

# Student Organization Classification

*Policy updated and enacted July 2020*

## I. PURPOSE

To outline requirements for Student Organizations to be registered with the University, how Student Organizations will be classified by the University, and the distinct privileges Student Organizations shall receive as a result of its classification.

## II. DEFINITIONS

- A. **Student Organization** – Overarching designation given to all student groups who have completed the registration requirements to be classified and formally registered with the University.
- B. **Operations Guide** – A resource that is developed by the Student Organization that outlines basic practices and procedures of the organization beyond the scope of a Student Organization Constitution. The Operations Guide may include information related to officer duties, event planning, risk management protocols, campus and local contacts, etc.
- C. **Student Organization Handbook** – A document published annually by the Center for Student Involvement and Leadership (CSIL) that includes additional policies, rules, and regulations for Student Organizations.
- D. **Code of Conduct** – The Student Code of Conduct outlines rights and responsibilities of students and student organizations at the University of Wyoming or any of its sponsored programs. The Code defines conduct offenses, outlines community values and standards, and reflects the University's commitment to equity and procedural fairness.

## III. POLICY

Student Organizations must meet the minimum registration requirements in order to be associated with the University. Based upon the relationship with the University and nature of the activities of the Student Organization, a designation will be assigned. Designations will be evaluated annually.

### A. Registrations Requirements

In order to be a student organization, the following requirements must be met:

- i. Register annually with the Center for Student Involvement and Leadership (CSIL)
- ii. Provide and maintain an accurate officer roster including contact information
- iii. Maintain required membership as outlined in the Student Organization Handbook
- iv. Submit and maintain a Constitution that contains a non-discrimination statement and is approved by CSIL

### B. Student Organization Classifications

Student Organizations at the University will be classified into three categories based upon the connection to the culture and mission of the University, support from departments and staff, nature of regular activities, and funding sources.

- i. Level 1 Student Organization is the designation given to a Student Organization that has demonstrated its primary mission is for the benefit of its organization's

members. Level 1 Student Organizations are a separate legal entity and operate under the direction and control of its own members.

1. Level 1 Student Organizations are subject to the following:
    - a. Comply with travel and events registration requirements with the University
    - b. May not use the "University of Wyoming" before the organizations name but is permitted refer to its organization as Wyoming [Insert Organization] or [Insert Organization] at the University of Wyoming
    - c. Operate under its own Tax Identification Number and as a result, complete all necessary IRS documentation to remain in good standing with IRS and the University
  2. Benefits of Level 1 Student Organizations:
    - a. Listed as a Student Organization in University's student organization directory
    - b. Access to Student Organization equipment rental, poster room, and support staff
    - c. Utilize Student Organization marketing resources, which includes poster run, digital signage boards, etc. A full list is provided in Student Organization Handbook
    - d. Attend and participate in Student Organization-focused workshops, trainings, and leadership opportunities
    - e. Host events and meetings on University of Wyoming grounds and buildings
    - f. Permitted to use the Steamboat (bucking horse) logo for publicity and news releases in alignment with the Brands Standards Manual and Trademark & Licensing guidelines
    - g. Ability to execute the organization's own contracts
    - h. May enter into sponsorship agreements with campus departments and programs to access support and resources, including ASUW Funding
    - i. Access to on-campus mailbox and storage, as space permits
- ii. Level 2 Student Organizations is the designation given to a Student Organization that has demonstrated its purpose to be both aligned with to the mission and culture of the University and the benefit of the members internal to the organization.
1. Level 2 Student Organizations are subject to the following:
    - a. Designate an advisor that is a full-time member of the staff/faculty of the University
    - b. Comply with travel and events registration requirements with the University
    - c. Must establish an Operations Guide
    - d. If connected to a University program or organization, the Student Organization must comply with all policies, rules, and procedures of the University program
  2. In addition to the benefits listed for Level 1 Student Organizations, Level 2 Student Organization benefits also include:

- a. Support from the University regarding risk management and contract review.
  - b. May use the University of Wyoming before the Student Organization name
  - c. Permitted to use University trademarks and insignia for publicity and news releases in alignment with the Brands Standards Manual and Trademark & Licensing guidelines.
  - d. Host funds in the UW Foundation (commonly referred to as a foundation account)
  - e. Access to Fleet Services for vehicle rental for organizational purposes, subject to Fleet Services policies
  - f. Priority scheduling for Wyoming Union
- iii. Level 3 Student Organizations is the designation given to a Student Organization that has demonstrated purpose that contributes and is intertwined to the mission and or traditions of the University.
- 1. Level 3 Student Organizations are subject to the following:
    - a. Comply with travel and events registration requirements with the University
    - b. Must designate an existing or add an additional officer to manage risk
    - c. Must establish an Operations Guide
  - 2. In addition to the benefits listed for Level 1 and 2 Student Organizations, Level 3 Student Organizations may also receive these added benefits:
    - a. An advisor whose duties are outlined in their University Position Description and Qualifications (PDQ)
    - b. May use the University of Wyoming before the Student Organization name
    - c. Designated ASO space for meeting, events, and/or storage

C. Review of Designation

A staff member from the Center for Student Involvement and Leadership (CSIL) will determine the designation of each Student Organization and evaluate all Student Organization designations annually based upon the criterion listed in this SAPP. If a Student Organization chooses to appeal their designation, the appeal will be reviewed by a board comprised of representatives from CSIL, Risk Management, General Counsel, and ASUW and a final decision will be rendered.

**IV. EVENT AND TRAVEL REGISTRATION**

Student Organizations must comply with travel and event registration policies. Some activities and instances may require the student organization to obtain additional insurance. The Student Organization Handbook outlines activities that must be registered and the specific process in which Student Organizations must register its activities.

Students and their organizations shall clarify to the community that in their public expressions or demonstrations, the members of the organization speak only for themselves and that sponsorship of guest speakers and activities do not imply approval

or endorsement by the University of the views expressed by the speaker, the program/event, the student, or the Student Organization.

**V. STUDENT ORGANIZATION CONDUCT**

Student Organizations, including club sports and fraternities and sororities, are held to the same behavioral expectations as individual students. Student Organizations are afforded the same rights and obligations under the Code of Conduct, including being subject to the conduct proceedings outlined herein, and would be subject to the same conduct sanctions. *(from Student Code of Conduct)*