



**Campus Administrative Policy**

**Policy Title: Student Organizations**

Policy Number: 7029                      Functional Area: **Student Affairs**

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Approved by: Dr. Frank Sanchez  
Associate Vice Chancellor

Prepared by: Office of University Life and Dean of Students  
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Responsible Officer: Office of University Life and Dean of Students

Applies to: University of Colorado Anschutz Medical Campus  
University of Colorado Denver

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**A. INTRODUCTION**

The purpose of this policy is to set forth the fiscal oversight rules for student organizations and to define the general institutional relationship of those organizations that conduct activities on the University of Colorado Denver or the University of Colorado Anschutz Medical Campuses (“the university”).

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**C. APPLICABILITY AND DEFINITIONS**

- 1. Applicability

This policy applies to all student organizations, with or without university

recognition, that wish to conduct activities at the university.

## 2. Definitions

- a. Affiliated Student Organizations are those groups, clubs and organizations that are created by and whose voting members are students at the university. These organizations are not controlled by or connected to local, state or national organizations outside the university.
- b. Associated Student Organizations are local chapters of local, state, or national organizations that have a presence on campus and have been formally recognized by their respective campus.
- c. Bylaws or Constitution: a formalized set of rules adopted by a student organization governing its meetings and activities.
- d. Outside Organization: any other organization having no recognition, association or affiliation with the university (including, but not limited to any of its schools, colleges or programs). Students may choose to join an outside organization on their own but not on behalf of the university. Any student who is aligned and/or a member of an outside organization is personally responsible for his or her own activities in connection with this group. Students shall not use the university's purchasing, travel office, payroll and personnel system for the outside organization. Any funds collected by the student on behalf of the outside organization shall not be deposited to a university account. Outside organizations shall not use the university's name, IRS tax- exemption, tax identification number, or governmental status. Use of university facilities must be coordinated through the appropriate room reservation personnel and procedures, and is subject to a rental charge (see [Campus Policy 3036, Facilities Use by External Entities](#)).
- e. Recognition: the formal process undertaken by the student organization through which it requests Affiliated or Associated status. Recognized organizations must have a constitution or bylaws and an advisor. (See Section 2.i below.) The advisor accepts responsibility for the organization's compliance with state, university and the university campus rules and regulations. Recognition is obtained through the Responsible Office at each campus.
- f. Responsible Office: At the CU Anschutz Medical Campus (CU Anschutz), the Director of the Student Assistance Office on behalf of interdisciplinary student organizations) or the school student affairs officials (on behalf of school-specific student organizations) is considered the Responsible Office. At CU Denver, the Responsible Office is the Director of Student Life. Any inquiries regarding the organization's status and all agreements or contracts must be directed to this office.

- g. Student: includes any individual who is registered or enrolled in an academic program at the university. Student organizations may require, at their discretion, full-time or degree seeking status within a particular program or on a specific campus. When this is the case, students wishing to participate within the respective organization and/or the organization's activities must meet the stated criteria.
- h. Student Organization: is an organized group of students who wish to conduct activities related to the educational and social experience at the university. Students have the authority, through appropriate procedures, to form or disband any affiliated or associated student organization.
- i. Student Organization Advisor: a university employee (faculty or staff) assigned to the student organization to 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. Some student organization advisor duties may be delegated to other employees, but responsibility for student organization activities remains with the advisor. Advisors must be present during activities which include the serving of alcohol at pre-approved events (see [Campus Policy 3050, Alcohol Service](#)).

## **D. POLICY STATEMENT**

### **1. General**

The university recognizes the value of student organizations to the mission of the university and therefore may provide assistance to student organizations in conducting their activities. The level of assistance varies depending on the relationship of the student organization with the university. Student organizations differ in the areas of interest and ability to conduct activities on behalf of the university. Therefore, the relationship of student organizations to the university varies by type. The recognized relationship types are Affiliated and Associated.

Student organizations shall adhere to policies and procedures for official recognition, including non-discrimination in determining their membership. The university reserves the right to deny recognition to groups, including those who advocate inciting or producing lawless action, who engage in unlawful activity or conduct, or who fail to comply with state, university, or campus laws and policies.

### **2. Coordination of Overlapping Activities**

In some circumstances, student organizations may want to undertake activities that are similar to program areas already undertaken by departments on campus. Therefore, student group activities need to be coordinated with the Responsible Office at each campus. Without close coordination between the student organization and the program director charged with responsibility for such an

activity, there is potential for unnecessary duplication and potential conflict.

If an organization wishes to conduct similar activities, the advisor and officers should meet with the director of the program in question to collaborate and resolve any potential conflicts. The program director has the final authority to approve or deny the activities which will affect his/her respective program. Any conflicts which arise will be referred to the appropriate school, college dean, or vice-chancellor for final resolution depending upon the school or campus-specific program in question.

### 3. **Student Organization Approval and Oversight**

- a. **Affiliated Student Organizations** - Any student organization wishing to receive “Affiliated” status must submit a registration form to the Student Assistance Office at CU Anschutz or to the Office of Student Life at CU Denver. The form must include: the organization’s potential advisor and student president, a signed statement by each agreeing to the responsibilities associated with the positions, a copy of the proposed bylaws or constitution, and a written statement outlining the scope of current and planned activities.

For example, as one of its service activities, a student organization may wish to provide students information on the university Financial Aid opportunities and various scholarships that may be available for students pursuing health professions. This activity is already vested in the campus Student Financial Aid Office. The web and many private, profession-oriented and federal sites contain general financial aid and scholarship information that a student group might want to share with students that would not necessarily be duplicative of the university Financial Aid Office’s mission.

At CU Anschutz, all registration materials will be reviewed and copies forwarded to the Responsible Office for review. Final approval rests with the Director of the Student Assistance Office (for interdisciplinary organizations) and the school directors of student affairs (for school-specific organizations). This registration form must be updated annually.

At CU Denver, final approval is vested in the Director of Student Life. The registration form must be updated every semester.

- b. **Associated Student Organizations** - Any student organization wishing to receive “Associated” status must submit a registration form to the Student Assistance Office at CU Anschutz or to the Office of Student Life at CU Denver. The form must include a copy of the organization’s bylaws or constitution and a written statement outlining the scope of current and planned activities. Associated student organizations are required to have a Student Organization Advisor.

Associated student organizations are required to submit a registration form

annually to the Student Assistance Office at CU Anschutz or each semester to the Office of Student Life at CU Denver. Because associated student organizations do not use university accounts, they do not have funds maintained in the university accounting system. Therefore, the advisors for these organizations do not take on fiscal oversight responsibilities for the organization.

All approved registration forms will be kept in the Responsible Offices at each campus.

4. **Depositing Monies Generated by Student Organizations**

Funds collected by affiliated student organizations shall be deposited into one or more university accounts in accordance with campus fiscal policies. Funds will be deposited and managed by the Responsible Offices at each campus. Affiliated student organizations may not deposit monies into any bank account outside of the university.

Associated student organizations are not permitted to deposit funds with the university. Therefore, if an account is necessary, the associated student organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts.

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

Affiliated student organizations will have access to the university's procurement, travel office, payroll and personnel systems at CU Anschutz through the fiscal oversight staff and at CU Denver through the Office of Student Life. Access to these services shall be in compliance with the related state, university and campus laws and policies regarding procurement and propriety of expenditures. They manage their funds through the university accounting system and shall not establish separate checking accounts at any outside banking institution or credit union.

All forms and agreements must be reviewed and approved by the Responsible Office on the respective campus.

Associated student organizations do not have access to the university's purchasing department, travel office, payroll or personnel systems. Funds collected by Associated Student Organizations shall not be deposited into any university account.

6. **Use of University's Name, Trademark, IRS Tax – Exemption Status**

Affiliated student organizations may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status. Use of each one must be approved and coordinated through the Responsible Office (see section C.2.f). When referring to its relationship to

the university, an affiliated student organization may use: ‘the University of Colorado Denver (student organization).’

Associated student organizations shall not use the university’s name, IRS tax-exemption, tax identification number or governmental status. The Associated Student Organization must be able to use the tax identification number of its related local, state or national organization, or it must become a legal entity on its own with its own tax identification for use on external bank accounts. If neither option is available, then the organization must fulfill the Affiliated Student Organization criteria or it shall not obtain recognition at the university.

Associated Student Organizations must obtain prior approval from the Director of University Licensing to use the CU logo or trademark. Approval will be granted on a case by case basis at the discretion of the Director. Associated student organizations may not represent themselves to the public as affiliated student organizations. Any questions that may arise regarding this relationship should be directed to the Responsible Offices on campus.

When referring to its relationship to the university, an Associated Student Organization must use ‘the student chapter of (local, state or national organization) at the University of Colorado Denver.’

Outside organizations are not affiliated or associated with the university or any the university college, school or program. Therefore, these organizations shall not represent themselves as affiliated or associated with the university; they shall not use the university’s logo, trademark, letterhead, tax identification number, or tax-exempt or governmental status under any circumstances.

## 7. **Fundraising**

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

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

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

8. **Donations**  
Affiliated student organizations shall not donate university funds, including monies generated from fundraising activities, as a contribution or charitable gift to any organization. Additionally, they shall not make in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative.

This prohibition does not include donations to non-profit organizations when (1) the donation is directly related to achieving the university's educational, research, or public service mission and (2) the donation has been approved in advance by the Vice Chancellor for Finance Administration. (See [Administrative Policy Statement 4027, Donations](#)).

9. **Awards**  
Affiliated student organizations applying for financial assistance in the form of an award from external organizations, like a foundation, community civic group, or local business, may do so using the related identifying information of the university (e.g. tax identification number, etc.). Award applications filed by an affiliated student organization must be reviewed and approved prior to submittal by the Responsible Office. When an organization secures an award, the check should be made payable to the “Regents of the University of Colorado” and deposited according to university fiscal rules and policies.

Associated organizations are not allowed to apply for awards or financial assistance using the university name or tax identification number.

10. **Alcohol**  
As stated in the campus policy 3050, *Alcohol Service*, the consumption of alcohol on campus properties (owned, leased or licensed) is prohibited except at approved events.

11. **Use of Facilities**  
Affiliated and associated student organizations may use university-owned meeting rooms without charge as long as the usage is nominal and does not conflict with regular university business or activities. All use of space on campus must be coordinated through the appropriate campus offices. Use of Auraria facilities is subject to AHEC rules and may require a damage deposit; contact CU Denver’s Office of Student Life for details.

12. **Legal Liability**  
As indicated in the [Administrative Policy Statement 4014, Fiscal Roles and Responsibilities](#), the individual(s) involved in a transaction made in violation of state or university laws and policies may be held personally liable for that transaction. Additionally, any transaction made that violates any contract, grant or donor restriction may also cause the individual involved to become personally liable.

## Notes

1. Dates of official enactment and amendments:  
July 1, 2009: Adopted by the Associate Vice Chancellor  
July 1, 2010: Revised  
April 30, 2019: Modified
2. History:  
April 30, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: July 1, 2009
4. Cross References/Appendix:
  - State of Colorado Fiscal Rule 2-1
  - Administrative Policy Statement 4014, Fiscal Roles and Responsibilities.
  - Administrative Policy Statement 4015, Propriety of Expenses.
  - Campus Policy 3050, Alcohol Service
  - Administrative Policy Statement 4004, Bank Account and Investment Account Restrictions
  - Administrative Policy Statement 4027, Donations.
  - Administrative Policy Statement 4018, Alcohol Beverages Purchased for University Events
  - Auraria Higher Education Center ("AHEC") – Campus Policies.
  - PSC Procedural Statement – Alcohol
  - PSC Procedural Statement – Alcohol FAQ
  - PSC Procedural Statement – Fundraising Events
  - Campus Policy 3036, Facilities Use by External Entities