

1 Student Organization Recognition

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5 Contents

6 **Introduction**

7 **Policy Statement**

8 Benefits of Recognition

9 Achieving and Renewing Recognition

10 Student Support Services Exemption

11 Recognition Requirements

12 Recognition Classification

13 -- Campus Organizations

14 -- Student Organizations

15 Recognition Tiers - Student Organizations

16 -- Sponsored Organizations

17 -- Affiliated Organizations

18 -- Registered Organizations

19 Confidentiality and Regulation of Material

20 Termination of Organization's Recognition

21 Appeals -- Termination of Recognition

22 Appeals -- Recognition Tier Decision

23 Appeals -- Individual Membership Decision

24 **Resources**

25 Introduction

26 All organizations must be recognized with the Student Activities Center, Division of Student Affairs,
27 in order to function within the university. Recognized organizations play an important role in
28 developing leadership and providing a quality campus environment. Because of their importance,
29 recognized organizations are accorded special privileges and benefits.

30 The student organizations recognition board (SORB) is a team of students and staff that determines
31 the approval or denial of an application for recognition by student and campus organizations. If
32 recognition is approved, the SORB also designates which recognition tier the organization is
33 assigned. SORB members are selected through an application process with objective consideration
34 for broad representation from all student organizations.

35 Students bring to the campus a variety of interests previously acquired, and they develop many new
36 interests as part of the university community. They should be free to organize and join associations
37 to promote their interests. Iowa State University (ISU) acknowledges the important value that
38 volunteer associations of students have as a part of the educational process. Recognized
39 organizations play an important role in developing student leadership and providing quality campus
40 environments.

41

42 **Policy Statement**

43 It is the responsibility of each recognized organization to adhere to the mission of this university, its
44 supporting strategic plan, policies, and procedures. Organizations must abide by all local, state and
45 federal laws. An organization's goals, objectives, and activities must not deviate from established
46 university policies and procedures. Because participation in student organizations may enhance a
47 student's educational experience and the university deems this important to our student's education,
48 recognized organizations are accorded special privileges and benefits.

49 **Benefits of Recognition**

50 Recognition gives organizations access to a number of services and consideration for eligibility for
51 many benefits. Some of the services or benefits listed below involve charges that the organization
52 must pay. All services and benefits are not available to all recognized organizations since some
53 services and benefits depend on the recognition tier in which the organization is classified and
54 because of additional criteria and processes that may be required by the university department or
55 unit that is responsible for providing the specific service or benefit.

- 56 • Recognition as a university organization
- 57 • Use of the university's trademarks in accordance with the ISU trademark licensing office's policy
58 and guidelines
- 59 • Establishment of an account with the campus organizations accounting office and appropriate
60 purchasing privileges in accordance with university guidelines and expectations
- 61 • Inclusion in appropriate university publications
- 62 • Publication of activities through the university calendar
- 63 • Use of information technology services' learning and teaching technologies equipment/services
64 (funded through Student Government)
- 65 • Utilization of the student organizations website
- 66 • Eligibility, but not the right, to use ISU vehicles in accordance with state and university policies,
67 procedures, guidelines and insurance requirements
- 68 • Eligibility, but not the right, to utilize university staff and programming resources
- 69 • Eligibility to apply for awards and honors presented to university recognized organizations and
70 members
- 71 • Eligibility for use of campus meeting facilities
- 72 • Eligibility to apply for Memorial Union student office space and/or storage space allocations
- 73 • Eligibility to be considered for Student Government's student fee allocations

74 **Achieving and Renewing Recognition**

75 In order to exercise the privileges accorded to recognized organizations, organizations must file an
76 online submission through the student organizations website including organizational information,
77 the compliance agreement form, and the organization's constitution and bylaws. Upon receiving this
78 information, the Student Activities Center staff will review it and submit it to the SORB for
79 consideration.

80 If approved for recognition, the SORB will determine the classification for the organization (student
81 organization or campus organization), and if it is deemed a student organization the SORB will
82 assign the appropriate recognition tier (see below).

83

84 **Student Support Services Exemption**

85 The student support services program (SSSP) is exempt from the recognition renewal requirement.
86 The SSSP provides essential services to students as determined by the Student Activities Center
87 and the Student Government or the Graduate and Professional Student Senate in conjunction with
88 the Division of Student Affairs. SSSP may be funded with student fee allocations and/or university
89 funds. The delivery of these services is directed and overseen by the Student Government and the
90 Division of Student Affairs.

91 **Recognition Requirements**

92 An organization is a voluntary special interest group organized for educational, social, and service
93 purposes and comprised of its members. Organizations are separate legal entities from ISU and
94 legally are not treated the same as university departments or units. Organizations can exist whether
95 or not the university recognizes them pursuant to this policy. Through university recognition,
96 organizations receive some special privileges and benefits, as well as have certain responsibilities to
97 the university community. Organizations that request funding from the Student Government or
98 Graduate Professional Student Senate are required to be recognized by the university. Recognition
99 as an organization requires the following:

- 100 1. Organizations must be established for purposes that do not violate local, state or federal law; are
101 consistent with the broad educational mission of the university; and are supportive of the
102 regulations, guidelines and policies of ISU. The university recognizes that some student
103 organizations may have a purpose to advocate for a change in existing law and this provision
104 does not prevent the student organization from exercising its first amendment right to do so.
105
- 106 2. Annual recognition is required a minimum of once within a 12 month period with the Student
107 Activities Center.
108
- 109 3. ISU recognizes that a nondiscriminatory environment complements its commitment to academic
110 inquiry, intellectual discourse and personal growth. ISU also recognizes the interests of students
111 to organize and associate with like-minded students. Accordingly, any individual who subscribes
112 to the goals and beliefs of a student organization may participate in and become a member of
113 the organization.
114

115 Membership and participation in the organization must be open to all students without regard to
116 race, ethnicity, pregnancy, color, religion, national origin, physical or mental disability, age (40
117 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S
118 veteran (disabled, Vietnam, or other), or other protected class. Membership and participation in
119 the organization must also be open without regard to sex, unless exempt under Title IX.
120 Organizations that select their members and/or leaders on the basis of a commitment to a set of
121 beliefs may limit membership and participation in the organization to students who, upon
122 individual inquiry by the organization, affirm that they support the organization's goals and agree
123 with its beliefs, so long as no student who meets the other criteria for membership or
124 participation is excluded based of his or her status of race, ethnicity, sex, pregnancy, color,
125 religion, national origin, physical or mental disability, age (40 and over), marital status, sexual
126 orientation, gender identity, genetic information, status as a U.S veteran (disabled, Vietnam, or
127 other), or other protected class.
128

- 129 4. The organization must be nonprofit in nature.
130
- 131 5. New organizations must submit a constitution at the time of making their initial request for
132 recognition by ISU.
133

- 134 6. Officers
135 a. The compliance agreement form submitted for recognition shall certify that the student
136 officers listed are currently enrolled, not on conduct probation or academic probation, and
137 have a cumulative grade point average (GPA) of 2.0 and above.
138 b. The organization is required to have a president and treasurer (or parallel leadership
139 positions) and those roles must be held by two distinct individuals. Other leadership positions
140 are optional. The president and treasurer (or parallel leadership positions) are required to be
141 trained annually through the officer training program.
142
- 143 7. Operations
- 144 a. The president, treasurer (or parallel leadership positions) and adviser(s) of each organization
145 shall agree to inform their membership of ISU's policies affecting their organization and
146 provide an assurance that their organization will comply with these policies. The president,
147 treasurer (or parallel leadership positions) and adviser(s) must further verify that their
148 organization follows all local, state and federal laws.
149 b. Annually, each student organization must, at a minimum, provide the full names, local home
150 addresses, local phone numbers and e-mail addresses of its president, treasurer (or parallel
151 leadership positions), three additional student members and each of its advisers. Campus
152 organizations must provide the same information except that the three additional members
153 do not have to be students. This contact information must be kept current in the Student
154 Activities Center through the utilization of the student organization website and compliance
155 agreement form.
156 c. Since some university services and benefits require knowledge of a student's membership in
157 the organization requesting the service or benefit, all organizations are encouraged to have a
158 full membership roster on file with the Student Activities Center via the student organization
159 database. For example, if a member of an organization wants to request approval to drive or
160 ride in a university vehicle for an organization event or activity, that member must be listed
161 on the organization's full membership roster.
162 d. Grievances within or among organizations that are not resolved by the Student Activities
163 Center shall be reviewed by the Student Government supreme court. Actions of the Student
164 Government supreme court may be appealed to the Dean of Students Office. Guidelines are
165 on file in the Dean of Students Office and in Student Government.
166 e. Organizations are required to submit an annual year-end report that includes a detailed
167 summary of their activities for the past year, any amendments to their constitution and
168 bylaws, and any amendments to their operations manual. This report must be filed in the
169 Student Activities Center by the end of each academic or fiscal year (June 30).
170 f. Recognition granted for residence hall associations, residence hall houses, sports clubs, and
171 fraternities and sororities are subject to additional policies administered by the respective
172 office and/or organization: Campus Organizations Accounting Office, Department of
173 Residence, Recreation Services, and the Dean of Students Office - Office of Greek affairs.
174 g. Each organization must identify the member responsible for risk management. This could be
175 an existing officer (for example: president or treasurer) or a new officer position identified in
176 the constitution and bylaws.
177
- 178 8. Fiscal Responsibilities
- 179 a. Organizations must maintain financial accounts with the Campus Organizations Accounting
180 Office, and must conduct all financial matters in a responsible manner. Except as noted in
181 8.c. below, transactions must be processed through the Campus Organizations Accounting
182 Office in accordance with campus organizations policies and procedures. Student and
183 campus organizations may not hold accounts outside of the university unless authorized by
184 the Campus Organizations Accounting Office and the Student Activities Center.

- 185 b. Individuals paid by recognized organizations are not considered ISU employees unless those
186 individuals are also employed by ISU in another capacity. However, payments may be
187 processed through Payroll by the Campus Organizations Accounting Office for these
188 individuals as a convenience to the organization. In these instances, the payroll action is
189 processed with the following verbiage, “special conditions: not an ISU employee—on payroll
190 as a convenience; not eligible for ISU benefits.” For example, some Student Government
191 officers (students) are not considered “employed” by Iowa State University. Student services
192 employees and some employees of sponsored organizations are considered ISU employees.
193 c. When certain purchases are made for sponsored organizations or affiliated organizations, or
194 when certain types of acquisitions, including but not limited to the examples noted below, are
195 made by any recognized organization using Student Government funding, the acquisitions
196 become university property and/or the university inherits certain risks and obligations. To
197 help protect the university, the recognized organization, its members and its adviser, such
198 acquisitions must be consistent with university policy, follow university procurement
199 procedures and be processed through ISU Procurement Services. A university department
200 must be willing to assume ownership and take responsibility for maintenance, storage,
201 insurance costs (if any) and appropriate use before Student Government funding can be
202 accepted by a recognized organization and an acquisition can be made. The university
203 department assuming responsibility must process a requisition for these items through ISU
204 Procurement Services. Examples of these acquisitions include:

- 205 • Equipment items with a cost of \$5,000 or more that are placed on the university’s
206 inventory
- 207 • Boats, jet skis, diving or marine gear
- 208 • Ammunition and weapons of all kinds
- 209 • Aircraft, gliders and sky diving gear
- 210 • Drones, weather balloons and related items
- 211 • All types of motorized vehicles and cycles
- 212 • Animals and livestock
- 213 • Portable buildings and enclosures used by people or animals
- 214 • Devices, tools, small equipment that normally would be used in higher risk activities
215 (construction, welding, mountain climbing, etc.)
- 216 • Hazardous materials or chemicals
- 217 • Other equipment or services identified by the Office of Risk Management that have
218 liability exposures. When a question exists regarding liability exposures the recognized
219 organization, Student Government or the department should contact the Office of Risk
220 Management.
- 221

222 9. Membership

- 223 a. All organizations must have at least five members not including their adviser(s).
- 224 b. Membership in a **student organization** must be composed primarily of ISU students
225 (minimum 80% student membership) and be controlled and directed by ISU students. Only
226 ISU student members shall have voting rights in a student organization. Membership is not
227 open to children under the age of 18 who are not enrolled ISU students. Non-university
228 community members who are at least 18 years of age may participate in the activities of
229 student organizations but may not be voting members. If the student organization desires to
230 allow children under the age of 18 who are not ISU students to participate in the activities of
231 the student organization, the student organization must follow the requirements contained in
232 the youth activities, pre-collegiate programs and camps policy, including that the youth
233 participant must have permission to participate from a parent or guardian.

234

- 235 c. Membership in a **campus organization** is open to university community members who are
236 at least 18 years of age (faculty, staff, students, spouses/partners of these persons, and/or
237 retired faculty) and non-university community members (alumni, Ames and surrounding
238 community residents). Non-university community members who are at least 18 years of age
239 may participate in the activities of campus organizations and act as voting members,
240 provided at least 50% of voting members belong to the university as defined in this section.
241 Membership is not open to children under the age of 18 who are not enrolled ISU students. If
242 the campus organization desires to allow children under the age of 18 who are not ISU
243 students to be members or participate in the activities of the campus organization, the
244 campus organization must follow the requirements contained in the youth activities, pre-
245 collegiate programs and camps policy, including that the youth participant must have
246 permission to participate from a parent or guardian.
- 247 d. For the purposes of this policy, community college students who have been accepted into
248 the admissions partnership program who have chosen to pay the optional student activities
249 fee shall be considered ISU students. Admissions partnership program participants who do
250 not pay the optional student activities fee shall be considered non-university community
251 members.

252 10. Advisers

- 254 a. University advisers are required for all organizations. Advisers shall be faculty members
255 whenever possible in order to promote student-faculty interaction outside of the classroom.
256 Professional and Scientific staff with advising experience and/or relevant expertise may also
257 serve as university advisers. Merit staff, with advising experience and/or relevant expertise
258 may also serve as university advisers upon approval from the Student Activities Center and
259 the employee's department chair or unit director.
- 260 b. Advisers must be employed at ISU on at least a halftime, continuous basis. The Division of
261 Student Affairs shall have the right to not approve advisers of student or campus
262 organizations which are on disciplinary probation as determined by the Office of Student
263 Conduct (OSC) or the Student Activities Center.
- 264 c. All advisers will be required to complete the adviser training program as required by the
265 Student Activities Center and sign the adviser agreement annually. The Student Activities
266 Center will provide specific information to organizations about these requirements.
- 267 d. Graduate assistants may serve as additional advisers in conjunction with university advisers
268 who meet the requirements stated above; however, they will not have signing authority (i.e.,
269 financial transactions (vouchers/intramurals), contracts, etc.).

270 11. Constitution and Bylaws

- 272 a. In order to complete the recognition process, all organizations must have an approved
273 constitution and bylaws. Sponsored and affiliated student organizations must also provide a
274 copy of the charter, constitution and/or bylaws of any organization external to the university
275 with which such group may be affiliated.
- 276 b. Required components of the constitution and bylaws:
- 278 • All recognized organizations at Iowa State University must include a general statement
279 about membership eligibility, standards, and requirements. For example, "Membership
280 shall be open to all students at Iowa State University."

281
282
283

284 • The membership selection process, types of membership, and procedures for
285 disciplining and/or removing members should also be outlined here if not already
286 appearing in the bylaws. If a student organization selects its membership based on a
287 commitment to a set of goals and beliefs, the constitution and bylaws should clearly
288 identify the goals and beliefs of the organization.

289
290 • All recognized organizations at ISU must include the following statement (or its
291 equivalent) in their constitution and bylaws:

292 "The student officers of this organization must meet the following requirements:
293

- 294 i. Have a minimum cumulative grade point average (GPA) as stated in this
295 paragraph and meet that minimum GPA in the semester of election/appointment
296 and semesters during the term of office. For undergraduate, graduate, and
297 professional students, the minimum cumulative GPA is 2.00.
298 ii. Be in good standing with the university and enrolled: at least half time (six or
299 more credit hours) if an undergraduate student during the term of office (unless
300 fewer credits are required to graduate in the spring and fall semesters), and at
301 least half time (four or more credits) if a graduate level student during their term
302 of office (unless fewer credits are required in the final stages of their degree as
303 defined by the continuous registration requirement).
304 iii. Be ineligible to hold an office should the student fail to maintain the requirements
305 as prescribed in (i) and (ii).
306

307 • All recognized organizations at ISU must include the following statement (or its
308 equivalent) in their constitution:

309
310 "All monies belonging to this organization shall be deposited and disbursed through a
311 bank account established for this organization at the campus organizations accounting
312 office and/or approved institution/office (must receive authorization via Campus
313 Organizations Accounting Office and Student Activities Center). All funds must be
314 deposited within 48 hours after collection. The adviser to this organization must approve
315 each expenditure." See Fiscal Responsibilities above.

316 • If an organization's constitution is deemed acceptable after review by the Student
317 Activities Center, it may be forwarded to the SORB for further review. The SORB will
318 review the constitution and ratify it by a majority vote. If a constitution is rejected, the
319 organization has thirty (30) calendar days to revise and resubmit the constitution for
320 approval.

321 **Recognition Classification**

322 All recognized organizations are required to file appropriate paperwork with the Student Activities
323 Center in order to be considered active at ISU. There are two recognition classifications: campus
324 organizations and student organizations. Organizations are classified according to who may serve
325 as the officers and who their primary members are.

326

327 **Campus Organizations**

328 Campus organizations are voluntary special interest groups organized for educational,
329 scholarship, social and service purposes. All campus organizations must be recognized by the
330 Student Activities Center in order to function within the university and exercise the privileges
331 of recognition. Membership is open to university community members (faculty, staff, students,
332 spouses/partners of these persons, and/or retired faculty) and non-university community
333 members who are at least 18 years of age (alumni, Ames and surrounding community
334 residents). **Membership in a campus organization must be composed of a minimum of**
335 **50% ISU student, faculty or staff.**

336 Membership is not open to children under the age of 18 who are not enrolled ISU students. If
337 the campus organization desires to allow children under the age of 18 who are not ISU
338 students to participate in the activities of the campus organization, the campus organization
339 must follow the requirements contained in the youth activities, pre-collegiate programs and
340 camps policy, including that the youth participant must have permission to participate from a
341 parent or guardian.

342 Non-university community members who are at least 18 years of age may participate in the
343 activities of campus organizations and act as voting members, provided at least 50% of voting
344 members belong to the university as defined in this section. The president, treasurer, and
345 adviser, as well as the majority of the officers of a campus organization, must be members of
346 the university community. The university recognizes but does not necessarily support or
347 endorse the purposes of these campus organizations and may not accept responsibility or
348 liability for the activities undertaken by the organization.

349 In addition to the university resources available to all recognized organizations, campus
350 organizations shall:

- 351 • Select an adviser in cooperation with the Student Activities Center and in accordance with
352 organization recognition requirements. The adviser must be a university employee.
- 353 • If connected with a sponsored or affiliated organization or a university department or unit,
354 comply with any rules, procedures, and expectations established by that sponsored
355 and/or affiliated organization or university department or unit.
- 356 • Receive only limited support from the university in regards to risk management, legal
357 advice, and contract review as part of the event authorization process or when written
358 university approval is obtained for use of university services or benefits.

359 Campus organizations may receive third priority consideration for:

- 360 • Memorial Union student office space allocations
- 361 • Reserved space for events at the Iowa State Memorial Union, other ISU facilities, and
362 outdoor venues through the event management process and other university scheduling
363 processes

364 Campus organizations may have limited use of university trademarks. Campus organizations
365 will need to follow appropriate criteria and guidelines from each university department or unit
366 to receive these services and benefits.

367

368 **Student* Organizations**

369 A recognized student organization at ISU is any group

- 370
- 371 • Whose primary membership consists of students currently enrolled at ISU;
 - 372 • Formed in order to contribute to the students' personal development; and
 - 373 • Properly recognized by the Student Activities Center within the Division of Student Affairs.

374 All student organizations must be recognized by the Student Activities Center in order to
375 function within the university. **The officers of the organization must be students.**
376 **Membership in a student organization must be composed primarily of students**
(minimum 80% student membership) and be controlled and directed by students.

377 Membership is not open to children under the age of 18 who are not enrolled ISU students. If
378 the student organization desires to allow children under the age of 18 who are not ISU
379 students to participate in the activities of the student organization, the student organization
380 must follow the requirements contained in the youth activities, pre-collegiate programs and
381 camps policy, including that the youth participant must have permission to participate from a
382 parent or guardian.

383 Officers must be currently enrolled, not on temporary enrollment, not on conduct probation
384 and have a cumulative GPA of 2.0 or above.

385 ** For the purposes of this policy, community college students who have been accepted into*
386 *the admissions partnership program who have chosen to pay the optional student activities*
387 *fee shall be considered ISU students. Admissions partnership program participants who do*
388 *not pay the optional student activities fee shall be considered non-university community*
389 *members.*

390 **Recognition Tiers- Student Organizations**

391 Each student organization granted recognition by ISU is recognized as **sponsored, affiliated, or**
392 **registered**. The recognition tier is determined by assessing the student organization's relationship to
393 the university, the purpose and scope of its activities, the university population served, and the
394 perceived potential risk to participants and the university.

395 The relationship of student organizations to ISU is determined by evaluating the student
396 organization's mission and goals as they relate to the mission, vision, goals and culture identified by
397 the university in its strategic planning documents.

398 The privileges and responsibilities associated with each type of recognized student organization are
399 outlined below.

400 **Sponsored Organizations**

401 The privileges of becoming a recognized student organization at ISU are not extended without
402 careful consideration. Sponsored organizations are those considered critical to the mission
403 and culture of the university and work in partnership with a university department or office.
404 These organizations are inherently linked to the university because of their role representing
405 ISU or in presenting events of broad appeal that are considered an integral part of the
406 institution. Sponsored organizations routinely present events for the campus and broader
407 community, and typically work in a collaborative relationship with a university department or
408 office. The organization's purpose and effect are to serve a broad segment of the campus
409 community, not just its membership.

410 Once recognized, the events and activities presented by the organization should accurately
411 and positively reflect the mission, vision, goals and culture of the university, as well as the
412 rules and standards of the institution. The recognition process requires action by both student
413 leaders and the university. As such, this process creates a mutually beneficial relationship
414 between student organizations and the university.

415 In addition to the university resources available to all recognized organizations, sponsored
416 organizations shall have:

- 417 • A full-time professional staff or faculty member whose job description designates them as
418 the primary adviser to the sponsored organization in accordance with organization
419 recognition requirements. These advisers are considered experts within the respective
420 organization's area of interest.
- 421 • A university department or unit must provide oversight and direct responsibility for the
422 organization and its activities.
- 423 • Routinely presented events of broad appeal for the campus and community. Organization
424 operations and event planning are complex and the majority of the events/programs are
425 university-wide. Sponsored organizations routinely present events for the campus and
426 broader community, and are expected to work closely with the appropriate university
427 department or office in the planning of these events.
- 428 • Support from the university in regard to risk assessment/management, legal advice, and
429 contract review.

430 In addition to the responsibilities of all recognized organizations, sponsored organizations
431 must also meet the following expectations:

- 432 • Designate a risk management officer or define an officer's responsibilities to be a risk
433 manager and serve as a member of the organization's executive team. This officer is
434 responsible for developing and maintaining standard operating procedures that are
435 reviewed on an annual basis by the organization and are consistent with university
436 policies.
- 437 • Maintain a current operations manual. A typical operations manual might include such
438 topics as an event planning timeline, risk management practices, public relations
439 practices, fiscal management practices, an evaluation methodology, membership
440 recruitment strategies, and campus contacts and resources.

441 Because of high complexity, sponsored organizations may receive first priority consideration
442 for:

- 443 • Memorial Union student office space allocations
- 444 • Reserved space for university-wide annual events at the Iowa State Memorial Union,
445 other ISU facilities, and outdoor venues through the event management process and
446 other university scheduling processes
- 447 • Use of university trademarks

448 Sponsored organizations will need to follow appropriate criteria and guidelines from each
449 respective university department or unit to receive these services and benefits.

450

451 **Affiliated Organizations**

452 Affiliated organizations are those that serve the broad interests of students and the general
453 public, not just its members. They contribute to the mission, vision, goals and culture of the
454 university by routinely presenting events for campus and their related department's members
455 and invited guests. A university department or unit must provide oversight and direct
456 responsibility for the organization and its activities. Affiliated organizations may also be directly
457 associated with an academic class or class requirement.

458 In addition to the university resources available to all recognized organizations, affiliated
459 organizations shall:

- 460 • Select an adviser in cooperation with the Student Activities Center and in accordance with
461 organization recognition requirements. Preferably the adviser would be employed by the
462 related university department or unit congruent with the student organization's purpose
463 and knowledgeable of the proposed activities contemplated by the organization. The
464 adviser must be a university employee.
- 465 • Maintain a current operations manual. A typical operations manual might include such
466 topics as an event planning timeline, risk management practices, public relations
467 practices, fiscal management practices, an evaluation methodology, membership
468 recruitment strategies, and campus contacts and resources.
- 469 • Comply with any rules, procedures, and expectations established by the responsible
470 university department or unit.
- 471 • Receive support from the university in regards to risk assessment/management, legal
472 advice, and contract review.

473 Because of their broad impact, affiliated organizations may receive second priority
474 consideration for:

- 475 • Memorial Union student office space allocations
- 476 • Reserved space for university-wide annual events at the Iowa State Memorial Union,
477 other ISU facilities, and outdoor venues through the event management process and
478 other university scheduling processes
- 479 • Use of university trademarks

480 Affiliated organizations will need to follow appropriate criteria and guidelines from each
481 university department or unit to receive these services and benefits.

482 **Registered Organizations**

483 Registered organizations are those that are consistent with the mission and culture of the
484 university and primarily engage in activities that benefit their membership. These
485 organizations are primarily interest groups capable of functioning with minimal support. The
486 university recognizes but does not support or endorse the purposes of these registered
487 organizations and may not accept responsibility or liability for the activities undertaken by the
488 organization.

489

490 In addition to the university resources available to all recognized organizations, registered
491 organizations shall:

- 492 • Select an adviser in cooperation with the Student Activities Center and in accordance with
493 organization recognition requirements. The adviser must be a university employee.
- 494 • Maintain a current operations manual. A typical operations manual might include such
495 topics as an event planning timeline, risk management practices, public relations
496 practices, fiscal management practices, an evaluation methodology, membership
497 recruitment strategies, and campus contacts and resources.
- 498 • If connected with a sponsored or affiliated organization or a university department or unit,
499 comply with any rules, procedures, and expectations established by that sponsored
500 and/or affiliated organization or university department or unit.
- 501 • Receive only limited support from the university in regards to risk management, legal
502 advice, and contract review as part of the event authorization process or when written
503 university approval is obtained for use of university services or benefits.

504 Registered organizations may receive third priority consideration for:

- 505 • Memorial Union student office space allocations
- 506 • Reserved space for events at the Iowa State Memorial Union, other ISU facilities, and
507 outdoor venues through the event management process and other university scheduling
508 processes

509 Registered organizations may have limited use of university trademarks. Registered
510 organizations will need to follow appropriate criteria and guidelines from each university
511 department or unit to receive these services and benefits.

512 An appeals process exists for those organizations desiring a recognition tier different than that
513 into which they were initially placed or, based on additional information, an organization's
514 recognition tier may be modified by the Student Activities Center.

515 **Confidentiality and Regulation of Material**

516 The Student Activities Center shall maintain a file of recognized organizations. The Student Activities
517 Center shall make the following available to anyone upon request:

- 518 • Name of the organization
- 519 • Purpose(s) of the organization
- 520 • Location and phone number for the organization's office, if an office exists
- 521 • Name and phone number of the adviser(s), president or chairperson, treasurer, and three other
522 members of the organization

523 The Student Activities Center shall comply with laws governing confidentiality of student records.
524 Student members of the leadership of a recognized student or campus organization may request
525 that their names and contact information not be released to the public and be used only within the
526 university for student organization purposes on a "need to know" basis.

527 Complete rosters of members of recognized organizations shall not be required for recognition.
528 However, use of some university resources, services and benefits will require membership to be
529 listed on the student organizations' roster. For example, if a member of an organization wants to
530 request approval to drive or ride in a university vehicle for an organization event or activity, that
531 member must be listed on the organization's full membership roster.

532 Groups that have questions about the recognition process should seek the assistance of the Student
533 Activities Center staff.

534 **Termination of Organization's Recognition**

535 An organization's recognition is granted and governed by the SORB. The SORB is governed by the
536 Division of Student Affairs - Student Activities Center. This recognition may be terminated for the
537 following reasons:

- 538 • Submission of material for recognition known or determined by the Student Activities Center to
539 be false
- 540 • Failure to reregister annually
- 541 • Failure to follow university regulations governing organizations
- 542 • Failure to follow university policies and procedures, and/or State of Iowa and federal laws
- 543 • Upon notification by the organization's national, regional or other parent entity with which it is
544 affiliated that the organization has failed to follow the rules, policies or guidelines of the
545 organization's national, regional or other parent entity

546 Except in cases of emergency, the organization will be given ten business days notice and an
547 opportunity to be heard before termination. The organization shall have the right to appeal the
548 termination decision. See the Appeals sections below.

549 **Appeals - Termination of Recognition**

550 An organization may have its recognition terminated by the Student Activities Center due to:

- 551 • Submission of material for recognition known or determined by the Student Activities Center to
552 be false
- 553 • Failure to re-register annually by the stated deadline within the student organization website
- 554 • Upon notification by the organization's national, regional or other parent entity with which it is
555 affiliated that the organization has failed to follow the rules, policies or guidelines of the
556 organization's national, regional or other parent entity

557 Organizations whose recognition is terminated for the reasons stated above may appeal the
558 termination decision to the appeal administrator.

559 The director of the Student Activities Center will act as the appeal administrator. The director of the
560 Memorial Union will act as the appeal administrator if the director of the Student Activities Center is
561 unable to serve due to conflict of interest or absence.

562 A written appeal stating the grounds for appeal must be filed with the appeal administrator within ten
563 business days of receipt of the decision being appealed.

564 The appeal administrator will decide one of the following:

- 565 • Uphold the original decision
- 566 • Remand for a new termination of recognition process review for the organization
- 567 • Grant the appeal and permit the organization to remain recognized

568 The appeal administrator will provide a written decision to the organization's president within ten
569 business days of the appeal review. An appeal may be taken within ten business days to the senior
570 vice president for student affairs.

571 The Student Activities Center may determine that an organization should have its recognition
572 terminated due to:

- 573 • Failure to follow university regulations governing organizations
- 574 • Failure to follow university policies and/or procedures, or State of Iowa and/or federal laws

575 In such cases, the Student Activities Center shall file a report and recommendation of misconduct
576 with the Office of Student Conduct (OSC) under Section 5.1 of the ISU student disciplinary
577 regulations (see Resources below). From that point forward all proceedings and appeal procedures
578 are held under the procedures of the ISU student disciplinary regulations.

579 **Appeals - Recognition Tier Decision**

580 An organization has the right to appeal a tier designation decision of the SORB or the determination
581 by the Student Activities Center to change or modify an organization's recognition tier. An appeal
582 provides a limited review of the original decision. It is not an opportunity to present the evidence
583 again or to re-evaluate credibility. If an error has been made, in most cases the matter will be
584 returned to the SORB so that the error may be corrected.

585 One of the following two conditions must be used as a basis for appeal:

- 586 • Discovery of new information that was not available at the time of the decision
- 587 • The recognition process was not followed

588 The director of the Student Activities Center will act as the appeal administrator. The director of the
589 Memorial Union will act as the appeal administrator if the director of the Student Activities Center is
590 unable to serve due to conflict of interest or absence.

591 A written appeal stating the grounds for appeal must be filed with the appeal administrator within ten
592 business days of receipt of the written SORB decision being appealed.

593 The appeal administrator will decide one of the following:

- 594 • Uphold the original decision
- 595 • Remand the case back to the SORB for its reconsideration consistent with the findings of the
596 appeal administrator
- 597 • Remand for a new recognition process review for the organization
- 598 • Modify the recognition tier assigned by the SORB

599 The appeal administrator will provide a written decision to the SORB Chair within ten business days
600 of the appeal review. An appeal may be taken within ten business days to the senior vice president
601 for student affairs.

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603 **Appeals - Individual Membership Decision**

604 An individual has the right to appeal the membership or participation decision of a student
605 organization. An appeal provides a limited review of the original decision of the organization.

606 The director of the Student Activities Center will act as the appeal administrator. The director of the
607 Memorial Union will act as the appeal administrator if the director of the Student Activities Center is
608 unable to serve due to conflict of interest or absence.

609 A written appeal stating the grounds for appeal must be filed with the appeal administrator within ten
610 business days of receipt of the written student organization membership or participation decision
611 being identified.

- 612 • The appeal administrator will review the circumstances involved in the situation.
- 613 • The appeal administrator will provide a written decision to the individual and the organization
614 involved within ten business days of the appeal review.
- 615 • Depending on the concern of the appeal, other university grievance channels may be exercised
616 beyond the appeal administrator (i.e., Dean of Students Office-Student Conduct, Student
617 Government supreme court, Office of Equal Opportunity, Senior Vice President for Student
618 Affairs).

619 **Resources**

620 **Links**

- 621 • [Student Activities Center \(SAC\)](#)
- 622 • [Student Organization Registration Instructions](#)
- 623 • [Student Organization Resources](#)
- 624 • [Student Organizations website](#)
- 625 • [Campus Organizations Accounting Office](#)
- 626 • [Event Authorization](#)
- 627 • [Travel – Student Organizations](#)
- 628 • [Recognized ISU Student/Campus Organizations' Use of University Vehicles](#)
- 629 • [Guidelines for University Trademark Use by Student and Campus Organizations](#)
- 630 • [Trademark Licensing Office](#)
- 631 • [Services Provided by Information Technology Services](#)
- 632 • [Policy: Student Disciplinary Regulations](#)
- 633 • [Policy: Youth Activities, Pre-Collegiate Programs and Camps](#)
- 634 • [Policy: Discrimination and Harassment](#)
- 635 • [Nondiscrimination and Affirmative Action Statement \[PDF\]](#)
- 636 • [Dean of Students Office](#)
- 637 • [Office of Equal Opportunity \(EO\)](#)
- 638 • [Government of the Student Body](#)
- 639 • [Graduate and Professional Student Senate](#)
- 640 • [ISU Strategic Plan](#)
- 641 • [Admissions Partnership Program](#)

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