

Student Club/Organization Recognition Policies and Procedures

University of Colorado Anschutz Medical Campus Student Senate

Article I - General

- A. All University of Colorado Anschutz Medical Campus (AMC) organizations must be recognized once a year in order to receive Student Senate funding. The club/organization's information provided must be current and it is the club/organization's responsibility to keep it updated. If any organizational information (including, but not limited to a members lists, club/organization officers, and faculty/staff sponsor) undergoes a change, there must be an update submitted to Senate in order to receive/retain recognition. Also, clubs/organizations need to submit a report detailing their activities during the previous twelve-month period and a tentative agenda for the ensuing twelve-month period.
- B. All clubs/organizations must be recognized before they can receive funding from AMC Student Senate.

Article II - Requirements For AMC Student Senate Recognition

AMC Clubs and/or Organizations

- A. Must consist of at least one currently enrolled student from at least three AMC programs of study.
- B. Must have a minimum of two (2) officers, including, but not limited to a President and a Treasurer.
- C. All Club officers must be full-time AMC students.
- D. Must have an AMC faculty/staff advisor.
- E. Must have an original objective. If AMC Student Senate feels the objective overlaps with other student governance/club/organization efforts, the applying Student Organization will be directed to collaborate with those existing governance committees/clubs/organizations.
- F. Must complete all required documents needed for recognition outlined in Article III.

Article III - Procedures For Obtaining Recognition

The following items must be completed and turned-in to the Student Senate Vice President of Finance in order for the club/organization to be considered for recognition and/or funding.

- A. A Registration/Affiliation agreement form
- B. A list consisting of interdisciplinary membership who are full-time AMC students, and their student ID numbers.
- C. A copy of the club/organization's constitution and/or by-laws.
- D. A letter from the faculty/staff advisor on appropriate letterhead confirming advising duties.

Article IV - Deadlines

- A. Recognition must precede request-for-funding.
- B. Funding request may take at least 30 days to be approved or declined.