CU

Student Life &
Campus Community

UNIVERSITY OF COLORADO **DENVER**

Student Org Manual

2024-2025

Our Team

Student Life & Campus Community (2024-2025)

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MyLynx

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Introduction

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 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. The 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 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).

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Types of Orgs

Affliated

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.

Sponsored

Sponsored 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 organizations. There will be a contact for the local, state, or national organization who works with the student organization. Sponsored organizations do not deposit or spend any funds via the university, and if applicable, often conduct financial transactions via an off-campus bank account.

Registered Student Org

Registered Student Organizations are student groups that contribute to the University's mission and culture by regularly hosting events for their members, guests, and the campus community. The complexity or scope of their events is generally moderate in nature.

- RSOs must receive formal recognition from Student Life & Campus Community 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 once 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.

Department Sponsored

Department Sponsored Student Organizations (DSSO) are student groups that are closely connected to specified departments of the University. Their activities closely align with that 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 students lead the organization, oversight and risk management 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 that will 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 leaders. 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

Meet Up Groups (MUGs) are student groups that 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 one times a semester and serves as a resource person as needed.

- MUGs who become more active are encouraged, and may be asked, to apply for RSO status. Student Life & Campus Community staff will provide support to groups looking to transition from a MUG 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, such as Student Life.

University Sponsored

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 university student fees. 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 possible. If the USSP conducts an elections process, this should be directed by student leaders with advisement from the advisor or designee.

Student Organization	University Sponsor
Campus Activities Team (CAT)	Student Life & Campus Community
Peer Advocate Leaders (PALs)	First Year Experience
Student Government Association (SGA)	Student Life & Campus Community
The Sentry Student Publication	Student Life & Campus Community

Student organizations are not allowed to:

- Disrupting or obstructing University functions or classes.
- Being commercially focused or financially profitable to group members.
- Endangering or threatening to endanger the safety of any member of the University community or its physical property.
- Conducting any business, events, programs, etc. in secret.
- Hazing members as defined by the CU Denver Code of Student Conduct, university policy, or state/federal law.

These statements apply to ALL student orgs regardless of category or type.

Some important locations for new officers are:

- Student Life & Campus Community (Tivoli 303)
- Club Hub & Sentry (Tivoli 345)
- Student Government Association (Tivoli 301)
- Campus Activities (Learning Commons – 2nd Floor)
- AHEC (Tivoli 325)

Standings

Good Standing

- These organizations hold an active status with the University and gain all privileges from having registered and being recognized officially through the office of Student Life and Campus Community and 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 polices, as well as 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.

Inactive

Student organizations that 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.

Probation

This standing can be placed onto a student organization who fails to abide by or undermines a Student Life & Campus Community, University, or 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 unintended purposes or not following through with requirements during/after the funding process and/or 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.
- Violating 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.

Suspensed

Organizations 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. Suspended organizations are prohibited from space/room reservations, hosting or sponsoring events, and will forfeit access to funding and fundraising opportunities (including SGA funding and on campus accounts), 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, at the discretion of the Director of Student Life & Campus Community, based on violations determined. Suspension without

Registration

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

Criteria

✓ Contribution to the education/ development of students

✓ Risk Management

✓ Unique purpose or service

✓ Level of student interest

✓ Resources

✓ Policy

- **Contribution to the education and/or development of students:** Student groups should show how they contribute to the education and development of the members, other students and/or the CU Denver community.

- **Risks:** Student groups may present a variety of risks to the 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.

- **Unique 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 in their group and 2) have a plan amongst students to create longevity for the group in the future. Student groups are not typically intended to provide one-time events or projects. Typically, one-time events or projects can be better conducted 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: Organizations must demonstrate 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.

New Org

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):

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

REGISTER NOW ❯

Steps to Develop a New Org

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. Every constitution is required to include the non-discrimination clause 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 Organization Officers and members must be CU Denver students enrolled in at least one class.
    - Student Organization Officers or members cannot be full-time faculty/staff members regardless of whether they are enrolled in any number of credits at CU Denver. The officers of student organizations have primary liability and responsibility for finances. Our policies do not allow faculty/staff members who serve as Advisors to hold liability over finances, and the same would apply to faculty/staff being an officer of an organization.
    - Student Organization Officers or Members can be graduate students with or without graduate assistantships. Any questions regarding this status please email Amy Hernandez, Coordinator of Student Organization, or Addison Lemons, Assistant Director of Student Organizations.

NEW ORG START UP GRANT

EMAIL US FOR MORE INFORMATION

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.

Advisor Approval → Student Life Approval → Official Recognition Letter

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 – Please be sure that your advisor is aware of the documents and information you are submitting before you submit your registration. Be sure that your advisor is listed on your registration roster in MyLynx.

2. Student Life & Campus Community Approval – An email is sent to the Student Organizations Team to review your application. Based on the review one of the following will happen:
- The Student Organizations Team approves.
- The Student Organizations Team denies and 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 can resubmit for approval. If the requests and questions are left unanswered, the registration will be denied again for resubmission until all information is accurate and approved.

3. Official Recognition Letter (via email) – Once all levels of approvals are met, you will receive an approval message from the Student Organizations team via MyLynx.

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 and include the non-discrimination clause in the sample constitution.

Next Steps

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 an RSO or DSSO

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

- Register or re-register organization on MyLynx.
- All events must be submitted in MyLynx, and attendance must be tracked in the MyLynx event.
- Maintain a roster of at least seven members.
- Keep meeting and roster information up to date on MyLynx.
- Complete officer training in Canvas.
- Complete President Leadership Coaching.

RIGHTS, RESPONSIBILITIES, AND PRIVILEGES

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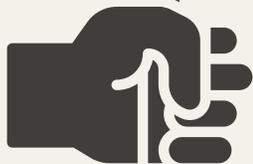
Any current CU Denver student enrolled in courses at CU Denver downtown campus is eligible to participate in an ASO. Participants and members of ASOs have the right and responsibility to:

- Be treated with dignity and respect.

- Opportunity to prioritize one's academic commitments
  No actions should cause members to miss or be ill prepared for classes, labs, etc.

- Have and express their own beliefs and values.

- Remain free of discrimination
  Based on any protected classes stated in the University's non-discrimination policy

- Not be required to do anything against their personal values, campus policies or any law.

Privileges

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

- 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.
- Access your advisor who can provide support and guidance to my organization, through the means of email and/or in-person meetings.

Privileges cont.

- 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.
- 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.
- Participation in involvement fairs hosted by Student Life & Campus Community and other campus partners.
- Ability to market organization's events through MyLynx.

Responsibilities

- 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.
- 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.

Officer Requirements

PRESIDENT

VICE PRESIDENT

TREASURER

- **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 update your roster and positions in MyLynx within 10 days. Additionally, you must email studentorgs@ucdenver.edu to inform us of these changes 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.

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.

Limitations Cont.

- **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 employee individuals to work for the organization.

- **Access to the university's tax-exempt or government status.**
  - Student organizations cannot use the university' 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.

Access to the university procurement center.

Free reign over their finances*

Access to university counsel.

Access to university payroll and benefits services.

Access to the university's tax-exempt or government status.

Coverage through the university liability insurance.

FREE CONSULT

If you're interested in hosting an event on campus, there are many resources available to assist you. You can schedule a consultation with the Campus Activities Team (CAT), check the Canvas course for helpful planners and printouts, or make an appointment with the Coordinator of Student Organizations, Amy Hernandez. Don't hesitate to take advantage of these resources to ensure your event is a success!

Room and Space Reservation

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'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
  - Visit in-person at the Tivoli Student Union, Suite 325 (900 Auraria Parkway, Denver, CO 80204)
  - Call: 303-556-2755

Reservations in CU Denver buildings (available building spaces are on the scheduling website) are made through CU Denver's Event Management System (EMS).

- 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.

Advisor's Corner

Advisors' 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 the 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 yourself and the officers. Set expectations to 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.
- 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 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.

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- Serve as primary staff contact for all student organizations. 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.
  - 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.
- Should be prepared to attend all larger or high-risk student organization events.
- Assist Student Life with contacting student leaders when policy violations occur.
  - Complete, or attend, an annual Student Organization advisor training meeting and completed the Student Organization Advisor training module in Canvas.
  - Participate in conducting investigations and associated meetings as requested.
  - Abide by the Student Organizations, Student Life, CU Denver, and AHEC policies.
  - Use Student Life as a resource, to offer support to better prepare advisors in supporting student organizations.
- 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.
- Pre-approve major org events. It is important to pay attention to the scope of the event since you will be liable.
- Submit a Care Team report to the Dean of Students office if they are concerned about a student's personal welfare.

Advisors Prohibited

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.

Organizations' Responsibility to Advisors

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 must update Advisor role and name in MyLynx if there are changes in Advisor. Additionally, they will need to email studentorgs@ucdenver.edu to inform us of any changes.

Resources for Org Management

Resource Checkout

Student Organizations have access to a plethora of resources. These included indoor and outdoor games, a ring light, arts and crafts supplies, a Cricut©, and T-shirt press. Officers can make the request or view current inventory using this link or by emailing studentorgs@ucdenver.edu.

> The organization renting any item is responsible for that item. Items that are broken, lost, destroyed, etc. will be replaced by the responsible organization.
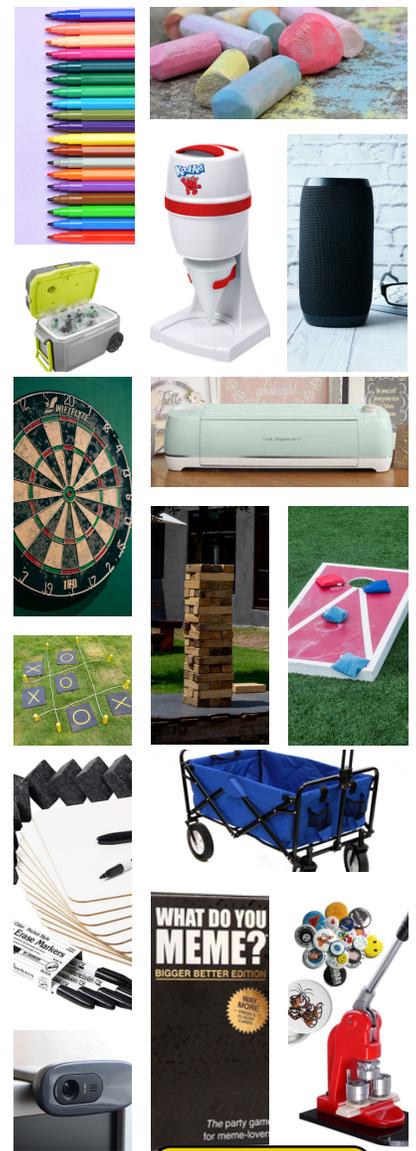
Inventory

Student Involvement Ambassadors

The Student Involvement Ambassador is a student employee that works with student organizations as an additional resource and guide for officers to work with.
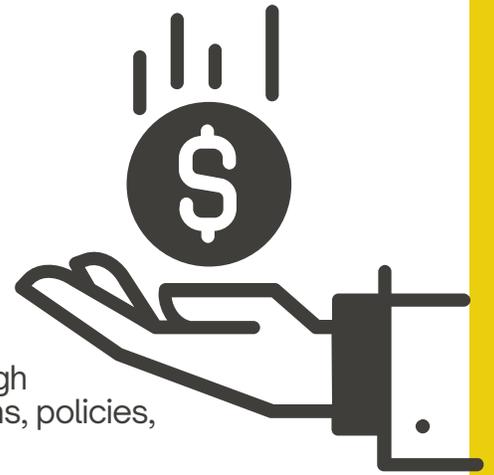
Every Active Student Organization will have an SIA liaison that will communicate with them at least once a month with updates and upcoming programs and deadlines from the Student Life & Campus Community office.

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.

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Account Management

Affiliated Active Student Organizations

Affiliated Active Student Orgs 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.

Sponsored Active Student Organizations

Sponsored 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.

Finance and Funding Guidelines for SGA Funding

The Student Government Association Finance & Funding Committee guidelines can be found on the Student Government Association (SGA) website or in the Canvas course training.

✉ financeandfundingsga@olucdenver.onmicrosoft.com

Organization Fundraising

Affiliated Active Student Organizations

Affliated ASOs are permitted to generate funds with activities like member dues, fundraisers, percentage nights, and sponsorships. Contact studentorgs@ucdenver.edu before organizing fundraisers to ensure their campus compliance and Student Life's availability for deposit (see Cash Handling section).

Sponsored Active Student Organizations

Sponsored 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 (i.e., 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 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 for 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

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Donations

In accordance with <u>University Policy 7029</u>, 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.
    - All Associated student organizations may accept donations directly from the donor to deposit in the organization off-campus bank account. These organizations may utilize the Student Life & Campus Community address to receive donations for pick-up.
    - 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.
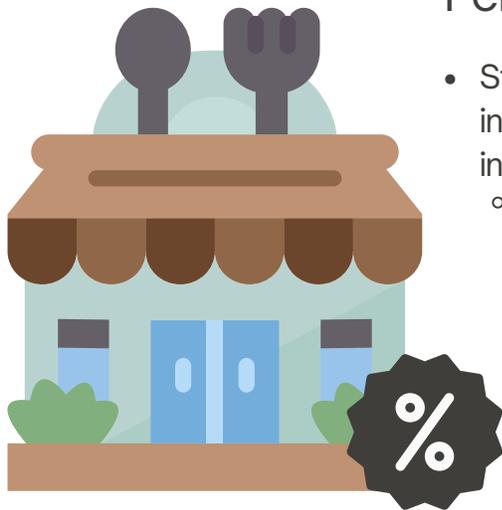
Percentage Nights

- 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 be 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.

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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 Auction

- 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.

Other Finance Resources for Affiliated ASOs

Accounts and Fiscal Roles (Affiliated ASOs)

- 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 ASOs)

- 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 ASOs)

- 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 ASOs)	
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. • Supports event planning, communications, and can be responsible for MyLynx page updates.
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 ASOs)

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.

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. 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, students 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

Collection of Dues (Affiliated ASOs)

Affiliated Active Student Organizations, which 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 when a professional staff member from Student Life collects all the dues at once (i.e., such as at a 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 linked here.

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

AURARIA HIGHER EDUCATION CENTER™

> LEARN MORE

Food Catering

- Food catering
- Biscuits & Berries
- Pirate Chef
- Xatrucho
- Koko Street Food
- Taste the Love Catering
- Any Pizza Place
- Los Molino's
- Serendipity Catering
- E Hijole Tacos

Custom Swag/Shirts

- 4Imprint
- CustomInk
- ProCorp Images

Miscellaneous

- Staples (CU contracted supplier)
- Amazon.com
- Walmart.com
- Target.com

Leadership

CU Denver provides leadership education programs and workshops through the Office of Student Life and Campus Community. Leadership education programs are designed to provide students with tools and skills to become confident leaders. Participation in leadership programs may also help students connect with each other, giving them an increased sense of belonging here at CU Denver.

> LEARN MORE

- Learn to be a socially responsible leader.

Develop your career readiness competencies in the areas of critical thinking/problem-solving, teamwork/collaboration, leadership, and professionalism/work ethic.

Experience the rewards of peer mentorship
Our Leadership & Community Engagement Program is open to all CU Denver students.

- To join the program log into our CU Denver student engagement platform MyLynx
- Members of the Summit Leadership Program receive information on leadership events, registration deadlines, and are invited to special events just for Summit members.

Travel for ASOs

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 trips to studentorgs@ucdenver.edu.

Student organizations that are planning on traveling overnight must report said travel. Please complete this form for any overnight 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 and/or SGA.

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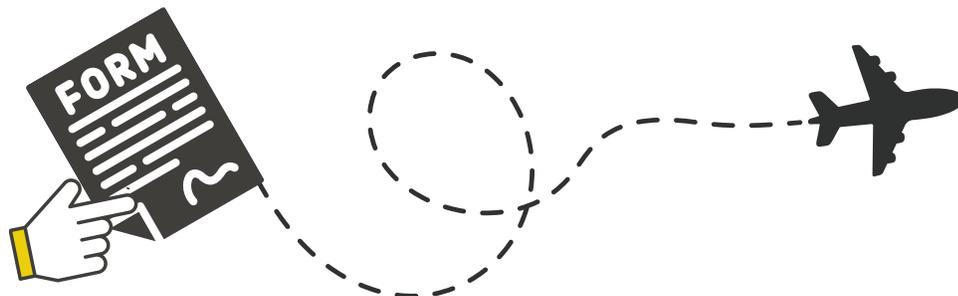
Transition Guide

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 campus policies, important contacts, past events, and financial information.

The Transition Guide

Transition Check List

- Create/update your transition guide.
- 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.
- 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 1st.
- Ensure new officers have administrative access to MyLynx as well as club emails, list service, websites, shared drives, and any other logins.

Transition Tips

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.

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 with new officers to set goals for the upcoming year, bond as a team, and provide space for any necessary training. Consider inviting your advisor.

Check out the presentation created by Asian Student Association in Spring 2024

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Risk Management

Active student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damage 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.

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 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 is 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.
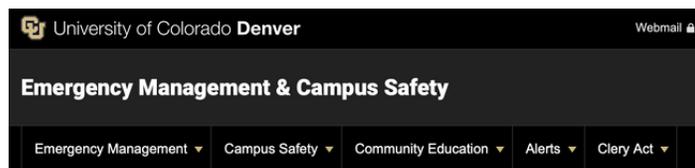
Clery Act

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.

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_.

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.
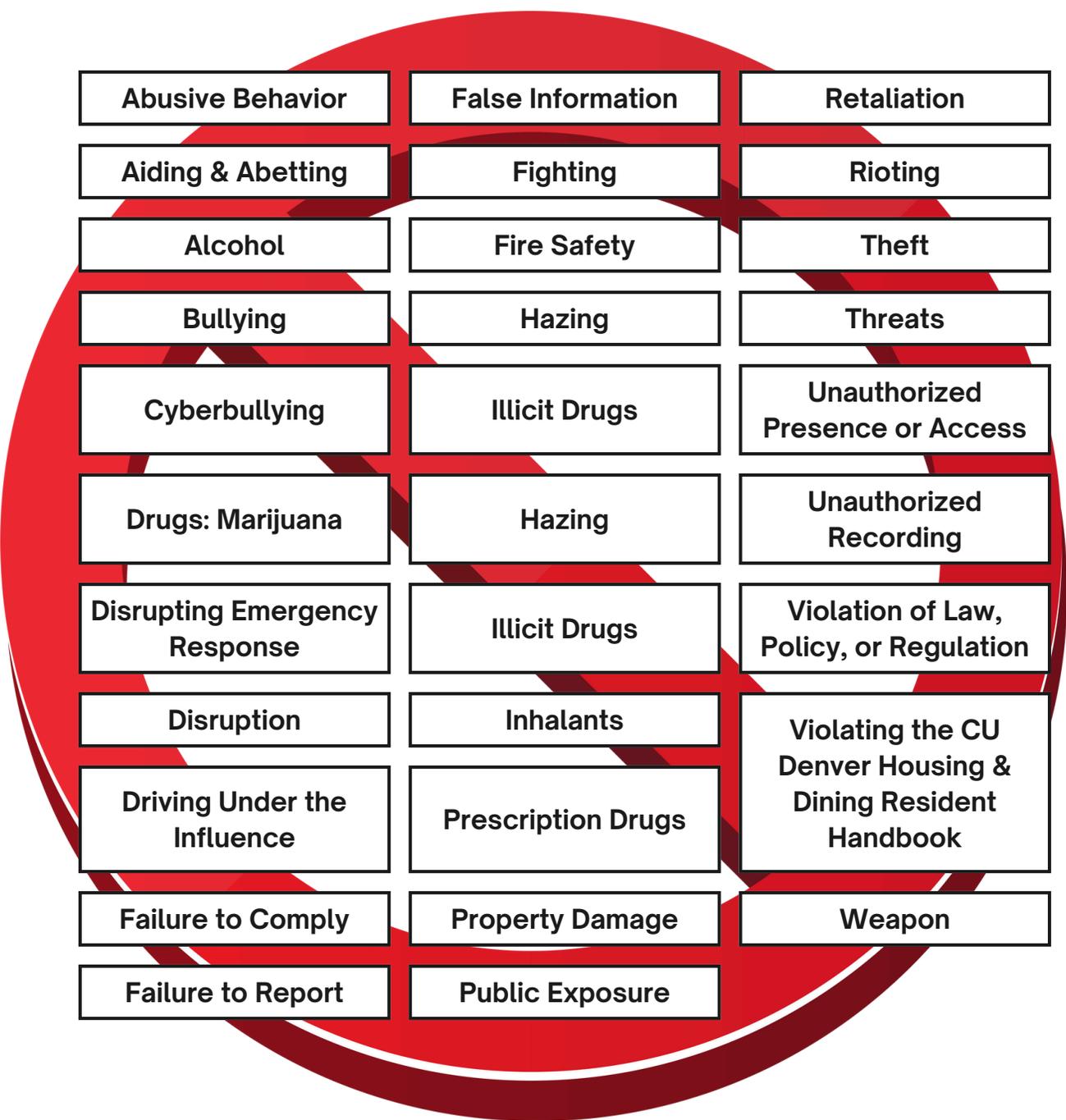
Abusive Behavior	False Information	Retaliation
Aiding & Abetting	Fighting	Rioting
Alcohol	Fire Safety	Theft
Bullying	Hazing	Threats
Cyberbullying	Illicit Drugs	Unauthorized Presence or Access
Drugs: Marijuana	Hazing	Unauthorized Recording
Disrupting Emergency Response	Illicit Drugs	Violation of Law, Policy, or Regulation
Disruption	Inhalants	Violating the CU Denver Housing & Dining Resident Handbook
Driving Under the Influence	Prescription Drugs	
Failure to Comply	Property Damage	Weapon
Failure to Report	Public Exposure	

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.
    - This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.

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.

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 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 incompliance 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

Bullying

- Engaging in severe aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person, physically or mentally

Cyberbulling

- Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting by another person using the internet, interactive and digital technologies, or mobile telephones

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.

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.

Drugs: 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

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

Failing 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.

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

Fighting

- Assaulting another person, being involved in a fight or brawl, or physically harming another person

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.

Illicit Drugs

- 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.

Inhalants

- Using household or industrial chemicals in a manner not intended by the manufacturer with the intention of getting high.
    - Also known as huffing, sniffing, or bagging

Perscription 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.

Property Damage

- Intentionally or recklessly damaging property that belongs to the university, an organization, or another person.

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.

Retaliation

- Engaging in retaliatory acts against another person.

Rioting

- Engaging in, inciting, or arming someone for a riot or public disturbance

Theft

- Taking property of another without permission or possessing property known to be stolen, even with the intent to return the property

Threats

- Threatening the health or safety of a person that, based on a reasonable person standard, would cause the impacted person(s) distress

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, which belongs to the university, an organization, or another person without authorization.

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.

Violation of Law, Policy, or Regulation

- Violation of Law, Policy, or Regulation: Violating any local, state, federal, or university law, regulation, or policy.

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.

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
- Regents Policy 14I
    - Students, faculty, and staff possessing a valid Concealed Handgun Permit are allowed to carry concealed handguns on campus in accordance with the law.
    - 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:

Debt	Failure of the organization to pay debts owed to the University or a University auxiliary organization after 10 business days of being notified.
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.
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.
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.
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, and CU Denver Policy for on Campus Use of Alcoholic Beverages.
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 who are members of an ASO, that 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 will 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).
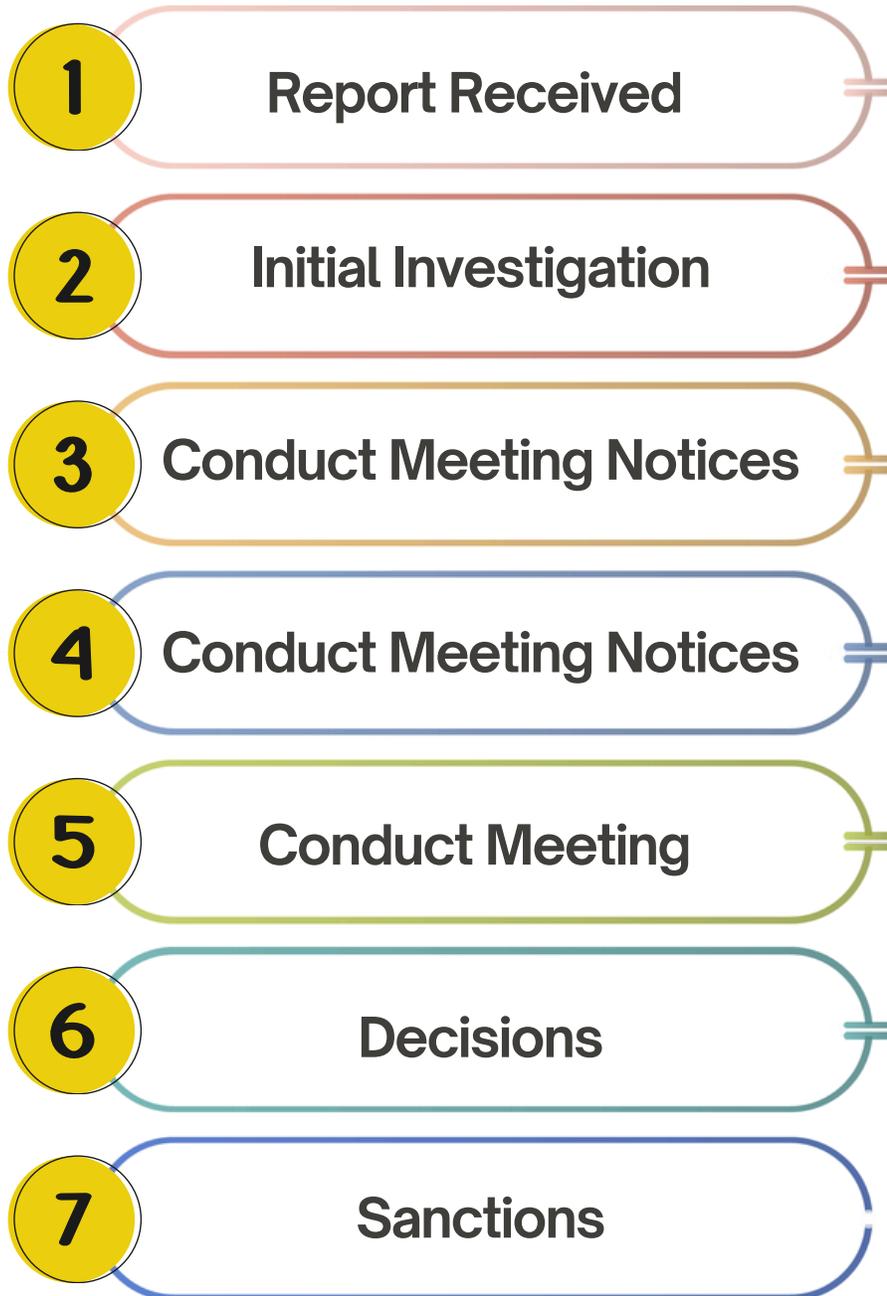
The following procedures will be used during the Organization Conduct Process.

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.

LEARN MORE

Conduct Form Process

1 Report Received

2 Initial Investigation

3 Conduct Meeting Notices

4 Conduct Meeting Notices

5 Conduct Meeting

6 Decisions

7 Sanctions

If you are concerned about conduct or have something to report you can do it here.

Submit Report ❯

1 Report Received

- 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.

- 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.

  - If the behavior would be a violation of prohibited student behavior, the Organization Conduct Process will continue.

    - 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.
    - 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

- The Director of Student Conduct & Community Standards or their designee will select one or more staff members to facilitate the investigation (Facilitator).

- 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.

  - 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.

2

- Individuals who are requested to attend an investigative meeting have the right to decline the opportunity to have their perspective heart.
- 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.

- Upon completion of the Initial Investigation, the Facilitator(s) will provide a Summary of Investigative Findings to the Director or their designee.

- The Director of the designee reviews the Summary of Investigative Findings to determine if continuing the Organization Conduct Process is warranted.

  - 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.
  - 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.
  - 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

- 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.

  - A copy of the letter will be sent to the following individuals as applicable:
    - Faculty/staff advisor of the Active Student Organization based on the records held by Student Life & Campus Community
    - The national organization's office headquarters
    - Other appropriate university officials

  - 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:
    - A description of the alleged behavior and violation
    - The prohibited student behavior(s) that are alleged to have been violated.
    - Instructions on how to request copies of records obtained from outside agencies.
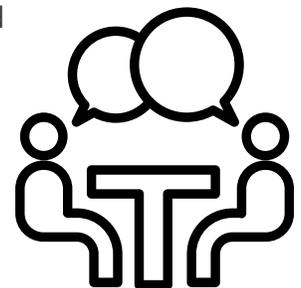   - An explanation of the organization conduct processes.

3

- 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.
  - 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.
- 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:

  - 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.

  - 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.

  - 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.

4

- 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.
  - The conduct educator may inform the advisor, national organization, and/or other relevant university officials if the President does not appear.

- 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.

- The conduct educator may accommodate availability and/or remote location of respondent, complainant or witnesses through conference phone calls or other alternate means. Accommodation may also be made related to concerns for personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the disciplinary conference. Accommodation may also be requested for any disability documented by the Office of Disability Resources and Services (DRS), and, when applicable, the conduct educator will work with DRS to determine appropriate and reasonable accommodations.

- 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

- After the organization conduct meeting concludes, the conduct educator will review all pertinent information and decide 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.

- 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.

- Conduct educators may communicate conduct outcomes with appropriate campus offices when relevant to academic, financial, student involvement, or safety issues.

6 SANCTIONS

- ○ Sanctions imposed for misconduct will be based upon 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.

- ○ In all cases, the conduct educator reserves the right to use their discretion in determining the appropriate sanction(s) for a case.

- ○ The conduct educator may consult with the Office of Student Life.

- ○ 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.

  - **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.

  - **Expulsion** – Permanently excludes the organization from the University without any recourse to reapply for recognition.

  - **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, 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.

  - **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.

6 <u>Sanctions Cont.</u>

- **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.

- **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.

- **Restitution** – Orders compensation for loss, damages, or injury that may include service, monetary or material replacement.

- **Apologies** – Orders the organization to send letters of apology to the appropriate parties.

- **Educational and/or remedial activities** – Orders attendance at education seminars by organization members or requires the organization to prepare presentation(s) to educate others.

- **Social restrictions** – Prohibits the student organization from hosting and or participating in social activities for a specific period.

- **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.

- **Constructive requirement appropriate for the offense** – These sanctions shall be determined by the Office of Student Conduct or conduct educator.

<u>Criteria considered in selecting an appropriate sanction may include, but are not limited to:</u>

Did the organization act intentionally?	What is the educational, developmental, or restorative value of the sanction?
What actions have already been taken to correct the situation, including any actions by a national/parent office?	Is the sanction sufficient to deter the organization and other organizations from engaging in similar behavior in the future and to maintain community standards?
What significant aggravating or mitigating factors would warrant a lesser or more severe sanction?	Is the sanction appropriately related to the offense?
What is the disciplinary history of the organization?	Is the sanction consistent with sanctions imposed on other student organizations for similar violations?
What significant aggravating or mitigating factors would warrant a lesser or more severe sanction?	Has the organization demonstrated that they have learned from the experience?

6   Appeal of an Organization Conduct Decision

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

- 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:

  - 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.

  - 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.

  - 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.

- 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.

- The appeal officer will review the written request for appeal to determine if the acceptable grounds for the appeal are met.
  - If one or more of the reasons outlined in section 7B of this document are not satisfied, the appeal will be denied.
  - 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:
    - Affirm the decision: the appeals officer agrees that the information before him or her supports the decision reached by the conduct educator.
    - Return the case to the original conduct educator, or another conduct educator for further consideration.
    - If an appeal is returned to a conduct educator to consider new information, the general process outlined under Section D (Decisions) will be used.
    - Overturn the decision or adjust the sanctions assigned by the original conduct educator.

15 DAYS

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.

Glossary

Active Student Organization (ASO)	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.
Affiliated	Groups, Clubs, and organizations that are created by and whose voting members are the students at the university. These organizations are not controlled by or connected to local, state, or national organizations outside the University.
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. These individuals play a key role in the development of an organization and its individual members. Read about Advisor responsibilities and commitments in University Policy 7029.
Sponsored	Campus chapters of local, state, or national organizations have a presence on campus and have been formally recognized by their respective campuses.
Badging	All student organization officers are required to complete the badging program in canvas. These trainings highlight skills necessary to be successful in student organization officer roles.
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.

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 to register their organization annually, 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. Returning organizations must reregister every year in MyLynx and new organizations must register in MyLynx to be approved for the year.
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.
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.
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.

Student Organization Officers Cont.	• Student Organization Officers and members must be CU Denver students enrolled in at least one class. Student Organization Officers or members cannot be full-time faculty/staff members regardless of whether they are enrolled in any number of credits at CU Denver. The officers of student organizations have primary liability and responsibility for finances. • Our policies do not allow faculty/staff members who serve as Advisors to hold liability over finances, and the same would apply to faculty/staff being an officer of an organization. Student Organization Officers or Members can be graduate students with or without graduate assistantships. Any questions regarding this status please email Amy Hernandez, Coordinator of Student Organization, or Addison Lemons, Assistant Director of Student Organizations.
Treasurer	The Treasurer is a member of the executive team and oversees operations of their respective student organizations. They are responsible for creating a budget, overseeing fund-raising efforts, and managing the student organization's 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.
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.

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.