly violate prohibited behaviors, the Student Conduct Process will be initiated with the involved students if that process has not already been initiated.

### **3. Conduct Meeting Notices**

- a. All allegations against Active Student Organization shall be presented to the president of the Active Student Organization (President) based on the records held by Student Life & Campus Community via email.
  - I. A copy of the letter will be sent to the following individuals as applicable:
    - i. Faculty/staff advisor of the Active Student Organization based on the records held by Student Life & Campus Community
    - ii. The national organization's office headquarters
    - iii. Other appropriate university officials
  - II. This notification will provide the President with information on how to obtain or review the Summary of Investigative Findings (redacted as legally necessary), and will set a date, time, and location for the conduct meeting. The notification shall also include:
    - i. A description of the alleged behavior and violation
    - ii. The prohibited student behavior(s) that are alleged to have been violated
    - iii. Instructions on how to request copies of records obtained from outside agencies
    - iv. An explanation of the organization conduct process
  - III. Organizational conduct meetings are scheduled no less than three (3) working days nor typically more than fifteen (15) working days after the President has been notified of the allegations. If less than the three-day minimum is necessary, such an instance would require mutual agreement between the President and the conduct educator and a signed Waiver of Due Process.
    - i. Expedited Process – When the conduct educator determines that a prompt review is essential (e.g., end of the semester, or there is substantial concern for the health, safety, or welfare of a member of the university community), the conduct educator may require that the organizational conduct meeting occur within a much shorter period of time.
  - IV. The meeting notice may reiterate previously initiated and/or assign new interim restrictions pending the resolution of the matter.

#### **4. Conduct Meeting**

Conduct meetings shall be facilitated by a university conduct educator according to the following guidelines:

- a. The purpose of the conduct meeting is focused on a delicate balance between student organization success and the safety of students and the campus community. The organization's president, or another member of the organization in the instance that the president cannot perform this duty,

and the conduct educator will have a face-to-face discussion. The organization's president will be expected to honestly discuss the incident to the best of their understanding as the organization's leader, goals the organization has set, the progress toward achieving those goals, the organization's responsibility and/or involvement in the behavior, and the potential harm to the campus community. When a violation is present the discussion will concentrate on determination of responsibility as well as the identification of appropriate sanctions.

- b. The organization's president may be accompanied by a support person during the conduct meeting. (See *section D* of this document for more information about support person).
- c. If it is determined by the conduct educator that more members of the recognized organization should be involved in the organization conduct meeting, the conduct educator may hold conduct meetings either jointly or separately.
- d. Conduct meetings, investigative meetings, and administrative meetings are considered private, educational interactions between the student(s) and the university. The respondent, and their support person shall be allowed to attend the organization conduct meeting(s). Inclusion of any other person in the organization conduct meeting(s) shall be at the discretion of the conduct educator and all parties will be notified, in advance, of additional participants. Deliberations between university officials are closed.
- e. If the organization's president does not appear for the scheduled organization conduct meeting, a decision may be made in their absence, taking into consideration the totality of the information related to the alleged violations available at the time of the decision.
  - I. The conduct educator may inform the advisor, national organization, and/or other relevant university officials if the President does not appear.
- f. If information presented in the organization conduct meeting creates additional need for clarification or investigation the conduct educator may seek more information, which may include, but is not limited to, scheduling additional meetings and requesting that the Facilitator provide additional detail.
- g. The conduct educator may accommodate availability and/or remote location of respondent, complainant or witnesses through conference phone calls or other alternate means. Accommodations may also be made related to concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the disciplinary conference. Accommodations may also be requested for any disability documented with the Office of Disability Resources and Services



(DRS), and, when applicable, the conduct educator will work with DRS to determine appropriate and reasonable accommodations.

- h. Formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to this process.

## 5. Decisions

- a. After the organization conduct meeting concludes, the conduct educator will review all pertinent information and make a determination related to each of the allegations specified from the student code of conduct or any other local, state, federal, or university law, policy, or regulation. The determination is based on the preponderance of evidence standard, *whether it is more likely than not* that the respondent violated the student code of conduct or any other local, state, federal, or university law, policy, or regulation.
- b. Written notice of the conduct educator's decision will typically be sent to the president within fifteen (15) working days of the organization conduct meeting via email to the president of the organization's official CU Denver email account. The notification shall consist of the determination of responsibility, and a complete description of any sanctions or requirements. If the recognized organization is found responsible for the charges, the notification will also include a summary of the basis for the determination.
- c. Conduct educators may communicate conduct outcomes with appropriate campus offices when relevant to academic, financial, student involvement, or safety issues.

## 6. Sanctions

- a. Sanctions imposed for misconduct will be based upon a consideration of all the circumstances in a particular case, including the individual organization's prior conduct history. Mitigating and aggravating circumstances will be considered. Repeated violations are likely to result in progressively severe sanctions.
- b. In all cases, the conduct educator reserves the right to use their discretion in determining the appropriate sanction(s) for a case.
- c. The conduct educator may consult with the Office of Student Life.
- d. The following describes the types and examples of sanctions that may be assigned when appropriate. Failure to complete disciplinary sanctions within required deadlines will result in Student Life & Campus Community removing the organization's Active Student Organization status.
  - i. **Interim Sanction** - The Assistant Vice Chancellor for Student Community or designee may immediately impose an interim sanction when there is reasonable cause to believe that such an action is required to protect the safety and well-being of members of the organization or community, to protect University property, or

to ensure the maintenance of order. This may include, but is not limited to, cases involving hazing, incidents involving injury or violence, illegal drug activity, or a pattern of serious violations. The interim sanction may include a temporary suspension of official recognition and/or restrictions on specific activities including, but not limited to, participation in campus events, hosting activities, conducting meetings and recruiting members. Whenever an interim sanction is imposed, a disciplinary proceeding shall be convened at the earliest possible time, pending normal process requirements. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Assistant Vice Chancellor for Student Community or designee.

- II. **Expulsion** – Permanently excludes the organization from the University without any recourse to reapply for recognition.
- III. **Loss of recognition** – Loss of official University recognition and the denial of all student organization privileges (as mentioned in the Student Organization Handbook) to an organization for a designated period of time, which will be no less than one semester. Any organization that loses recognition may not use University facilities, the University name or logos, or University or Student Government Association resources. Specific conditions for consideration of reinstatement may be given.
- IV. **Suspension** – Suspension of all student organization privileges (as mentioned in the Student Organization Handbook) for a specific time. \*Any of the above can be held in abeyance for up to two years, meaning the University will postpone enacting the sanction unless an additional violation occurs.
- V. **Probation** – Probation for a designated period that includes the probability of more severe disciplinary sanctions to be activated immediately if the organization is found to violate the Student Organization Code of Conduct and/or the criteria enumerated in the Student Organization Handbook during the probationary period. Specific conditions, including additional sanctions that the organization must complete to be removed from probation, may be given. The student organization remains recognized by the University. An organization under suspension will continue to fulfill responsibilities required of student organizations.
- VI. **Reprimand** – An official statement to the student organization explaining that they have violated the Student Organization Code of Conduct. Any further misconduct could result in additional

- disciplinary action.
- VII. **Restitution** – Orders compensation for loss, damages, or injury that may include service, monetary or material replacement.
  - VIII. **Apologies** – Orders the organization to send letters of apology to the appropriate parties.
  - IX. **Educational and/or remedial activities** – Orders attendance at education seminars by organization members or requires the organization to prepare presentation(s) to educate others.
  - X. **Social restrictions** – Prohibits the student organization from hosting and or participating in social activities for a specific period.
  - XI. **Community service** – Orders the student organization to perform a specific number of hours of community service to be pre-approved by the Student Life & Campus Community office.
  - XII. **Constructive requirement appropriate for the offense** – These sanctions shall be determined by the Office of Student Conduct or conduct educator.
- e. Criteria considered in selecting an appropriate sanction may include, but are not limited to:
- I. Did the organization act intentionally?
  - II. What were the actual and/or potential direct and indirect consequences of the behavior?
  - III. What significant aggravating or mitigating factors would warrant a lesser or more severe sanction?
  - IV. What is the disciplinary history of the organization?
  - V. What actions have already been taken to correct the situation, including any actions by a national/parent office?
  - VI. What is the educational, developmental, or restorative value of the sanction?
  - VII. Is the sanction sufficient to deter the organization and other organizations from engaging in similar behavior in the future and to maintain community standards?
  - VIII. Is the sanction appropriately related to the offense?
  - IX. Is the sanction consistent with sanctions imposed on other student organizations for similar violations?
  - X. Has the organization demonstrated that they have learned from the experience?

## 7. Appeal of an Organization Conduct Decision

- a. A student may appeal the decision if at least one of the criteria listed below is satisfied.

- b. Except as necessary to explain the basis of new information, an appeal shall generally be limited to a review of the record of the organization conduct investigation, organization conduct meeting(s), and supporting documents for one or more of the following reasons:
  - I. To determine whether the **organization conduct meeting(s) was/were conducted fairly** in light of the charges and information presented, and in conformity with proscribed procedures giving both the respondent and complaining parties the opportunity to prepare and present relevant information to be considered in the determination of an appropriate outcome. Minor deviations from designated procedures will not be a basis for sustaining an appeal unless there is a demonstrable adverse effect on the outcome of the disciplinary conference.
  - II. To determine whether the **sanctions(s) imposed were appropriate** for the violation of the student code of conduct or any other local, state, federal, or university law, policy, or regulation which the recognized organization was found to have violated.
  - III. To consider **new information**, sufficient to alter the decision or other relevant facts not brought out in the original organization conduct meeting, because such information and/or facts were not known to the organization appealing at the time of the original organization conduct meeting. NOTE: This does not include information that was known at the time of the disciplinary conference but was not shared.
- c. If the organization wishes to appeal the decision, the appellant organization must submit a written request for an appeal through the [Student Conduct and Community Standards website](#). The appeal must be specific and clearly state the reasons for the request. The appeal request must be submitted within three (3) business days of the date the appellant is notified of the decision rendered by the conduct educator. Failure to submit a request for appeal within the specified time will render the decision of the conduct educator final and conclusive. An extension may be granted upon written request at the discretion of the appeal officer.
- d. The appeal officer will review the written request for appeal to determine if the acceptable grounds for the appeal are met.
  - I. If one or more of the reasons outlined in *section 7B* of this document are not satisfied, the appeal will be denied.
  - II. If one or more of the reasons outlined in *section 7B* of this document are satisfied, the appeal officer shall take one of the following actions:
    - i. Affirm the decision: the appeals officer agrees that the

information before him or her supports the decision reached by the conduct educator.

- ii. Return the case to the original conduct educator, or another conduct educator for further consideration.
  - a. If an appeal is returned to a conduct educator to consider new information, the general process outlined under Section D (Decisions) will be used.
- iii. Overturn the decision or adjust the sanctions assigned by the original conduct educator.

The appeals officer will communicate their decision in writing generally within **fifteen (15)** working days unless circumstances exist that require additional time for the decision to be made. If an extension is necessary, the parties will be notified accordingly. The matter shall be considered final and binding upon all involved unless the matter is returned for further consideration.

## Recognition Reinstatement

Student organizations that lose their active recognition status due to conduct, must make a formal request to be reinstated to the Director of Student Life & Campus Community before they can be considered to return to the University. Once a formal request has been made, a review will be conducted by Student Life & Campus Community, in consultation with the Office of Student Conduct, the Dean of Students, and the Assistant Vice Chancellor of Student Community. An affirmative decision to return will be based on successful completion of any terms listed in the loss of recognition statement, any outstanding sanctions, and support from the campus community. This includes organizations whose national organization or affiliation removed their recognition or approval of the local organization. Support for return from the national organization may be taken into consideration.

## ADVISOR'S CORNER

Thank you for agreeing to work with students outside the classroom. Your time and attention to the power of experiential learning, for our student leaders, is appreciated by Student Life and the university. Student Organizations contribute to career readiness competencies, development of leadership skills, intercultural competence, life skills and meaningful connections.

As someone who has agreed to advise a Student Organization, we want to make you aware of the university's requirements and Student Life's expectations of you within this role. 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.

## Role of Advisor

The primary role of an advisor is to serve as a resource for the student organization. An advisor can prove to be a valuable asset to the student organization by sharing their life experiences, wisdom, providing continuity, organizational memory, and connections to resources. Take some time to discuss reciprocal expectations between the advisor(s) and officers. Set expectations so you establish open lines of communication that enable the officers and advisor to work together effectively.

An advisor must be a full-time faculty member (not on sabbatical), or staff member at the University of Colorado Denver's downtown campus. The faculty or staff member must be employed at the University full-time and in a benefits-eligible position. Advisors are expected to be actively involved in the affairs of their organizations. Unless it states otherwise in their position description on file with human resources, it is recommended that faculty and staff only advise a maximum of two student organizations.

Part-time faculty/staff and Graduate Assistants are only eligible to advise when there is also a full-time faculty/staff member additionally advising the same student organization. This policy is in place as full-time faculty/staff members are provided additional university benefits and have a reasonable expectation of other duties to support advising a student organization. Whereas Student Life recognizes part-time faculty/staff and Graduate Assistants are not necessarily hired to add in these additional volunteer duties. Graduate Assistants may also be student participants of Active Student Organizations; therefore, a conflict of interest may occur. Part-time faculty/staff and Graduate Assistants interested in advising must first consult with Student Life. Student Organizations, which only list a part-time faculty/staff or Graduate Assistant as the sole advisor (without prior authorization) will have their student organization recognition approval delayed until a new advisor is identified.

## Advisor Rights and Responsibilities

Active Student Organization (ASO) Advisors:

- Advisors are the primary staff contact for all student organizations.
- Complete, or attend, an annual Student Organization advisor training meeting and completed the Student Organization Advisor training module in Canvas.

- Advisors should meet with their student organization leaders on a regular basis and be aware of the club events and happenings.
- Maintain communication with Student Life when issues arise so that together we may assist you to best serve your student organization
- Confirm that the student organization has re-registered their group annually with Student Life 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 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
- Will abide by the Student Organizations, Student Life, CU Denver, and AHEC policies.
- Pre-approve all student organization sponsored events and travel prior to Student Life's review and approval
- Approve the annual registration and agree to responsibilities and expectations
- Will use Student Life as a resource, to offer support to better prepare advisors in supporting student organizations.
- Provide oversight, guidance, and to ensure compliance with state, university, and campus laws and policies. Advisors must regularly participate in their organization's plans and activities, including after-hours events, and must maintain actual, direct knowledge of their organization's finances.
- Make sure the day-to-day operations of the organization remain the responsibility of the officers/members, not the advisor.
- As an advisor, you will pre-approve major org events. It is important to pay attention to the scope of the event, since you will be liable.
- Will submit a Care Team report to the Dean of Students office if they are concerned about a student's personal welfare.

## Organization's Responsibility to the Advisor

Active Student Organizations should have the following responsibilities to their advisor:

- Meet with their advisor at least once a month to go over organization planning, goals, and more.
- Set roles, responsibilities, and expectations between the organization officers and advisors.

- Inform and update the advisor with the latest happenings of the student organization, including purchases, overall finances and planned events.
- Disclose organization behaviors, conflict, etc., to the advisor. Meet Up Groups should meet with their Advisor at least once a semester to go over the successes and challenges for their MUG and to discuss if the group is ready, or should, apply to be a Registered Student Organization (RSO).

## Changes to an Advisor

Student Organization Officers can use the Student Organization Officers and Advisor Update Form in MyLynx to make advisor changes.

**This manual is updated on a regular basis by Student Life & Campus Community. Please refer to our website for the most up to date version or contact us at [studentorgs@ucdenver.edu](mailto:studentorgs@ucdenver.edu).**