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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Recognized Student Organizations

**Number:** UW Regulation 11-4

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## I. PURPOSE

To establish regulations and procedures for the recognition of student organizations, registration of their activities, and their use of University facilities.

## II. POLICY

Students are free to organize and join associations to promote their common interests. However, a student group must be officially recognized by the University to use the University's facilities and services. Official recognition of a student organization does not 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.

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 does not imply approval or endorsement by the University of the views expressed by the speaker, the student, or the registered organization.

## III. QUALIFICATIONS FOR RECOGNITION

A student organization seeking designation as a recognized student organization (RSO) must meet the following requirements:

- A. Submit the following to the Director of the Wyoming Union:
  1. A statement of purpose;
  2. Constitution and bylaws of the organization (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);
  3. Criteria for membership;

4. Dues and initiation fees;
  5. Rules of procedure;
  6. A current list of officers; and
  7. Name of adviser.
- B.** All RSOs must be non-commercial in purpose, but may affiliate with an off-campus or non-university organization.
- C.** Membership in a University RSO 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. Membership in University RSOs shall not be denied to any student based on race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. Membership eligibility based on gender is valid only if gender is a bona fide membership qualification.
- D.** A University RSO must have of a minimum of seven (7) student members. The Director of the Wyoming Union, or designee, may grant exceptions to this requirement based upon the interests of the University. Active membership in an RSO shall be limited to enrolled University students. A majority of the members shall be full-time University students. Other persons may be admitted to associate membership in an RSO if its constitution or bylaws so provide.
- E.** Each RSO shall appoint a full-time faculty, staff, or administrative adviser currently employed by the University. Advisers to a Greek social fraternity or sorority must receive approval from the Dean of Students. The adviser shall provide advice and guidance to the RSO in accordance with University regulations, policies, and procedures. 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. This approval shall include the following:
1. Approval of the organization's constitution;
  2. The control that the college or department will exercise over the organization; and

3. Any funds and/or facilities that will be offered.

#### **IV. RECOGNITION**

The Director of the Wyoming Union, in consultation with the Dean of Students, shall review and grant recognition to any student organization that meets the qualifications for recognition. The RSO must file renewal information with the Director of the Wyoming Union on an annual basis. Information required for renewal shall be determined by the Director of the Wyoming Union or designee.

Any proposed changes in the approved constitution, organizational structure, basis for membership, or affiliations with other organizations must be submitted to the Director of the Wyoming Union for review and approval, and such changes shall not be effective until approval is granted.

Where University funds or support are involved, the Director of the Wyoming Union, at his/her discretion, may require the RSO to submit an accounting procedure and a list of persons responsible for the financial status of the organization.

#### **V. MAINTENANCE OF ORGANIZATION FILES**

The Director of the Wyoming Union shall maintain a file on each RSO. Each RSO's constitution and bylaws, and the names and contact information of its officers shall be available for inspection. The Director may require that the RSO submit a membership list for the purposes of facilities use, financial assistance, or to determine responsibility for actions.

#### **VI. USE OF UNIVERSITY NAME**

Only ASUW or an organization that is sponsored by a department may use the name of the University or abbreviation thereof as part of its own name.

Any RSO may use terms such as "campus" and "Wyoming" or "at the University of Wyoming". Events or activities sponsored by an RSO 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 on behalf of the University.

#### **VII. PRIVILEGES OF RECOGNIZED ORGANIZATIONS**

RSOs may use the facilities and services of the University and are afforded the following privileges:

- 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.** Use of campus bulletin boards and electronic message boards in accordance with University policies and procedures.
- E.** Advice and assistance from University personnel when planning and publicizing activities.
- F.** The right to petition for funds from the student government (ASUW).
- G.** Access to an organizational web page and other forms of electronic communication.

### **VIII. SPONSORSHIP/REGISTRATION OF AN EVENT**

All events sponsored by an RSO which are not limited to the group's members must be registered with the Director of the Wyoming Union (or the Dean of Students if a Greek social fraternity or sorority) three (3) business days before the date of the event. If the event is for the entire University community or a large portion of it or the event utilizes University facilities and services, the RSO must seek approval for the time, date, and facility to be used at least ten (10) business days before the date of the event.

The Director of the Wyoming Union (or the Dean of Students if a Greek social fraternity or sorority) may exempt exchange dinners, open houses and other activities of a similar from registration requirements. 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.

### **IX. STUDENT USE OF FACILITIES**

An RSO may schedule the use of a University facility for meetings and certain other activities. The University may charge for the use of facilities to recover any costs. Use of University facilities is subject to the availability of the facility, and scheduled use shall be made in accordance with the following provisions:

- A.** Use of the facility must be approved by the individual with authority over the facility.
- B.** Use of the facility for a particular event must be in accordance with the University's mission and any specific regulations, policies, or procedures that apply to that particular facility, including UW Regulation 6-4.

- C. An RSO may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.
- D. All student-sponsored events must first be registered as outlined above.
- E. RSOs may use University facilities to sell material clearly related to the purposes of the organization.
- F. RSOs may collect dues, initiation fees, donations, and admission charges. RSOs may solicit funds in announcements, posters, and handbills.

## **X. LOSS OF RECOGNITION**

- A. An RSO may withdraw its recognition at any time by submitting a written statement signed by both the officers and the adviser to the Director of the Wyoming Union. The statement shall indicate the disposition of the organization's funds and shall certify that there are no outstanding debts or official University actions pending.
- B. Recognition of an organization may be revoked for the following reasons:
  - 1. The RSO has not filed the required renewal information with the Director of the Wyoming Union for a period of one year.
  - 2. The RSO's purpose or activities are illegal, deviate significantly from its stated purpose, or violate University regulations, policies, or procedures.
  - 3. The RSO engages in an activity that disrupts the education process of the University, endangers or destroys property, or creates a condition that is dangerous to the safety of individuals.
  - 4. It is in the best interest of the University, as deemed by the President of the University.

## **XI. ACTIONS AGAINST STUDENT ORGANIZATIONS**

The Dean of Students and the Executive Director of Residence Life, Dining Services, and Wyoming Union are authorized to impose disciplinary sanctions upon any RSO in accordance with UW Regulation 11-1 and UW Regulation 11-3.

## **XII. ADMINISTRATION**

The Director of the Wyoming Union, in consultation with the Dean of Students, and through the Vice President for Student Affairs, shall administer this Regulation and may delegate any responsibility assigned to the Director to a professional staff member of the Wyoming Union.

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**Responsible Division/Unit:** Division of Student Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 234, Revision 1; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 11/14/2014 Board of Trustees meeting

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