

# 1 Student Organization Recognition

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

  - 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.

602

## 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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