

**UW-Whitewater**  
**University Recognition Policy for Student Groups**

**Preface**

The UW-Whitewater Recognition Policy for Student Groups is intended to be a summary of certain matters of interest to student organizations and their advisors. It is important to note that:

- It is not a complete statement of all procedures, policies, rules and regulations of the University of Wisconsin-Whitewater, nor is it a complete statement of state or local laws that may be applicable to student organizations;
- The University reserves the right to change without notice any procedure, policy, and/or program, which appears in the University Recognition Policy for Student Groups;
- Other departments may have their own procedures and policies that apply to student organizations;
- University of Wisconsin System Administrative Codes Chapter 17 and Chapter 18 that govern most University activities may also apply to individual student conduct within student organizations.

For copies of the University Recognition Policy for Student Groups, or questions about student organizations and related policies, contact:

Career & Leadership Development  
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**Policy Statement**

In conjunction with the Career & Leadership Development Advisory Board and the Division of Student Affairs the following policy has been adopted regarding the standards and procedure for recognized student organizations at the University of Wisconsin-Whitewater. The policy acknowledges support of the primary mission of the institution and the need to preserve the orderly processes of the university as well as the need to observe student and recognized student organization rights and responsibilities.

Career & Leadership Development, subject to approval by the Assistant Chancellor for Student Affairs of the University of Wisconsin-Whitewater, shall be responsible for revisions of this policy. Career & Leadership Development is responsible for distribution of updates.

## University Recognition

- The procedure to become a University Recognized student organization is administered by staff of Career & Leadership Development. The process to obtain University Recognition for new, first-time student organizations is called Application; while the annual process to maintain University Recognition for continuing student organizations is called Renewal.
- All records submitted for University Recognition for each student organization will be maintained in Career & Leadership Development. All student organization records are public record.
- Application process includes:
  1. Submission of the student organization's governing documents (constitution, by-laws, etc.);
  2. Submission of constitution or by-laws of the national or international organization with which the student organization is affiliated (if applicable);
  3. Identification of a UW-Whitewater employee (only unclassified or classified staff are eligible) to serve as an advisor to the student organization;
  4. Submission of completed Application Form;
  5. Passing scores by the president and an active member of the Anti-Hazing Quiz; and
  6. Submission of signed Anti-Hazing Agreement by both Advisor and President.

Application materials will be reviewed by staff in Career & Leadership Development to ensure compliance with all applicable University policy, state and federal law (i.e., Title IX). The decision to grant University Recognition shall be made by Career & Leadership Development staff. Student groups interested in applying for University recognition may do so at any time during the academic year.

- Renewal Process includes:
  1. Attendance (at least one member) at the annual Student Organization Renewal meeting;
  2. Identification of a UW-Whitewater employee (only unclassified or classified staff are eligible) to serve as an advisor to the student organization;
  3. Submission of completed Application Form; and
  4. Passing scores by the president and an active member of the Anti-Hazing Quiz; and
  5. Submission of signed Anti-Hazing Agreement by both Advisor and President.

Renewal applies to all recognized student organizations, including those on probation or suspension.

**Rights and Benefits of University Recognition**

1. Use of the University's name to identify the student organization's affiliation. Use of name must adhere to the campus licensing policy. The University reserves the right of approval on a case-by-case basis;
2. Reserve and use University facilities that are available for non-instructional use;
3. Utilize Career & Leadership Development and Warhawk Involvement Center services and programs developed and offered to recognized student organizations;
4. Be included on official lists of recognized student organizations, including the Directory of Student Organizations and the Student Organization Guide; and
5. Utilize University services and facilities, and participate in University events that are open to all recognized student organizations.

**Expectations of Recognition**

1. Recognized student organizations are expected to recruit and orient new members with dignity and respect. Adherence to the UW-Whitewater Anti-Hazing Policy is expected at all stages of student participation in the organization.
2. Recognized student organizations are expected to extend membership privileges, including voting and eligibility to hold office, to all students without regard to race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, veteran status or gender (except as otherwise permitted by Title IX of the Education Amendments of 1972). With the exception that, per the UW System Board of Regents Resolution 9279 (adopted 12/06) student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs.
3. Recognized student organizations are expected to exercise reasonable precaution to ensure that their events, services, and programs are safe to all participants and do not cause damage to property or persons. It is the role of Career & Leadership Development and the Office for Risk Management & Safety to provide guidance to student leaders and advisors on these matters.
4. Recognized student organizations are expected to follow University policy, guidelines and procedures pertaining to the use of facilities and services provided by the University.
5. Recognized student organizations are solely responsible for any contract they enter into with third party vendors. The University will not be held liable for these contracts.
6. Recognized student organizations are expected to conduct their activities in a manner that represents themselves and the University appropriately. While this is

a subjective expectation, Career & Leadership Development staff should be consulted if any activity is in question.

7. Recognized student organizations and individual members are not exempt from federal, state, or local laws, and are not exempt from University policy. As a result of the action of members who appear to act on behalf of the recognized student organization, student organizations and individual members may be subject to disciplinary action through the UW-W Student Organization Conduct Policy, or the University of Wisconsin System Administrative Code Chapters 17 and 18.

Members of an organization that is being investigated and adjudicated for alleged violation of University policy are expected to fully cooperate with University officials. Failure to cooperate may result in revocation of University Recognition.

8. Student organizations may extend membership to individuals not enrolled at UW-Whitewater provided the majority of the organization's membership is comprised of currently enrolled students.
9. Student organization leadership roles must be held by students currently enrolled UW-Whitewater.
10. All student organization leaders are considered aware and informed of the inherent risk and liability to which they expose themselves, their organization and the University. All reasonable steps to reduce risk and limit liability should be taken.

### **Eligibility for Receipt of Allocable Segregated Fee Funds**

Per UW System Policy F50, the following information applies to all student organizations seeking allocable segregated fee (SUFAC) funds in addition to the recognition expectations outlined in this document.

1. Only officially recognized student organizations, and university departments to the extent permitted under the UW System Financial and Administrative Policy G15 on "Student Services Funding," are eligible to receive allocable SUF.
2. Student Organizations must meet the following additional minimum requirements to obtain official recognition:
  - a. Prepare and file with Career & Leadership Development, a constitution and bylaws for the organization;
  - b. Consist of at least four members, at least  $\frac{3}{4}$  (three-quarters) of whom are students enrolled for a minimum of three semester credits at UW-Whitewater (per UW-Whitewater Definition);
  - c. Require that all leadership positions in the organization be held by students enrolled on a fee-paying basis for at least half-time; as used in this policy, "half-time" status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student;

- d. Obtain an advisor employed by UW-Whitewater (where the organization is seeking recognition);
- e. Be organized on a not-for-profit (see definitions below) basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain;
- f. As required by Regent Policy 30-06, "Policy on Recognition of Student Organizations," extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status, except those student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and leadership positions in the organization to students who affirm that they support the organization's goals and agree with its beliefs.
- g. UW System institutions may establish additional requirements for official recognition consistent with this policy.

*Reporting student organization financial information.* Student organizations are required to comply with requests for financial information if applying for and/or receiving allocable funds. An organization's failure to comply with a request for financial information may result in the denial of eligibility to receive SUF and/or the use of university facilities.

- a. All student organizations receiving allocable SUF or using institutional facilities must provide financial records, if requested by SUFAC or by the institution, indicating specific revenues and expenditures for specific events for which SUF support or the use of university facilities was provided.
- b. Where allocable SUF are received for ongoing operations or activities of an organization in accordance with this policy, the organization must provide financial records of its entire operation, when requested by the SUFAC or by the institution.
- c. Failure on the part of a student organization to provide financial information in accordance with this policy may result in suspension or loss of recognition, and privileges associated with recognition.

**Role of Advisor**

The student organization advisor serves in a voluntary capacity to a designated recognized student organization and provides advice and continuity to the members of the student organization. Only employees (unclassified and classified staff) of the University are eligible to serve as an advisor. In most cases student organizations ask a University employee to serve as an advisor, and if the employee agrees the student organization will file the advisor name and contact information with Career & Leadership Development. In some cases University departments appoint an employee to serve as an advisor to a designated student organization. The student organization will file the advisor name and contact information with Career & Leadership Development. At the start of each academic year a letter from the Assistant Chancellor for Student Affairs is sent to each employee serving as an advisor to a recognized student organization verifying the advising role as service to the University community. A copy of the letter will be forwarded to supervisors, Deans (for faculty) and to the personnel file for each employee.

The length of service for each employee serving as an advisor to a recognized student organization is assumed to be one academic year. Student organization leaders and advisors should discuss the continuation of the relationship for subsequent years.

Responsibilities of the student organization advisor:

- To a reasonable extent, be aware of the activities of the student organization;
- Meet regularly with student leaders to help them with the business of the student organization (goal setting, member recruitment, meeting facilitation, organization activities, organization budget, etc.);
- Attend organization meetings as often as possible;
- Help orient students new to leadership roles;
- Assist in the interpretation of campus policies and procedures that apply to the organization;
- Help the organization maintain accurate and current financial records; and, if applicable, assist in the formulation of budget requests to the Segregated University Fee Allocation Committee (SUFAC);
- Recognize and praise the accomplishments of the organization and its' members;
- Talk with student organization members about behaviors that do not reflect well upon the organization or the University, and about the appropriateness of activities, events and publications; and
- Help the student organization manage its risk while conducting its mission.

## **University Services Available to Recognized Student Organizations**

### **Career & Leadership Development:**

Career & Leadership Development is dedicated to developing student leaders and to promoting student involvement in the campus and community. Career & Leadership Development is responsible for the administration of all policy and procedure related to student organizations. Career & Leadership Development staff will help student leaders and advisors successfully fulfill their roles.

Career & Leadership Development sponsors the following events and activities in which recognized student organizations might find it worthwhile to participate:

Organization Fair – held annually in September, the Organization Fair is sponsored to help organizations recruit new members and to provide students the opportunity to meet with representatives of the various student organizations.

Homecoming – student organizations are encouraged to participate in the undergraduate homecoming experience to show pride in UW-W and to demonstrate Warhawk spirit. Numerous activities and friendly competitions are held for student organizations and Greek chapters.

Campus Awards – A student organization and individual student leadership award ceremony is held annually in order to recognize outstanding achievement. The recognition occurs at the annual Campus Awards Ceremony, held late in the academic year.

Community Service Information and Opportunities – In order to foster a culture of service, Career & Leadership Development and the Warhawk Involvement Center provide access to the Community Service Office and the Service Clearinghouse to enable organizations to perform service projects.

Career & Leadership Development and the Warhawk Involvement Center offers the following services for recognized student organizations:

- Meeting area
- Lockable file space
- Bulletin boards
- Photocopying
- Fax Machine
- Laminator
- Digital cameras
- Paper and markers for large posters
- Leadership resources (books and videos)
- Student Organization Mailbox
- Computer Lab

Career & Leadership Development offers the following training and leadership development programs that are useful to recognized student organizations:

- Student Organization Leader Training Meeting
- Leadership 101
- Leadership Points (available online and as a hard copy in the Warhawk Involvement Center)
- Quick Trips – information on different pathways of involvement at UW-Whitewater (available online and as a hard copy in the Warhawk Involvement Center)
- Speakers on current issues (team building, recruiting volunteers, leadership, organizational goal setting, officer transition and training, personality types, how to facilitate effective meetings, diversity training, event planning, marketing and promotion of campus events, hazing, risk management, and specially designed workshops and presentations to meet the needs of any recognized student organization)
- University Policy Resource – Career & Leadership Development staff are available to review and explain University policy applicable to recognized student organizations

The following publications are available for recognized student organizations:

- Student Organizations Directory (updated regularly, available online)
- Student Organizations Guide (available online)
- Student Organization Website – found at: [uww.edu/LeaderDev](http://uww.edu/LeaderDev)
- Club Sports Manual (published by Recreation Sports)

Services provided by other UW-W offices may be accessed by recognized student organizations. They include:

- Use of University grounds and facilities and corresponding audio-visual and technical services
- Event advising service
- Access to University Printing Services
- Financial account at the Cashiers Office
- Foundation account on behalf of the student organization at the Foundation Office
- Use of rental vehicles through the University's contracted vendor (limited to those student organizations with access to a University Organization Code)
- Listing of events on campus web-based event calendar
- Use of Hall Tables, Table Tents, Display Cases, Sign Board Space, Electronic Message Boards, Cable 19 event listing, and sidewalk chalking
- Recreation Sports Office provides an advisor to assist all club sports organizations

**Definitions:**

Advisor – UW-W unclassified or classified staff member who has agreed or is appointed to serve as an advisor to a Recognized student organization.

Application – the process for new student organizations to receive University Recognition.

Disciplinary Probation – a status of a Recognized student organization meaning that, through the process outlined in the Student Organization Conduct Policy, the student organization may agree or is placed on Disciplinary Probation as a result of a violation of University policy. Disciplinary Probation is accompanied by sanction(s) and a timeline for return to Good Standing. Disciplinary Probation signifies a warning status that any further violation of policy may result in Disciplinary Suspension or Revocation of University Recognition.

Disciplinary Suspension – a status of a Recognized student organization meaning that the student organization continues to be Recognized, but the Rights and Benefits of Recognition are suspended. Therefore, the student organization on Disciplinary Suspension will be held accountable for their behavior during the period of time that they are on Disciplinary Suspension. Any violation of University policy, federal or state law, or city ordinance during the time of the Disciplinary Suspension may be grounds for the immediate Revocation of University Recognition. All violations will be dealt with through the process outlined in the Student Organization Conduct Policy. Upon the conclusion of the suspension period the student organization must re-apply for University Recognition (see Re-application for University Recognition, below).

Emergency Suspension – all activities of a Recognized student organization may be immediately suspended if University officials have reason to believe that the safety of individuals or the community may be in jeopardy. An Emergency Suspension is followed by an investigation as outlined in the Student Organization Conduct Policy.

Event(s) - any activity sponsored, co-sponsored, or organized by a Recognized student organization.

Good Standing – a status of a Recognized student organization meaning that all requirements for University Recognition are fulfilled and full rights and benefits of University Recognition are extended to the student organization.

Not-For-Profit – Per the UW System, for eligibility for SUF allocable funding, this term is not the same definition as used for state or federal tax purposes. Thus, registration as a student organization will not automatically result in exemption from state or federal income tax or state sales tax. If an organization has obtained tax-exempt status from taxing authorities, however, documentation of that status would demonstrate that the organization is organized on a “not-for-profit” basis.

Re-Application for University Recognition – upon the conclusion of the terms set forth in the Disciplinary Suspension, the student organization must re-apply to receive the full benefits of University Recognition. A request for re-application consists of the completion of the requirements set-forth in this policy to Renew University Recognition.

Upon receipt of the re-application, staff in Career & Leadership Development will conduct an administrative review to ensure that all conditions of the Disciplinary Suspension have been met. If these conditions are met, then the organization will be placed on Disciplinary Probation for a period of one year from the date of Renewal.

Renewal – the annual process for previously Recognized student organizations to continue their University recognition. Organizations not completing the Renewal process annually will need to Apply for University Recognition.

Revocation of University Recognition – through the process outlined in the Student Organization Conduct Policy, a student organization may have their University Recognition revoked. University Recognition may also be revoked if a student organization on Disciplinary Suspension violates University policy, city law or ordinance, and/or State or federal law. If this occurs, then University officials may determine it appropriate to revoke the University's Recognition of the student organization.

Student - in regards to student organization policy, means any person who is enrolled in three or more credits at UW-Whitewater for the current academic semester. A person is still considered a student until the next instructional semester begins or they have graduated.

University Affiliated Organization – an organization comprised mostly of students that is part of a University program and directly connected to the mission of a University office. Some examples of University Affiliated Organizations are: Whitewater Student Government, Leadership Involvement Teams, Homecoming Steering Committee, Marching Band and Cheerleading/Stuntmen Squads. This category of student group does not apply to intercollegiate athletic teams governed by NCAA. University Affiliated Organizations are not required to complete the process for University Recognition, but do fall under the jurisdiction of the Student Organization Conduct Policy.

University Recognized Student Organization – a student group that has completed the University Recognition process. All rights and benefits of Recognition are extended, provided the student organization is in good standing.