1. PURPOSE.

To establish regulations and procedures relating to the recognition of student organizations, registration of their activities, and their use of university facilities.

2. GENERAL INFORMATION.

Students are free to organize and join associations to promote their common interests. However, the use of University facilities, services, and privileges must be managed so as to best serve the interests of all persons concerned. To be eligible for the use of University facilities and privileges, a student group must be officially recognized in the manner set forth hereafter. Official recognition of a student organization does not by itself constitute any type of endorsement by the University of the organization's purpose, and it does not constitute any assumption of responsibility, liability, or sponsorship (fiscal or otherwise) by the University for the organization's activities.

Students and their organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by legal and orderly means which do not disrupt or interfere with the operation of the University. It should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves, and that sponsorship of guest speakers does not imply approval or endorsement by the University or the sponsoring group of the views expressed by the speaker.

Pursuant to established procedures, recognized student organizations may invite and hear speakers of their choice on subjects of their choice, and University control of facilities or approval by University officers shall not be used for the purpose of censorship.

3. ADMINISTRATION.

The Director of the Wyoming Union shall administer this regulation in consultation with the Dean of Students and may delegate any responsibility assigned to the Director in this regulation to a professional staff member of the Wyoming Union.

4. QUALIFICATIONS FOR RECOGNITION.

In order to receive and maintain University recognition all groups must show compliance with the following requirements:

A. Student organizations seeking designation as a recognized student organization (RSO) shall submit a statement of purpose, criteria for membership,
rules of procedure, and a current list of officers to the Director of the Wyoming Union.

B. The purpose, constitution and bylaws--local and/or national--of any group applying for recognition must be compatible with the objectives and purposes of the University and the Associated Students of the University of Wyoming (ASUW) and be filed with the Director of the Wyoming Union prior to consideration. Where the national policies of an organization prohibit filing of the local constitution, a copy of the national constitution and a statement from a recognized national officer may be accepted in lieu of the above requirement. All recognized student organizations must be non-commercial in purpose, but may affiliate with an off-campus or non-university organization.

C. Each group must submit information regarding its membership policy, dues, initiation fees, and selection procedures. Membership in University recognized student organizations shall be open to any student of the University community who is willing to subscribe to the stated aims of the organization and meets its stated obligations. Such membership in recognized student organizations shall not be denied any student due to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. Membership eligibility based on sex is valid only if sex is a bona fide membership qualification.

D. There must be a minimum of seven (7) student members to petition for, receive and maintain recognition. Exceptions to this minimum can only be granted by the Director of the Wyoming Union, based upon the interests of the University. A majority of the members must be full-time UW students. Active membership in a recognized student organization shall be limited to enrolled UW students. Other persons may be admitted to associate membership in a recognized student organization if its constitution or bylaws so provide. The following functions and activities of the organization must be reserved to active members:

(1) Holding any office in the organization; (Under the sanctions provisions of the Student Code of Conduct, an otherwise qualified individual may be prohibited from holding office in a recognized student organization(s). When such a prohibition is imposed, notice shall be given to the Director of the Wyoming Union.)

(2) Presiding, officiating, voting or making or seconding motions at any meeting of the organization; or acting as its public spokesman except that associate members may attend and speak at the meetings of the organization;
(3) staffing tables and distributing materials on the campus on behalf of the organization, except that associate members may assist an active member in such activities provided that an active member is present at all times and responsible for the conduct of the activity;

(4) Soliciting funds on behalf of the organization.

E. Each recognized student organization must have a full-time faculty, staff, or administrative adviser currently employed by the University to aid the organization with its activities. The adviser, chosen by the organization, must be registered with the Director of the Wyoming Union as a part of the organization’s recognition procedures. Advisers to a Greek social fraternity or sorority must be approved by the Dean of Students, as well. Service as an adviser includes the responsibility to provide advice and guidance in accordance with University policies and to provide to the organization advice that will further the general welfare of its members. The adviser has no authority to obligate the University financially or legally.

F. To secure recognition as an organization affiliated with a department, division or college of the University, the proposed organization must obtain written approval from the head of the department, division or college with which it will be affiliated. This approval should include the following:

(1) Approval of the organization's constitution.

(2) An expression of the type of control that the college or department will exercise over the organization and/or funds resulting from the affiliation.

(3) Any special consideration that will be allowed the organization in matters of responsibility for and use of facilities which are controlled by the college or department.

5. RECOGNITION.

The Director of the Wyoming Union, in consultation with the Dean of Students, will review and grant recognition to any student organization that meets the qualifications for recognition specified in section 4 of this regulation. Barring any major changes in the organization’s purposes and/or constitution, an organization's University recognition may be kept continuous by filing re-recognition information with the Director of the Wyoming Union.

For a currently recognized student organization to maintain recognition:
A. Any proposed changes in the approved constitution, organizational structure, basis for membership, or affiliations with other organizations must be presented to the Director of the Wyoming Union for review and approval, and such changes shall not be effective until approval is granted.

B. Where University funds may be involved or where support is provided, other than through voluntary contributions from the members themselves, the University may require a reliable accounting procedure and a list of persons responsible for the financial status of the organization.

6. MAINTENANCE OF ORGANIZATION FILES.

The Director of the Wyoming Union will maintain a file on each recognized student organization. Each organization’s constitution and bylaws, the names of its officers, and contact information for the officers will be available for inspection. A list of membership may be required by the Director of the Wyoming Union when it is necessary to respond to requests for facilities use or financial assistance, determine responsibility for actions, or act in similar cases.

7. USE OF UNIVERSITY NAME.

The use of the University of Wyoming name is specifically restricted.

A. Only an organization that is sponsored by a unit of the university or is itself a unit of the University (e.g., ASUW) may use the name of the University or abbreviation thereof as part of its own name. A recognized student organization may not use the name of the University or any abbreviation thereof as part of its own name; however, terms such as "campus" and "Wyoming" or “at the University of Wyoming” may be used by an organization as part of its identification to the public.

B. Events or activities sponsored by recognized student organizations shall not be advertised or promoted in such a way as to suggest that they are sponsored by the University or that the organization is acting in behalf of the University.

8. PRIVILEGES OF RECOGNIZED ORGANIZATIONS.

Recognized student organizations may use the various services of the University on an availability basis. Some of the specific privileges include:

A. Establishment and maintenance of an organizational account with the University of Wyoming Foundation.

B. Preferential use of University facilities after academic or other priority uses of the University have been met.
C. Participation in the University’s calendar of activities.

D. Authorized and appropriate use of campus bulletin boards and electronic message boards for publicity purposes.

E. Advice and assistance from University personnel when planning and publicizing activities.

F. The right to petition for funds from the student government.

G. Access to an organizational web page and other forms of electronic communication.

9. REGISTRATION OF ACTIVITIES.

All events sponsored by a recognized student organization which are not limited to the group's members must be registered with the Director of the Wyoming Union. These events shall be sponsored under the following conditions:

A. All events sponsored by a recognized student organization for the entire University community or a large portion of it and events that utilize University facilities and services must be registered with the Director of the Wyoming Union (except events sponsored by Greek social fraternities and sororities must be registered with the Dean of Students). The time, date, and facility to be used must receive approval at least ten (10) business days before the date of the event. All other events sponsored by a recognized student organization must be registered three (3) business days before the date of the event.

B. When a recognized student organization sponsors the event, it assumes the responsibility for the planning and execution of the event.

C. Only recognized student organizations may conduct student-sponsored events in University facilities for the benefit of the entire University community or a large portion of it; however, unrecognized groups may solicit the sponsorship of a recognized student organization for a student event.

D. Exchange dinners, open houses and other activities of a similar nature may be exempted from registration requirements.

E. Failure to register any type of event as indicated above or failure to fulfill organizational responsibilities for the conduct of an event may result in a forfeiture of privileges granted by University recognition of the student organization.

10. STUDENT USE OF FACILITIES.
University facilities may be scheduled by students and student organizations for activities and meetings if such events are not incongruous with the university's educational purposes, and the facility is available for such use as determined by the university officer or authority exercising primary control over the facility. Such scheduled use shall be made in accordance with the following provisions:

A. Recognized student organizations may reserve facilities for sponsoring all-University activities. A recognized student organization may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.

B. All student-sponsored events must be registered with the Director of the Wyoming Union (or Dean of Students, for Greek social fraternities and sororities) before reservations for University facilities are made.

C. A recognized student organization, its officers and any individual applying to reserve University facilities are responsible for maintaining good care of the facilities used and the use to which the facilities are put during the time reserved. The organization and such persons also assume responsibility for violations of University regulations that occur in connection with their use of the facilities and may not turn over a reserved facility for the use of others.

D. The use of any University facility shall be in accordance with the regulations established for that facility by the University officer or authority exercising primary control over the facility.

E. The University may charge for the use of facilities to recover identifiable costs to the University for special arrangements needed by the user of the facility.

F. Facilities may be reserved by groups of ten (10) or more individual students for events related to their interests as students. In such cases a supervisor may be required. Such groups may not use this privilege to sponsor activities open to all students. Such groups may not invite non-University persons to speak or perform at these events; however, unrecognized groups may solicit the sponsorship of a recognized student organization for an event.

G. Recognized student organizations may use University facilities to sell material clearly related to the purposes of the organization, and may collect dues, initiation fees, donations, and admission charges and may solicit funds in announcements, posters, and handbills. The organization conducting such activities must be made publicly clear, and these activities may be subject to restriction relating to the appropriateness of time and place. In accordance with section 5 of this regulation, accurate accounting of such monies may be required. Organizations may not use University facilities when acting as agents for any private commercial enterprise.
H. Sound amplification is permitted on open campus areas between 11:45 a.m. and 1:00 p.m. and between 5:00 p.m. and 6:00 p.m. In individual buildings, such amplification shall be in accordance with the provisions for the particular building. The Director of the Wyoming Union may approve the use of sound amplification at other times or places on the campus if unusual circumstances require it. Reservations for the use of University sound amplification equipment shall be made through the Associated Students Technical Services (ASTEC).

11. LOSS OF RECOGNITION.

Any recognized student organization may withdraw its recognition at any time. Such withdrawal may be effected by a statement of this desire which is signed by both the officers and the adviser and which indicates the disposition of the organization's funds and certifies that there are no outstanding debts or official University actions pending.

Recognition of an organization may be revoked for the following reasons:

A. University recognition may be revoked if an organization has not filed re-recognition material with the Director of the Wyoming Union for a period of one year. To re-establish recognition after this period, the organization must repetition following the procedures outlined in sections 4 and 5 above.

B. University recognition may be revoked or the use of University facilities and privileges limited if an organization’s purpose or activities are or become illegal, deviate significantly from its stated purpose, or violate University regulations, the Student Code of Conduct, Trustee Regulations, or Trustee actions concerning recognized student organizations.

C. The activities of an organization may be suspended if under existing circumstances a clear and present danger exists that such activities may disrupt the education process of the University, endanger or destroy property, or create a condition that is dangerous to the safety of individuals.

D. University recognition may be revoked when revocation is deemed by the President of the University to be in the best interest of the University.

12. ACTIONS AGAINST STUDENT ORGANIZATIONS.

In situations where action must be taken against a recognized student organization or its members based on a violation of the Student Code of Conduct, review and decision on the matter will be a responsibility of the Dean of Students. In situations where action must be taken against a recognized student organization or its members based on disputes over university recognition, membership procedures, or violations of this University regulation, review and decision on the matter will be a responsibility of the Director of the Wyoming Union. Such decisions may be appealed in writing to the Vice President.
for Student Affairs within five (5) business days of receipt of the Dean’s or Director’s written decision.

The Vice President shall consider the appeal and any record in the matter. The recognized student organization shall be informed in writing of the final outcome of the appeal within forty-five (45) calendar days of its being presented. The Vice President may uphold the decision, reverse the decision, or provide an alternate sanction.

Source: University Regulation 234, Revision 1; adopted 7/17/08 Board of Trustees