

## **STUDENT ORGANIZATION RESOURCE CENTER (SORC)**

The mission of the Student Organization Resource Center (SORC) at the Office of Student Life is to promote student engagement as an integral part of a University education, register student organizations, and provide services, information, education, support, and advising to assist with the development and strengthening of students and student groups. At the University of Colorado at Denver and Health Sciences Center Downtown Denver campus, we recognize the importance of student organizations for building leadership, teamwork, and networking skills. Not only are you enhancing your college experience but you are also impacting the college experience of your fellow students. Involvement in campus organizations is also an important part of UCDHSC's total educational program. Student Organizations offer social, service, and professional opportunities for their members within the university and community. Membership can broaden acquaintances, develop leadership abilities, build decision-making and problem-solving skills, and complement classroom instruction.

Working with university and community partners, including student group advisors, alumni, and national organizations, and through education on university resources, policies, and procedures, SORC provides leadership development, organizational management, and skill development opportunities in an effort to empower students, to support quality learning experiences outside of the classroom, and to encourage active, thoughtful, involved community citizens.

The SORC is located in the Tivoli Student Union room 303, in the Office of Student Life. To contact us please call 303-556-3399 or email us at [studentlife@cudenver.edu](mailto:studentlife@cudenver.edu)

This document has been compiled to assist you in your role as a student organization leader or advisor and to aid you in various aspects such as funding, new policies, and planning events on the University of Colorado and Health Sciences Center Downtown Denver campus.

We encourage you to use this material as a reference throughout the year and share it with other officers and/or members of your organization.

## RECOGNITION

Recognition for UCDHSC organizations will occur throughout the Fall and Spring semesters. Student organizations recognized in the spring semester will automatically be recognized in the summer semester. All information submitted by the organization must be current and updated. The Office of Student Life will review all applications and any discrepancies or errors in the application may delay the recognition process. Beginning Fall 2007, student organizations will have new recognition categories.

### *Types Of Recognition:*

**Affiliated Student Organizations** are permitted to use the university's name, trademark, IRS tax-exemption or governmental status, following established university policies. The Office of Student Life recognizes affiliated organizations at the Downtown Denver Campus (DDC). Recognized organizations have a constitution or bylaws and a student organization advisor, who accepts responsibility for the organization's compliance with state, university and UCDHSC campus rules and regulations. At DDC, affiliated student organizations also have affiliation agreements (automatically signed with online application) approved by the Office of Student Life. They also must comply with Auraria Higher Education Center (AHEC) campus rules and regulations. Affiliated student organizations have access to the university's purchasing, travel office, payroll and personnel system. Affiliated student organizations must manage their funds through the university accounting system and may not establish separate checking accounts at any outside banking institutions or credit unions. Affiliated student organizations may receive funding from student fees (even if they are associated with national chapters).

**Associated Student Organizations** are local chapters of national organizations that have a presence on campus within the schools and colleges and want to maintain off campus bank accounts using their national organizations' or chapters' EIN numbers. The schools and colleges are responsible for monitoring the activities of the associated student organizations and for ensuring compliance with UCDHSC and AHEC policies related to conducting activities on campus. Associated student organizations may not receive funding from student fees. Associated student organizations are allowed to use meeting rooms in AHEC and University-owned buildings (some charges may apply). Associated student organizations do not have access to the university's purchasing, travel office, payroll and personnel system. Any funds collected by associated student organizations may not be deposited into a university account. Associated student organizations may not use the university's name, IRS tax-exemption or governmental status. Associated student organizations will not be defended by the university from liability for their debts, violations of law and/or contractual obligations. In order to use AHEC facilities, the advisors or their designee from the Schools or Colleges, must submit in writing, to the Office of Student Life, the names and contact details of the associated student organization's president, vice president and advisor. Associated student organizations will not be able to use AHEC facilities without this written communiqué.

**Independent Student Organizations** are any student organizations that are neither Affiliated nor Associated. They are fully responsible for their own activities. Independent student organizations must comply with university policies and procedures in scheduling and conducting activities on campus but may not use University owned and AHEC facilities. Independent

student organizations may not associate themselves to the university in any manner. Independent student organizations will not be defended by the university from liability for their debts, violations of law and or contractual obligations. These groups do not have access to the university's purchasing, travel office, payroll and personnel system. Any funds collected by an independent student organization may not be deposited to a university account. Independent student organizations may not use the university's name, IRS tax-exemption or governmental status. Usage of university facilities is subject to a rental charge see UCDHSC Fiscal Policy 2-4 "Use of Facilities and Equipment by Outside Parties or for Private Gain" and AHEC policy "Auraria Campus event services policies and procedures" see [http://www.tivoli.org/eventservices/Auraria\\_Campus\\_Events\\_Policies\\_Procedures.pdf](http://www.tivoli.org/eventservices/Auraria_Campus_Events_Policies_Procedures.pdf)

## **Recognition Process**

### **1. Apply for Recognition**

Organizations are required to fill out the Recognition application either online <http://thunder1.cudenver.edu/studentorgs/recognitionapplication.html> or in person at Tivoli 303. Organizations are also required to submit a current membership of twenty currently enrolled students, in order to obtain recognition (some exceptions may apply). Members are students which includes any individual who is registered or enrolled in an academic program at UCDHSC. Some student organizations may require full-time status or even degree seeking status within a particular program or on a specific campus for students wishing to participate within the respective organization.

### **2. Submit an Organization Description**

The organization description should include the purpose/mission of the organization, criteria for membership, meeting times and locations, and activities sponsored by the organization. The description will be used when we receive questions about the organization and the information will be posted online.

### **3. Submit a Constitution and/or By-laws**

All student organizations are required to develop either a constitution or by-laws prior to receiving recognition. Any updates or changes to the Constitution/By-laws must be submitted to the Office of Student Life at [studentlife@cudenver.edu](mailto:studentlife@cudenver.edu). Bylaws or Constitution Are the formalized set of rules adopted by a student organization governing its meetings and affairs. A sample constitution can be viewed in the resource section of this guide.

### **4. Elect Officers**

Two (2) officers' (President and Treasurer) names and contact information must be listed on the recognition form. Additional officers such as a Vice President and Secretary are elected at the discretion of the organization. All officers must be currently enrolled at UCDHSC and be in good standing with the University.

### **5. Select an Advisor**

A student organization advisor is a UCDHSC employee (faculty or staff) assigned to the student organization to provide oversight and guidance and to ensure compliance with state, university, and UCDHSC campus rules and regulations. Advisors must regularly participate in their organization's plans and activities, including after-hours events, and must maintain direct knowledge of their organization's finances. Some student

organization advisor duties may be delegated to other employees, but responsibility remains with the advisor. The organization must include all relevant contact information for the advisor in the recognition form (i.e. name, title, department, email, and phone). A letter or email to studentlife@cudenver.edu from the advisor indicating their willingness to serve as an advisor to the organization must accompany the recognition application.

#### **6. Attend the Mandatory Meeting**

Affiliated student organizations may receive funding from Student Government. Prior to receiving affiliated status, all organizations are required to attend at least one (1) of the mandatory meeting scheduled at the beginning of the semester or arrange a meeting time with the Office of Student Life/Student Government.

#### **7. Responsibilities of Student Organizations**

As an officially recognized UCDHSC student organization, the officers and members assume responsibility for the organization and agree to the following:

- a. We confirm our willingness to abide by all University guidelines, regulations, policies, fiscal policies and student code of conduct.**
- b. We agree to notify** the Office of Student Life immediately if and when the purpose of the organization changes.
- c. We individually assume responsibility** for all expenses incurred by the organization that have not been funded through Student Government Finance Board. In regard to debts incurred other than with the University, we acknowledge that we are responsible for the payment of such debts and that we may be held personally liable for any such debts. In regard to University bills, we acknowledge that we understand and are willing to abide by the University policy, governing payment of University bills as stated by the Office of Student Life and Procurement Services.
- d. We acknowledge** that the University, in conjunction with AHEC, determines all matters related to security and exercises control over access to all University buildings.
- e. In accordance with the University's policy of equal opportunity**, we acknowledge that our organization may not on the basis of race, national origin, color, sex, sexual orientation, or disability, exclude persons from participation in, deny persons the benefit of, or subject persons to discrimination under any of its educational programs or activities.

## **FUNDING AND UNIVERSITY FISCAL POLICIES**

### ***Funding***

Affiliated student organizations are entitled to funding by Student Government. Student Government has outlined the following policies and guidelines for funding. Organization funding requests will be evaluated based on the three (3) criteria listed below. The three criteria are as follows:

**1. Promotion/ Estimated Number of Participants Attending Event:**

- a. Examples of effective promotion include fliers, email, and verbal notification both on and off campus. The type of event is taken into consideration when evaluating this criterion. Please note that conferences are not evaluated on advertising, but instead on the purpose of the conference and benefit to the student body.
- b. The number of participants expected to attend each event and the proportion of organization members expected to attend also determines how organizations are evaluated in this category. Conferences are evaluated on the number and proportion of organization members expected to benefit from the conference.

**2. Itemized Budget:**

- a. A detailed itemized budget must outline all information regarding the event. Official estimates from the caterer and/or planned place of purchase and quote date are recommended. Items should be specifically categorized and must be typed on a separate piece of paper. The following specific items must be included in the itemized budget if applicable:
  - b. FOOD**
    - i. Name and location of caterer
    - ii. Clean-up charges and staffing costs (i.e. waiters, servers, etc.)
    - iii. Food & beverage costs
    - iv. Additional catering costs
    - v. Official Function Form
  - c. FACILITIES**
    - i. Location – Tivoli Student Union, King Center, Flagpole, St Cajetan's, etc.
    - ii. Date and time
    - iii. Facility costs, including after hours costs, and any other associated fees
    - iv. Security costs
    - v. Clean-up costs
    - vi. Equipment rental (i.e. tables, chairs, stage, sound system, etc.)
- d. Please note that SGA does NOT fund equipment purchases.

**3. Location of Event: On Campus vs. Off Campus**

**a. On Campus**

- i. Events should be held on a date at a time that maximizes student attendance. Lower accessibility of an event is evaluated as a limitation. Limitations may include: fees, membership requirements, timing of event, and location of event.

**b. Off Campus**

- i. SGA does NOT fund off campus events, with the exception of conferences. Conferences are judged on the presentation and validation of hotel and registration information. This includes providing information on cost per person, cost of hotel rooms, alternative hotels in the conference area, and number of people staying in each room. Submission of an itinerary and information about what the registration fees cover must be included.

## *Sales Tax*

A Sales Tax has gone to effect beginning Spring 2007. The Sales Tax rate for Denver is 7.72%. This includes the following three parts:

- 2.9% Colorado State Tax
- 1.2% Composed of RTD (Regional Transportation District) 1%, CD (Scientific and Cultural Facilities District) 0.1%, and FD (Football District) 0.1%
- 3.62% Denver City and County Tax Rate

To calculate the sales tax,

Take amount, i.e. \$100, and divide by 1.0072 = \$92.83 (taxable base)

Take total sales, \$100, and subtract the taxable base, \$92.83, = \$7.17 (sales tax payable).

Please record the Total Sales in a revenue account and make JE to Dr. Revenue account for the amount of sales tax payable and Cr. Account Code 100400 sales tax payable.

## *Returning organizations are evaluated on Additional Criteria*

Returning organizations are organizations that have received funding or submitted a funding request form during the current academic year (August to May).

- ***Management of Funds***  
Organizations that spend their allocated funds on items that are not covered by SGA guidelines may be penalized. Please note that receipts from the event must be submitted within seven (7) days following the event.
- ***Event Survey***  
This criterion insures that organizations provide SGA or Finance Board feedback from every event. Failure to submit this form will result in a loss of points for your next SGA funding request.
- ***Historical Success of Past Events***  
The success of past events and the overall benefit to the student population and organization will be used in evaluating new funding requests.

## *Debt*

All organizations are required to maintain accurate financial records with the Office of Student Life. If an organization should end the fiscal year with a negative balance in their Self Generated Account, the Office of Student Life reserves the right to hold or suspend recognition until the debt is paid. Additional limitations on funding are subject to rules and regulations as outlined by Student Government.

## *Accounting*

The following processes must be followed once funds are awarded to an organization. Funds will remain in the Student Government account and can be used for reimbursements and other payments upon submission of proper receipts or invoices. The Office of Student Life is responsible for processing and submitting the necessary paperwork related to the use of these funds\*.

1. Organizations receiving funding for supplies can pay for them out of pocket and submit original receipts to the Office of Student Life for reimbursement.
2. Catering in the amount of \$100 or more requires an Official Function Form prior to the event signed by the student organization advisor. Contact the Office of Student Life (303-556-3399) for more information.
3. Organizations receiving travel funds must contact the Office of Student Life prior to the departure date. A Travel Authorization Form must be completed and a number assigned before reimbursement can be made. For prepaid conference registrations, the registration form along with the names of the attendees is required. Upon return, the individual(s) claiming reimbursement should submit all original receipts. Funding cannot be applied to air fare.
4. Organizations that receive funding for contractual services (i.e., bands, speakers, etc) must contact the Office of Student Life prior to their events\*\*. Contractual agreements paid out of pocket are not reimbursable.
5. Funds are available two (2) weeks following the request date. Reimbursements are sent to the payee mailing address and are usually sent out within two (2) weeks from date of submission to Office of Student Life.

**\*Please be advised that no funds will be transferred to the student organization accounts. All checks will be mailed to the vendors/payees.\***

**\*\*A W-9 form and a Scope of Work or Purchaser Order may be required for services provided. No organization or officers may contract with individuals/business on their own accord. All contracts with vendors are subject to University guidelines. Please contact the Office of Student Life before contracting with any vendor. \*\***

### **Fundraising**

Fundraising consists of soliciting and collecting gift revenue for the organization. A fundraising special event is an event sponsored by an organization for which any payment made to attend or sponsor or to purchase goods or services at the event is composed of an identifiable gift and non-gift component. Sales of minimal-value goods, such as bake sales or tee-shirts, are considered regular sales, not fundraising events. Special policies and procedures apply to fundraising special events. Responsibility for ensuring compliance with these policies and procedures for any fundraising efforts of affiliated student organizations shall rest with the Office of Student Life. Please speak to Khushnur Dadabhoy in Tivoli 303 prior to any fundraising events outside of bake sales or tee-shirts.

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

Student organizations are prohibited from securing a raffle license as a fund raising activity.

Before conducting fundraising activities, student organizations must obtain written approval from the Office of Student Life.

### **Donations**

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

The prohibition does not include donations to non profit organizations when (1) the donation is directly related to achieving the university's educational, research, or public service mission and (2) the donation has been approved in advance by the Vice Chancellor for Finance.

### **Awards**

Affiliated student organizations applying for financial assistance in the form of an award from external organizations such as foundations, community civic groups, or local businesses may do so using the related identifying information of the university (e.g. tax identification number, etc.). For successful awards, the check should be made payable to the "Regents of the University of Colorado" and deposited into the related student organization program in the general ledger. Award applications filed by an affiliated student organization need to be reviewed and approved prior to submittal by the Office of Student Life.

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

# **Top 10 Mistakes To AVOID**

- 1. Once funding is received, please see MARY ALICE IN TIVOLI 303 to verify some spending procedures and how you can spend your money!**
- 2. DO NOT SPEND MONEY BEFORE YOU ARE FUNDED!!!!**
- 3. DO NOT BRING RECEIPTS FOR MONEY YOU SPENT BEFORE YOU RECEIVED FUNDING!!! You CANNOT be reimbursed for past events.**
- 4. You MUST provide itemized receipts for everything!!**
- 5. Before making ANY TRAVEL plans, please check with Mary Alice in Tivoli 303.**
- 6. AIRFARE IS NOT COVERED FOR TRAVELS. As a student organization, you CANNOT PAY FOR AIRFARE or per-diem charges.**
- 7. Student organizations CANNOT be reimbursed for alcohol, gifts, personal expenses and equipment for the organization.**
- 8. Student organizations MUST apply for funding at least 2 weeks prior to the event.**
- 9. Funding requests must be received 72 hours before presenting the proposal to the Finance Board.**
- 10. IF YOU EVER HAVE A QUESTION, PLEASE ASK! WE'RE LOCATED IN TIVOLI 303! YOU CAN ALSO CALL US AT 303-556-3399 OR EMAIL US AT STUDENTLIFE@CUDENVER.EDU.**

## ADDITIONAL RESOURCES

### **Office of Student Life**

Location: Tivoli 303

Phone: 303-556-3399

Email: [studentlife@cudenver.edu](mailto:studentlife@cudenver.edu)

Website: <http://thunder1.cudenver.edu/studentlife>

### **Student Government Association**

Location: Tivoli 301

Phone: 303-556-2510

### **Tivoli Administration**

Contact Tivoli Administration to reserve rooms on campus or reserve media equipment for rooms within the Tivoli.

Location: Tivoli 325

Phone: 303-556-2755

### **Club Hub**

Location: Tivoli 346

Phone: 303-556-8094

### **Media Equipment Rental**

For media equipment rental outside of Tivoli.

Location: Auraria Media Center within Library

Phone: 303-556-4304

### **IT Services**

For help with webpage or University email accounts.

Phone: 303-315-4357

# STUDENT ORGANIZATION RECOGNITION FORM

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## 1. General Information

Name of Organization: \_\_\_\_\_

Recognition for (Semester/Year): \_\_\_\_\_

Type of recognition sought (circle one):      Affiliated Status      Associated Status      Independent Status

## 2. Organization Contact Information

The primary method of communication with your organization is via email. A minimum of 5 email contacts will help us ensure that your organization is aware of all important dates, meetings, and University information. Note that email will only be sent out to notify organizations of pertinent information pertaining directly to your organization. Please include the following emails and contact information:

Presidents Name: \_\_\_\_\_ Email: \_\_\_\_\_

Treasures Name: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsors Name: \_\_\_\_\_ Email: \_\_\_\_\_

Member 1 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Member 2 Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Organization Internet & Telephone Contacts

Primary Email Address \_\_\_\_\_ Tel.: \_\_\_\_\_

Web Address \_\_\_\_\_ Fax: \_\_\_\_\_

### Organization Mailing Address

Mail Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 3. Organization Objective and Events

Please attach a statement of the organization purpose, goals, and history and submit an electronic version via email or CD. This is aside from your Constitution and By-Laws. In addition, please attach a list of your **organization's prospective semester's events**.

4. **Member Information**

Approximate number of members: \_\_\_\_\_

Where does your organization meet? \_\_\_\_\_

When does your organization meet (dates and time) \_\_\_\_\_

5. **Officer's Information**

**President (Required)**

Name: (please print)\_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone:\_\_\_\_\_

College: \_\_\_\_\_ Student ID#:\_\_\_\_\_

Signature: \_\_\_\_\_

**Treasurer (Required)**

Name: (please print)\_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone:\_\_\_\_\_

College: \_\_\_\_\_ Student ID#:\_\_\_\_\_

Signature: \_\_\_\_\_

***Additional Officers***

Title:\_\_\_\_\_

Name: (please print)\_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone:\_\_\_\_\_

College: \_\_\_\_\_ Student ID#:\_\_\_\_\_

Signature: \_\_\_\_\_

**6. Advisor Information**

Name: (please print) \_\_\_\_\_

Email: \_\_\_\_\_

Mail Address: \_\_\_\_\_

\_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office: \_\_\_\_\_

\_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Position: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_

(Be sure that the signed letter from your sponsor is also attached.)

**7. Constitution / By-Laws**

Attach a copy of your current Constitution and/or By-Laws that includes non-discrimination clause and submit an electronic version via email or CD.

**8. Liability**

I hereby certify that the information on this document and all other documents presented for organization recognition are correct to the best of my knowledge. I accept full responsibility for understanding all policies and procedures regarding this club. We understand it is my club's responsibility to maintain our club account in good standing.

If our account does not stay in good standing or is not maintained properly, I understand that our organization may be penalized as determined by the Finance Board, Executive Council, or the Office of Student Life.

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Associated Students of the University of Colorado at Denver Model Student Organization Constitution

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The following outline is an example of a Student Organization Constitution. You should review each section and select or modify accordingly. The sections with an \* are required sections that must appear in the organization's Constitution. If additional help is needed, please refer to the ASCUD Student Government Constitution.

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## Article I: Name of Organization

Section 1: The name of this organization shall be...

## Article II: Purpose of Organization

Section 1: State the general purpose of the organization

- a. To serve as a forum for...
- b. To promote the growth of...
- c. To serve the college by...
- d. To foster the continued interest in...

## Article III: Qualification for Membership

Section 1: State the requirements for general membership to the organization.  
(i.e. G.P.A, fees, attendance, community service, etc.)

## Article IV: Structure of Organization

Section 1: Officers

- a. \*President (REQUIRED)
- b. \*Treasurer (REQUIRED)
- c. Vice President
- d. Secretary

Section 2: Term of Office:

State the term length beginning on this date and ending on this date.

Section 3: Qualifications:

Outline the qualifications for each of the officers.

- a. **\*Non Discrimination Clause (REQUIRED)**  
**“Discrimination on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation, by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been discriminated against in violation of this section”**
- b. Be a current UCD student with a minimum GPA of 2.0
- c. Be in good standing with the University
- d. Have been an active member of the organization for at least one semester

Section 4: Duties

Outline the duties of each of the officers.

- a. President
  1. \*Update and maintain current and accurate information to the ASCUD Student Government
  2. Preside over all meetings
  3. Appoint committees
  4. Other duties...
- b. Treasurer
  1. \*Update and maintain current and accurate account information with the ASCUD Student Government Office

2. Work in conjunction with the ASCUD Finance Board in all financial matters concerning the organization
3. Other duties...
- c. Secretary
  1. Take and post minutes of all meetings
  2. Other duties...
- d. Vice President
  1. Assume the duties of the President in his/her absence
  2. Other duties...

#### **Article V: Faculty Advisor**

##### Section 1: Role of the Advisor

Outline how the Faculty advisor should assist the organization.

##### Section 2: Qualifications

Who should be the organization's advisor? (Someone in a particular field of study, etc.)

##### Section 3: General Duties

What should the advisor be doing? Attending meetings, guiding the organization, etc?

#### **Article VI: Elections**

##### Section 1: Election of Officers

- a. Nomination process
- b. Elections shall be held annually in the month of...
- c. Voting Process  
*Simple majority, secret ballot, etc.*

##### Section 2: Vacancy

- a. Appointment process
- b. Voting process  
*Simple majority, secret ballot, etc.*

##### Section 3: Removal

Outline the removal process the organization will use.

#### **Article VII: Meetings**

##### Section 1: Weekly Meetings

State the frequency of the organization's meetings.

##### Section 2: Special Meetings

State who has the authority to call a special meeting.

##### Section 3: Quorum

States what constitutes quorum.

##### Section 4: Robert's Rules of Order

State what parliamentary procedure will be used.

#### **Article VIII: Finances**

##### Section 1: Dues

Will the organization require its members to pay fees? If so, how much and how frequently?

##### Section 2: Fundraisers

Outline possible annual fundraisers.

#### **Article IX: Amendments**

##### Section 1: State the procedure for amending the constitution.