



5. Student Organizations and their advisors are responsible for following the [Student Organization Handbook](#). Student Organizations and their advisors are governed by the most current version of the Handbook.
6. The Student Organization Handbook will be reviewed annually with all appropriate University Offices offering feedback with all updates approved by the Assistant Vice Chancellor/Campus Dean of Students or their designee.

### **C. PROCEDURES**

1. Students may choose to join an outside organization on their own but not on behalf of the university. Any student who is aligned and/or a member of an outside organization is personally responsible for their own activities in connection with this group. Students shall not use the university's purchasing, travel office, payroll, and personnel system for the outside organization. Any funds collected by the student on behalf of the outside organization shall not be deposited to a university account. Outside organizations shall not use the university's name, IRS tax-exemption, tax identification number, or governmental status.
2. Recognized organizations must have a constitution, bylaws and an advisor. Recognition is obtained through the Responsible Office.
3. Any inquiries regarding the organization's status and all agreements or contracts must be directed to the responsible office.
4. Students have the authority, through appropriate procedures, to form or disband any student organization.
5. Advisors must regularly participate in their organization's plans and activities, including after-hours events, and must maintain actual, direct knowledge of their organization's finances. Some student organization advisor duties may be delegated to other employees, but responsibility for student organization activities remains with the advisor.

### **D. DEFINITIONS**

1. Bylaws or Constitution: a formalized set of rules adopted by a student organization governing its meetings and activities.
2. Outside Organization: An organization having no recognition, association, or affiliation with the university (including, but not limited to any of its schools, colleges, or programs).
3. Recognition: the formal process undertaken by the student organization through which it requests to be a Recognized Student Organization.
4. Responsible Office: CU Anschutz Student Affairs and/or the school/college student affairs officials is considered the Responsible Office.

5. Student: Any individual who is registered or enrolled in an academic program at the university.
6. Student Organization: An organized group of students who wish to conduct activities related to the educational and/or social experience at the university
7. Student Organization Advisor: A university employee (faculty or staff) assigned to the student organization to provide oversight, guidance, and to ensure compliance with state, university, and campus laws and policies.

## Notes

1. History:
  - July 1, 2009: Adopted by the Associate Vice Chancellor.
  - July 1, 2010: Revised.
  - April 30, 2019: Modified format.
  - September 1, 2023: Policy recast into separate polices for CU Denver (7029D) and CU Anschutz (7029A).
  - July 1, 2024: Revised
2. Cross References/Appendix:
  - [Student Organization Handbook](#)
3. Responsible Office:
  - Office of the Executive Vice Chancellor for Academic and Student Affairs, Office of Student Affairs