



STUDENT ORGANIZATION REGISTRATION POLICY

At CSU-Pueblo, Student Organizations (clubs, honor societies and Greek organizations) serve a valuable educational function offering students the opportunity to join together in academic/professional, honor, political, service, social, cultural and/or spiritual groups or societies. Organizations offer opportunities for students to assume various leadership roles that further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of CSU-Pueblo. These opportunities offer students a special experiential component to their university life and provide for the campus community.

DEFINITION:

A Student Organization is an entity that is initiated and directed by a group of current CSU-Pueblo students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development. Student Organizations must be registered with the office of Student Activities in accordance with these policies and procedures.

REGISTRATION TERM:

Active registered status shall commence when a Student Organization has completed the four requirements listed above. This status continues until the first day of September of the following academic year. For continued privileges after this date, new registration forms must be submitted to the Office of Student Activities.

If registration expires or has not been renewed for the year, all privileges are forfeited. This may involve cancellation of Occhiato University Center reservations; loss of an assigned Student Organization Cubicle, workstation, or storage space; closing of the University financial account.

REGISTRATION REQUIREMENTS:

The following are minimum requirements for registration:

1. Submittal of the Student Organization Registration Form (3 pages): This includes a leadership roster of five (5) currently enrolled CSU-Pueblo students, willing to serve as members and representative officers of the organization. These officers must:
 - a. Have and maintain a minimum cumulative GPA of 2.00;
 - b. Be enrolled in a minimum of 6 credit hours each semester (Fall/Spring only); and
 - c. Be in good standing with the University.
2. Maintain a current organizational constitution on file with Student Activities
3. At least one officer must attend a Student Organization Orientation meeting
4. Have a full-time CSU-Pueblo faculty or staff member willing to serve as an advisor

If the Student Organization is affiliated with a local, regional, national, or international organization(s), they must submit an official letter of affiliation. All requirements must be met in order to receive registered status. Organizations must register each academic year to maintain active status. Registration does not imply either University approval or disapproval of the Student Organization's purpose, function, or activities.

CSU-PUEBLO STUDENT ORGANIZATION REGISTRATION PRIVILEGES:

Student Organizations that maintain an active registered status are eligible to receive the following privileges:

- The use of the University name and logos indicating registration at CSU-Pueblo
- Receive a 10% discount off selected catering through Chartwells Catering Services
- Eligible for on-campus fundraising activities
- Eligible to apply for Student Organization Finance (SOF) Grants
- Use of University facilities and services
- Use of resources provided by the Office of Student Activities
- Inclusion in University publications, directories, and distribution databases
- Be able to participate in University Student Organizational fairs
- Hosting of a web page on the University server
- Having a University Student Organization email account
- Participation in Student Organizations Awareness Workshops and leadership development activities
- Use of the OSA Leadership Resource Room for Student Organization tasks

The Office of Student Activities is committed to providing support and assistance to all Student Organizations registered with the University. The initial step in receiving this support is the completion of the Annual Registration Process.

SOCIAL GREEK-LETTER ORGANIZATION @ CSU-PUEBLO STATUS REGISTRATION PRIVILEGES:

Social Greek-Letter Organizations that choose to be registered as Affiliated Organizations, must follow all policies and procedures established by the Office of Student Activities and have all the privileges and responsibilities of regularly registered organizations with the following exceptions:

- Restricted from the use or reference to the University name and logos. Chapters may indicate affiliation by use of “_name of organization_ at CSU-Pueblo”
- May not receive a 10% discount off selected catering through Chartwells Catering Services,
- May not engage in on-campus fundraising activities, or
- May not apply for any Student Organization Finance (SOF) Grants.

All social Greek-Letter Organizations must submit a membership roster of all its members at the time of registration and at the end of each new member recruitment process. Social Greek-Letter Organizations that do not choose this status must have an on-campus University account that is subject to review by the Office of Student Activities and receives all student organization registration privileges.

NON DISCRIMINATION POLICY:

As an equal opportunity/affirmative action employer CSU-Pueblo complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of disability, race, color, religion, nation origin, age, sex, or Vietnam veteran era status, except in the case of designated fraternal organizations which are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.

Student Organizations should make a reasonable effort to inform the University community of their membership criteria and processes, including membership application deadlines. Outreach efforts to groups typically underrepresented in Student Organizations should be made. Officer selection criteria may be specific to the goals and objectives of the organization.

ANTI-HAZING POLICY:

Hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. Hazing can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any Student Organization.

In keeping with its commitment to a positive academic environment, the CSU-Pueblo community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered Student Organizations is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin. Hazing is a Student Conduct Code violation and a crime in Colorado.

OTHER RESPONSIBILITIES:

A registered Student Organization is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the University, the Student Code of Conduct, and all student organization policies. Each Student Organization and its members or officers are responsible for coordinating the activities of the group. This includes: planning all programs and activities, reserving facilities and equipment rentals, and managing and accounting for all organizational funds in accordance with University policies, fiscal laws and guidelines. Any change in officers, advisor, and/or constitution should be promptly submitted to the Office of Student Activities.

Registered Student Organizations will be held accountable for the action and behavior of their members or guests at their functions. It is the responsibility of the registered Student Organization to familiarize themselves with the Student Organization policies and University policies. Officers should take responsibility to inform others in the organization about University policies affecting each group. The Office of Student Activities can advise officers on University policies, but it is the organization's responsibility to seek such advice.

In the case of groups that engage in physical activity, the group must adhere to all rules and safety procedures in accordance with University policies. They must also obtain, maintain, and inspect all necessary equipment, and make sure all required training related to equipment usage is completed and assure that prompt medical attention is available when necessary.

FAILURE TO ADHERE TO REGULATIONS:

The Office of Student Activities will periodically review Student Organization registration status to ensure compliance with policies. The Office of Student Activities reserves the right to impose sanctions against an organization, officer, and/or members. Concerns regarding student conduct maybe be referred to the University Student Conduct Officer.

Sanctions: As a result of a review, the Office of Student Activities may determine if a sanction is warranted, and depending on the severity of the violation impose any of the following sanctions deemed appropriate:

1. Place the Student Organization on probation with full privileges
2. Place the Student Organization on probation with restricted privileges
3. Suspend the Student Organization of registration without privileges
4. Revoke the Student Organization of registration

Appeals: Letters of appeal for sanctions may be submitted to the Associated Students' Government Executive Committee for a recommendation to the Dean of Student Life.



SUBMIT FORM TO: OFFICE OF STUDENT ACTIVITIES

2200 Bonforte Boulevard

Pueblo, Colorado 81001

Office: (719) 549-2151

Fax: (719) 549-2624

studentactivities@colostate-pueblo.edu

STUDENT ORGANIZATION REGISTRATION FORM

(*Form must be typed out in its entirety - online form available at <http://studentorganizations.colostate-pueblo.edu>)

Purpose of this Application:

- Annual Registration
 New Organization
 Advisor Change
 Officer Change

Student Organization Name: _____

Alternate Name or Abbreviation: _____

Organization Classification *(Mark the category that best reflects the organization's focus.)*

- | | |
|--|--|
| <input type="checkbox"/> Academic Organization <i>(Affiliated with an academic interest)</i> | <input type="checkbox"/> Specific Interest Organization <i>(Religious, Political, & Social Action)</i> |
| <input type="checkbox"/> Cultural Organization <i>(Diversity and Multicultural)</i> | • Social Greek-Letter Organizations may opt to choose: |
| <input type="checkbox"/> Campus-Life Organization <i>(Entertainment, Social, and Media)</i> | <input type="checkbox"/> Regular Student Organization Status |
| <input type="checkbox"/> Honor Society <i>(Professional & Non-social Greek-Life Organizations)</i> | <input type="checkbox"/> "Affiliate Status" <i>(Social Greek Organization @ CSU-Pueblo)</i> |

Your Student Organization Mission Statement: _____

Suggested Name of Organization's Email, List, and Website: _____

(All technology accounts will have the same name. Maximum characters of 21, subject to approval)

Yes No Does your Student Organization have any affiliation with local, regional, national, or international organization(s)?

If yes, please describe the affiliation, and contact name and information in the box below. A current, official letter of support and/or recognition must be submitted to the OSA Office at the time of registration.

Contact and Information: _____

Student Organization's Next Election: _____

Month

Year

Student Organization's Minimum GPA Requirement for Officers: _____

Officers must maintain a minimum cumulative 2.00 GPA or the GPA required by the organization, whichever is higher.

Information for the Student Organization meetings: _____

When

What time

Where

Information for the Executive Board meetings: _____

When

What time

Where

Number of events your Organization held last year? _____

Number of members in your Organization last year? _____

OFFICIAL USE ONLY

Office of Student Activities:

Date Received by OSA: _____

Cost Center: _____

Constitution and/or Affiliation Letter: _____

Copy Code: _____

Information Technology Services:

Email Assigned: _____

Website Assigned: _____

List Assigned: _____

Group Assigned: _____

LEADERSHIP TEAM AND MEMBERSHIP ROSTER

A minimum of five (5) students plus one (1) advisor must complete this page.

President <i>Primary Officer</i>			Other Title: _____ <i>Preferred Title of Similar Position</i>		
_____			_____		_____
<i>Last Name</i>			<i>First Name</i>		<i>Middle Initial</i>
_____			_____		_____
<i>Home Street Address</i>			<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____		
<i>Cell Phone Number</i>	<i>PID Number</i>	<i>CSU-Pueblo eAccount name</i>	<i>Current E-Mail Address</i>		

Vice-President <i>Secondary Officer</i>			Other Title: _____ <i>Preferred Title of Similar Position</i>		
_____			_____		_____
<i>Last Name</i>			<i>First Name</i>		<i>Middle Initial</i>
_____			_____		_____
<i>Home Street Address</i>			<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____		
<i>Cell Phone Number</i>	<i>PID Number</i>	<i>CSU-Pueblo eAccount name</i>	<i>Current E-Mail Address</i>		

Treasurer <i>Financial Officer</i>			Other Title: _____ <i>Preferred Title of Similar Position</i>		
_____			_____		_____
<i>Last Name</i>			<i>First Name</i>		<i>Middle Initial</i>
_____			_____		_____
<i>Home Street Address</i>			<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____		
<i>Cell Phone Number</i>	<i>PID Number</i>	<i>CSU-Pueblo eAccount name</i>	<i>Current E-Mail Address</i>		

Secretary <i>Administrative Officer</i>			Other Title: _____ <i>Preferred Title of Similar Position</i>		
_____			_____		_____
<i>Last Name</i>			<i>First Name</i>		<i>Middle Initial</i>
_____			_____		_____
<i>Home Street Address</i>			<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____		
<i>Cell Phone Number</i>	<i>PID Number</i>	<i>CSU-Pueblo eAccount name</i>	<i>Current E-Mail Address</i>		

Member-at-large _____ <i>Position of Member</i>			_____		
_____			_____		_____
<i>Last Name</i>			<i>First Name</i>		<i>Middle Initial</i>
_____			_____		_____
<i>Home Street Address</i>			<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____		
<i>Cell Phone Number</i>	<i>PID Number</i>	<i>CSU-Pueblo eAccount name</i>	<i>Current E-Mail Address</i>		

Student Organization Advisor <i>(Primary advisor required. Must be a fulltime faculty or staff member of CSU-Pueblo)</i>			_____		
_____			_____		_____
<i>Last Name</i>			<i>First Name</i>		<i>Middle Initial</i>
_____			_____		_____
<i>CSU-Pueblo Department or Office</i>			<i>CSU-Pueblo PID Number</i>		
_____			_____		
<i>Phone Number</i>			<i>Current E-Mail Address</i>		

CSU-PUEBLO STUDENT ORGANIZATION CONTRACT

As the leadership and representatives of the _____ Student Organization, we hereby agree to serve and abide by all University policies and procedures. We understand the rights and responsibilities of being a Student Organization at CSU-Pueblo, including the following:

OFFICER LEADERSHIP DEVELOPMENT AGREEMENT

As Student Organization officers, we understand the importance of attending workshops, retreats, and trainings throughout the year presented by the Office of Student Activities (OSA).

COMMUNICATION AND PUBLICITY AGREEMENT

We agree to maintain communication with OSA and abide by all Student Organization policies and procedures.

We agree to notify OSA immediately of changes in officers or advisors.

We give permission for directory information to be released to the public.

We agree to check our email accounts (as listed in the leadership roster) and Student Organization mailbox.

We hereby give CSU-Pueblo consent to the use of all digital images, photographs, videotapes, or film, taken of us and/or recordings made of our voice and/or written extractions, in whole or in part, of such recordings or musical performance representing CSU-Pueblo and/or others with its consent, for the purposes of illustration, advertising, creating derivative works, or publications in any manner.

STUDENT ORGANIZATION FINANCIAL AGREEMENT

We agree to contact OSA before obligating University funds (including initiating, purchasing or committing funds) and to adhere to the CSU-Pueblo's Procurement Process.

We understand that the Student Organization may NOT have a bank account outside the University (*Does not apply to Social Greek-Letter Organizations "Affiliate Status"*).

The President, Treasurer, and Student Organization Advisor agree to attend financial meetings as needed.

Awarded SOF grants can only be used for approved expenditures (*Does not apply to Social Greek-Letter Organizations "Affiliate Status"*).

We agree to maintain a detailed Student Organization budget. We understand that we are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization's behalf, the officers and Student Organization Advisor responsible at the time of incurring these costs agree to pay such expenses.

We agree to contact OSA to develop fundraising strategies that comply with the University and Foundation policies and procedures prior to soliciting or receiving.

UNIVERSITY TECHNOLOGY AGREEMENT

We understand that all Student Organization technology privileges (such as email accounts, lists, and websites) must be renewed on an annual basis through this registration process.

We agree that all users of email accounts, lists, and websites are responsible for the use of such technology and the content produced.

We agree that as listed Student Organization officers, we are responsible for adhering to the University Technology Policies (www.colostate-pueblo.edu/its/policies).

STUDENT ORGANIZATION ADVISOR AGREEMENT

Specific responsibilities of the advisor shall be to: attend general and executive board meetings; provide guidance to the officers; receive all financial statements and oversee all financial transactions of the organization; ensure that officers meet the minimum requirements for holding office as established by the University and the organization's constitution and bylaws; provide advice regarding membership selection procedures and responsibilities; review and sign the organization's annual registration packet; and provide reasonable guidance, leadership, & advice. As the Advisor, I hereby accept the responsibilities outlined above, and agree to remain as this organization's advisor for the full academic year unless I provide a written resignation to both the Student Organization and the Office of Student Activities.

NOTIFICATION OF RECOGNITION

Upon completion of all registration requirements, the Student Organization will be listed as active on the student organization website (studentorganization.colostate-pueblo.edu). This serves as the official notice of recognition.

Primary Officer (Signature and Printed Name)

Date

Secondary Officer (Signature and Printed Name)

Date

Financial Officer (Signature and Printed Name)

Date

Administrative Officer (Signature and Printed Name)

Date

Member-at-large (Signature and Printed Name)

Date

Student Organization Advisor (Signature and Printed Name)

Date

As the Director of Student Activities, I recommend this organization to be a registered CSU-Pueblo Student Organization.

Director of Student Activities (Signature and Printed Name)

Date

As the President of CSU-Pueblo Associated Students' Government, I recognize this Student Organization as a registered CSU-Pueblo Student Organization.

President of Associated Students' Government (Signature and Printed Name)

Date