

# Introduction

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The Center for Student Involvement & Leadership in collaboration with The Associated Students of the University of Arizona (ASUA) is charged to uphold all of the policies and procedures outlined in this handbook. In addition, ASUA is committed to providing student organizations resources that will enhance their experiences as student leaders on The University of Arizona campuses.

This handbook will aid Student Leaders and Faculty/Staff Advisors in successfully leading their club/organization and familiarize them with key rules and policies related to student clubs/organizations.

The University of Arizona provides certain privileges to recognized clubs/organizations in good standing. These privileges include:

- Use of University facilities, equipment, and services.
- Apply for and receive funding from ASUA, GPSC, CSIL, or other University departments.
- Access our web-based software to develop a personalized club homepage with an events calendar, member rosters, and much more.
- Be included in University/student publications and websites listing recognized student clubs/organizations.
- Sponsor fund raising events (including the sponsorship of commercial activities on the Mall).
- Use of the University name and logo with approval from Trademarks and Licensing.
- Use of Club Resource Center, tents, and mailboxes.
- Be eligible for awards and honors presented to student organizations and their members.
- Receive discounted University services, i.e. room reservations in the Student Unions and Fast Copy Services.
- Display flyers, posters, and banners in the Arizona Student Unions.
- Participate in ASUA fundraisers such as Spring Fling and Wildcat World Fair.
- Utilize a locker space in CSIL.

Your group can access these privileges by becoming recognized and following the policies and procedures of The University of Arizona.

The Club Resource Center is located in the ASUA office suite, on the 3<sup>rd</sup> floor of the Student Union Memorial Center in Suite 325 W (across from the Bookstore offices). For a map of the Student Union Memorial Center, visit <http://www.union.arizona.edu/infodesk/maps/>. Feel free to stop by or email us with any questions at [uaorgs@email.arizona.edu](mailto:uaorgs@email.arizona.edu).

Note: University policy is continually being re-examined, as such, the University reserves the right to revise policies and procedures in this *Club & Organization Handbook* at any time. For most up-to-date policies and procedures, please visit: <http://policy.web.arizona.edu/index.html>

# General Information

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**Student Club/Organization Categories:  
Sports and Social Greek Letter Organizations:  
New Club/Organization Recognition Procedures:  
Requirements for Re-registration:  
Student Club/Organization Constitution:  
Maintenance & Responsibilities of Recognized Clubs/Organizations:  
Club & Organization Standards Board**

# Student Club/Organization Categories

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Student Clubs/Organizations place themselves into one of twelve categories based upon their interests and goals. This is done to foster communication between clubs/organizations that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable organization for their needs. The categories available to select from are:

<b>Academic/Educational</b>	Main purpose is to recognize the attainment of scholarship of superior quality. There are clubs & organizations for each class, special interest, as well as for almost all of the academic disciplines.
<b>Departmental</b>	Affiliated with a University department.
<b>Honorary</b>	Main purpose is to recognize the attainment of scholarship of superior quality. There are honoraries for each class, special interest, as well as for almost all of the academic disciplines.
<b>Cultural/International</b>	Mission is to study or promote the culture of other nations and/or ethnic groups.
<b>Leadership</b>	Mission is to promote development of leadership skills among its members.
<b>Religious</b>	Mission is to further the interest of a particular church, sect, denomination, or beliefs in a deity, divine power, or super natural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination.
<b>Political/Economic</b>	Mission is to further the interest of a particular political group or issue and to provide a platform for the debate and discussion of the great government and economic issues of the day.
<b>Professional</b>	Mission relating to a professional career, many of which are nationally affiliated.
<b>Service</b>	Mission is to provide service to the University or Tucson communities.
<b>Sports</b>	Mission is to promote a common interest and to foster participation, officiating of and competition in a specific sport or recreational activity.
<b>Special Interest</b>	Mission does not coincide with any of the other categories.

## **Social Greek Letter**

Private, national, or international Social Greek Letter, voluntary associations which meet all of the following criteria:

1. The sponsoring bodies are legal corporations.
2. They have organizational goals which are social/service/fraternal rather than honorary, professional, religious, or political. The emphasis of these groups is the personal development of members. Membership in more than one such fraternal organization at once is not permitted.
3. They may select members according to subjective criteria consistent with the nondiscriminatory policies of the University. They may be entitled to gender expression if they meet the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendment of 1972.
4. They are recognized by their respective local governing body at The University of Arizona: Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, or United Sorority and Fraternity Council.

# **Sports Clubs & Social Greek Letter Organizations**

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## **Sports Clubs**

A Sport Club is a recognized student club/organization, which exists to promote and develop interest in a particular sport of physical activity. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play. The Sport Club Program is administered through the Department of Campus Recreation, which serves as an administrative body, resource, and information center for those involved in the Sport Club Program. The Sport Club Program has been developed for the purpose of engaging in extramural-intercollegiate sporting activities. The Sport Club Program is housed in the Student Recreation Center and provides supportive administrators who assist the clubs with the following:

- Facilities - scheduling, practices, events, and meetings.
- Equipment - scoreboards, field lining materials, tables, chairs, etc.
- Limited Financial Support oversees club's university accounts and assists in fund allocation procedures and provides fund-raising opportunities.
- A structure to assist clubs in promoting their various functions and competitive activities.
- Provides various resources to assist clubs in development and improving organization.

- The Sport Club Program also provides athletic trainer services for clubs.

Sports Clubs must be recognized and consistently re-registered by The University of Arizona, and then be registered by the Department of Campus Recreation. Please visit <http://campusrec.arizona.edu/sports/> for further information.

## Social Greek Letter Organizations

### **I. Process for Recognition for New Social Greek-Letter Organizations:**

- A. A fraternity or sorority desiring establishment as a recognized Social Greek-Letter Organization must first complete The University of Arizona Expansion and Colonization Procedures.
- B. The chapter must immediately follow the same procedures previously outlined for existing organizations to gain recognition.

### **II. Requirements for Maintaining Recognition:**

- A. Social Greek-Letter Organizations are required to be full members of the appropriate Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, or United Sorority and Fraternity Council.
- B. The organization president agrees to accept full responsibility for the chapters and its members' adherence to the constitution, by-Laws, rules and judicial procedures of the respective governing associations (Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, or United Sorority and Fraternity Council.); and those of his/her National/International Organization; University policies and directives by authorized University officials, the University of Arizona Student Organization Policy and Form Handbook for Student Leaders and his/her Advisors, the University of Arizona Greek Relationship Statement, the Greek Strategic Plan, the Greek Standards of Excellence, the Greek Housing Plan/Transitional Housing Plan, GAMMA Student Risk Management Policy, Greek Board, the University of Arizona Student Code of Conduct, the University Rules for the Maintenance of Public Order, and local, state and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives and procedures and must educate their membership (active and new members). In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's recognition.

## Sports Clubs & Social Greek Letter Organizations (cont.)

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- C. Each chapter must file the following information with ASUA by the established deadline each semester:
  - o Membership Rosters, Officer Directory, Affiliation Forms and ALL other required forms. See Fraternity and Sorority Programs for specific dates and copies of these forms.
  - o Copies of organization constitution and bylaws and changes as they

occur.

- D. Each organization must annually file with Center for Student Involvement & Leadership and The Office of Risk Management and Safety a certificate of insurance verifying liability and social host insurance coverage at the required amount, or request a written waiver.
  - A chapter must have a two million dollar policy if the chapter is housed and sponsors, co-sponsors, or hosts events with alcohol. An unhoused chapter must have a one million dollar policy if it sponsors or co-sponsors events with alcohol.
  - All insurance policies must name The University of Arizona and the Arizona Board of Regents as additionally insured. Such coverage shall be primary, not excess coverage.
- E. Social Greek-Letter Organizations shall comply with The University of Arizona nondiscrimination policy in the policy section of this Handbook, except as exempted under federal or other legislative protections.
- F. All organizations are expected to cooperate with the University and the Interfraternity Council, the National Pan-Hellenic Council, the Panhellenic Council, or the United Sorority and Fraternity Council. in building and maintaining positive relationships with neighbors (local, national, and international).
- G. Each organization must have a Chapter Advisor. A Chapter Advisor is defined as a volunteer who has been appointed by appropriate fraternity/sorority officials to serve as the primary advisor for the chapter. If he/she is a University employee, all advising activities are in no way connected to official job duties at the University, except that all University employees are subject to the University's Hazing Policy and sexual assault reporting to the Dean of Students for Title IX investigation purposes. Chapter Advisors are expected to:
  - Be familiar with University and Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, or United Sorority and Fraternity Council rules, regulations and policies, governing Greek-Letter Organizations and assist the chapter in complying with such policies.
  - Attend regular meetings of the chapter and be familiar with its activities.
  - Provide assistance to the organization in meeting and maintaining conditions of University recognition including signing the Student Organization Recognition Form.
  - Provide assistance in financial and general operating affairs of the organization.
  - Provide assistance in the planning and implementation of chapter activities.
  - Provide assistance in the areas of organizational and personal development.
  - Assist University officials in dealing with problems or other situations involving the chapter.
  - Assist the chapter and its members to live up to the ideals of the fraternity or sorority.

- Attend or send another Advisory Board Member to Fraternity and Sorority Programs Chapter Advisor Meetings.

# Sports Clubs & Social Greek Letter Organizations (cont.)

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- H. Maintain an atmosphere conducive to serious academic endeavor and integrity.
- I. Maintain and ensure compliance with all applicable University, local and state fire, health, zoning and safety codes on the grounds and facilities as well at organizational events.
- J. Each chapter must remain in good standing with its national/international fraternity or sorority.
- K. Each chapter must achieve 60% or more points on the Chapter Assessment Tool.
- L. All events open to non-chapter members (including but not limited to Rush/Recruitment Activities, GAMMA Events, Social Functions, Float Building) shall only occur at Recognized Social Greek-Letter Houses or at registered non-residential, Third Party venues. A Recognized Social Greek-Letter House is defined as a recognized chapter's facility. The University will recognize only one Social Greek-Letter House at one properly zoned location through the Housing Review Process.
- M. Each student organization shall keep its chapter house, property, and surrounding public right-of-way clean and free of debris.

### **III. Indemnification Clause:**

The recognized Social Greek-Letter Organization and its individual active, inactive or associate members shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this Student Organization Policy and Form Handbook for Student Leaders and Advisors or any other activity undertaken for any purpose by the organization or its individual active, inactive or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to actions caused by the sole negligence of The University of Arizona or its employees.

### **IV. Review, Suspension or Revoked Recognition:**

- A. Where the University alleges that the organization, its officers or its individual members have failed to comply with the Requirements for Maintaining Recognition, the University will follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations. Written appeals will be handled per the Student Disciplinary Procedures.

- B. The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the organization and/or its officers.
  
- C. An organization whose recognition is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in this policy or as established by the University. A suspended organization must continue to comply with those requirements stipulated under Requirements for Maintaining Recognition. Failure to do so will prevent the organization from having recognition reinstated.

# New Club/Organization Recognition Procedures

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Please refer to the club recognition instructions posted on the ASUA web site:  
<http://clubs.asua.arizona.edu>

Steps to become a recognized club/organization at The University of Arizona:

1. Visit the Club & Organization webpage: <http://clubs.asua.arizona.edu> and click on Orgsync.
  - a. Click on register to create a personal account and use your UANetID email address.
  - b. Please submit the following information to [uaorgs@email.arizona.edu](mailto:uaorgs@email.arizona.edu) to create a club/organization profile:
    - Club/Organization Name
    - Category of your club/organization
    - OrgSync Administrator Name (person in charge of website), UA EmailYou will be contacted shortly when your club page has been added. After it has been added, please click "add an org" and join your club/organization.
2. Proceed to the *2010-2011 ASUA Club Recognition Application* and have these prepared:
  - a. President, treasurer, advisor name and contact information
  - b. Electronic constitution
  - c. Have at least five members in your Orgsync group profile at all times (per Club & Organization Handbook policy). Clubs/Organizations must maintain five active members via OrgSync. Clubs/Organizations that are unable to maintain the minimum number of members required must submit an appeal. Cases will be reviewed on a case-by-case basis.
  - d. Keep the following sections on the 'public' setting:
    - Club Description (Welcome Message)
    - Officers & basic contact information
    - General meeting date, time & location
3. Once form is completed & submitted, join *UA Student Clubs & Organizations* Site group.
4. RSVP for a Fall New Club Recognition Assembly under '*calendar.*' Click on available date by selecting '*view event.*' and sign up! Or, email [uaorgs@email.arizona.edu](mailto:uaorgs@email.arizona.edu) with the date you are attending, the name of your club, and your contact information.

5. Please bring a thirty-dollar recognition fee to your designated New Club Recognition Assembly.
7. Following the creation of your account and completion of paperwork, the Clubs & Organizations Standards Board (COSB) will review your club/organization and make a final recommendation on the formation of your club/organization to the COSB Advisor. The club/organization president will be notified of recognition status in writing from the COSB Advisor (allow approximately two weeks).
8. Appeal - The student club/organization has up to three business days to appeal the denial of recognition. All appeals must be submitted in writing to the Club & Organization Standards Board Advisor. If no appeal is submitted, recognition denial is final, and the student club/organization forfeits its right to an appeal.
9. All appeals are final.

Please note that:

- A. All elected or appointed officers of the organization must meet the academic eligibility requirements as stated in the Co-Curricular Activities Policy (see Co-curricular Activities Policy in this Handbook).
- B. Clubs/Organizations must attend a Club Re-registration Assembly every April.

## **New Club/Organization Recognition Procedures (cont.)**

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- C. All recognized student clubs/organizations shall abide by the University's policy on Non-Discrimination and Anti-Harassment. The University's policy on Non-Discrimination and Anti-Harassment is available for viewing at <http://policy.web.arizona.edu/Non-discrim-interim.pdf>

However, Greek Social-Letter organizations are entitled to single-sex membership as promulgated under Title IX of the U.S. Education Act of 1972. Moreover, organizations that engage in expressive association, including of a political, economic, educational, religious, or cultural nature, may limit membership or leadership positions to students who share the same beliefs or tenets, but may not discriminate in membership or leadership on any other prohibited basis (i.e.,

race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity).

D. Active membership in recognized University non-Social Greek organizations is limited to students currently enrolled at The University of Arizona. Other persons may be admitted to associate membership in a recognized club/organization if its constitution and bylaws so provide. Social Greek organizations must follow policies outlined by their national headquarters.

The following functions and activities must be reserved for active members:

- a. Holding office in the organization. (Associate members may not hold office).
- b. Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as its spokesperson. (Associate members may attend and as a member of the audience, speak at meetings.)
- c. Working at tables and distributing materials on campus on behalf of the organization. (Associate members may assist active members in working at tables providing that an active member is present at all times and responsible for the table and/or the distribution).
- d. Soliciting funds on behalf of the organization. (Associate members may not solicit funds.)
- e. The above points are not intended as a comprehensive definition of active membership; other functions or acts may also indicate that a person is participating as an active member of an organization.

- H. Each non-Social Greek organization must have a Faculty/Staff Advisor. A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University. Social Greek Letter organizations must have a chapter advisor. A chapter advisor is defined as above or an Alumni member of the organization with a letter of support from their national headquarters on file with the Center for Student Involvement and Leadership. *A faculty, administrator, or staff who is on sabbatical cannot serve as an advisor nor can graduate students.*
- I. All student clubs/organizations are expected to follow University rules and regulations governing the use of funds. All debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered, among other potential individual or organizational sanctions. (Refer to the Responsibility Agreement for Expenditures on the Recognition Application).
- J. All student clubs/organizations may not attempt to assume functions of established student or faculty governments such as ASUA or GPSC.
- K. Activities or organizations may not interfere with the normal operation of the University.
- L. All student clubs/organizations, in the conduct of their activity, cannot purport to represent the institution without express prior written consent from the Arizona Board of Regents.
- M. All student clubs/organizations are expected to cooperate with the University in building and maintaining positive relationships with neighbors (local, national, and international).

# Requirements for Re-registration

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Failure to comply as an individual or as a club/organization with the following requirements, or a violation of law or University policy by the organization or its members or representatives, may constitute grounds for review or withdrawal of organization recognition by the University.

- A. The organization president agrees to accept full legal responsibility for the group's adherence to its constitution and by laws, University policies and directives by authorized University officials, The University of Arizona Student Organization Policy and Forms Handbook for Student Leaders and Advisors, The University of Arizona Student Code of Conduct and the University Rules for Preserving Maintenance of Public Order; and local, state and federal laws. Accordingly, the president must be familiar with such policies, laws, regulations, directives, and procedures, and must educate his/her members.
- B. Each student club/organization must submit the following information to ASUA:
  1. Proceed to the *2010-2011 ASUA Club Re-registration Form* that can be found at <https://orgsync.com/forms/show/19286>, and have these prepared:
    - b. President, treasurer, advisor name and contact information
    - c. Electronic constitution (submitted annually and revised every 3 years)
    - d. Have at least five members in your Orgsync group profile at all times (per Club & Organization Handbook policy). Clubs/Organizations must maintain five active members via OrgSync. Clubs/Organizations that are unable to maintain the minimum number of members required must submit an appeal. Cases will be reviewed on a case-by-case basis.
    - e. Keep the following sections on the 'public' setting:
      - Club Description (Welcome Message)
      - Officers & basic contact information
      - General meeting date, time & location
  2. Once form is completed & submitted, join *UA Student Clubs & Organizations Site group*
  3. RSVP for a Fall Re-registration Assembly under '*calendar*.' Click on available date by selecting '*view event*' and sign up! Or, email [uaorgs@email.arizona.edu](mailto:uaorgs@email.arizona.edu) with the date you are attending, the name of your club, and your contact information.
  4. Please bring a thirty-dollar recognition fee to your designated Re-registration Assembly.

5. Following the creation of your account and completion of paperwork, the Clubs & Organizations Standards Board (COSB) will review your club/organization and make a final approval for the formation of your group. The club/organization president will be notified upon COSB's approval (allow approximately two weeks).
- C. All elected or appointed officers of the organization must meet the academic eligibility requirements as stated in the Co-Curricular Activities Policy (see Co-curricular Activities Policy in this Handbook).
- D. Clubs/Organizations must attend a Club Re-registration Assembly every April.

## Requirements for Re-registration (cont.)

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- E. All recognized student clubs/organizations shall abide by the University's policy on Non-Discrimination and Anti-Harassment. The University's policy on Non-Discrimination and Anti-Harassment is available for viewing at <http://policy.web.arizona.edu/Non-discrim-interim.pdf>

However, Greek Social-Letter organizations are entitled to single-sex membership as promulgated under Title IX of the U.S. Education Act of 1972. Moreover, organizations that engage in expressive association, including of a political, economic, educational, religious, or cultural nature, may limit membership or leadership positions to students who share the same beliefs or tenets, but may not discriminate in membership or leadership on any other prohibited basis (i.e., race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity).

- F. Active membership in recognized University non-Social Greek organizations is limited to students currently enrolled at The University of Arizona. Other persons may be admitted to associate membership in a recognized club/organization if its constitution and bylaws so provide. Social Greek organizations must follow policies outlined by their national headquarters. The following functions and activities must be reserved for active members:
  - a. Holding office in the organization. (Associate members may not hold office).
  - b. Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as its spokesperson. (Associate members may attend and as a member of the audience, speak at meetings.)
  - c. Working at tables and distributing materials on campus on behalf of the organization. (Associate members may assist active members in working at tables providing that an active member is present at all times and responsible for the table and/or the distribution).
  - d. Soliciting funds on behalf of the organization. (Associate members may

not solicit funds.)

- e. The above points are not intended as a comprehensive definition of active membership; other functions or acts may also indicate that a person is participating as an active member of an organization.
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- G. Each non-Social Greek organization must have a Faculty/Staff Advisor.  
A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University. Social Greek Letter organizations must have a chapter advisor. A chapter advisor is defined as above or an Alumni member of the organization with a letter of support from their national headquarters on file with the Center for Student Involvement and Leadership. *A faculty, administrator, or staff who is on sabbatical cannot serve as an advisor nor can graduate students.*
  - H. All student clubs/organizations are expected to follow University rules and regulations governing the use of funds. All debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered, among other potential individual or organizational sanctions. (Refer to the Responsibility Agreement for Expenditures on the Recognition Application).
  - I. All student clubs/organizations may not attempt to assume functions of established student or faculty governments such as ASUA or GPSC.
  - J. Activities or organizations may not interfere with the normal operation of the University.
  - K. All student clubs/organizations, in the conduct of their activity, cannot purport to represent the institution without express prior written consent from the Arizona Board of Regents.
  - L. All student clubs/organizations are expected to cooperate with the University in building and maintaining positive relationships with neighbors (local, national, and international).

# Requirements for Re-registration (cont.)

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## Indemnification Clause

The recognized student organization and its individual active, inactive, or associate members shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, The University of Arizona, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this Club & Organization Handbook or any other activity undertaken for any purpose by the organization or its individual active, inactive, or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to actions caused by the sole negligence of The University of Arizona or its employees.

## Review, Suspension, or Revoked Recognition

- A. Where the University alleges that the organization, its officers or its individual members have failed to comply with the Requirements for Maintaining Recognition, the University will follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations. Written appeals will be handled per the Student Disciplinary Procedures.
- B. The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the organization and/or its officers, including but not limited to academic probation or expulsion.
- C. An organization whose recognition is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in this policy or as established by the University. A suspended organization must continue to comply with those requirements stipulated under Requirements for Maintaining Recognition. Failure to do so will prevent the organization from having recognition reinstated.

# Student Club/Organization Constitution

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To ensure continuity and consistency, all student organization constitutions that are not governed by an international organization constitution must include:

- A. A date of adoption.
- B. A clear statement of objectives, which are consistent with the mission and educational goals of the University.
- C. Identification as a campus-based and student controlled group, with active membership limited to students of The University of Arizona (see information under Membership in the Handbook).
- D. Democratic procedures for nominations, elections, and removal of officers.
- E. Democratic provisions for policy-making, including amendment of constitution.
- F. Clear statement of reasonable dues or other financial obligations of members.
- G. The following statement of nondiscrimination, exactly as it is printed here:  
*"This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office."*
- H. Statement of not-for-profit status.
- I. Statement of financial responsibility for any debts accumulated at the University by the organization not covered by funds on deposit. Sample:  
"A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit."
- J. Statement of non-hazing exactly as found here:  
*"This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution."*
- K. Statement of compliance with campus regulations exactly as found here:  
*"This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws."*
- L. Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.

- M. A statement of the number of members necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- N. A statement describing how officers are selected and replaced, the qualifications for office, officers' duties, method of electing, type of vote, term limits, and methods for filling vacancies.

# Responsibilities of Recognized Clubs/Organizations

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Student clubs/organizations at the University of Arizona shall complement the academic mission of the University and enhance the educational experience for students. Clubs/organizations will be held responsible for actions of the group membership, guests, and individuals. A club/ organization is responsible for its own actions.

## **The club/organization will be held responsible:**

When the club/organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.

When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.

When a student club/organization or an affiliated University group is charged with a violation of the Code of Student Conduct, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under this Code as representatives of the group.

When one or more officers refuse or neglect to perform duties outlined in the Code of Student Conduct.

## **Shared Responsibility for Infractions**

Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any recognized student organization.

## **Organizational Responsibility**

A complaint may be filed against a club/organization under the Code of Student Conduct. A club/organization and its members may be held collectively and individually responsible for violations of the Code by those associated with the club/organization, including guests and alumni of the club/organization. When a complaint is filed with The University of Arizona naming a club/organization as Respondent, the presiding officer and/or students affiliated with the group shall be required to participate in meetings and hearings held by Club & Organization Standards Board as representatives of the group.

# Club & Organization Standards Board

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## **1. Purpose:**

The Club & Organization Standards Board reviews complaints related to recognized student organizations that are submitted to the Associate Director. The Associate Director will formulate a recommendation as to whether the club/organization has violated UA Club & Organization Policy, Code of Conduct or other University policies as outlined in the Club & Organization Handbook. In addition the Board may recommend sanctions to be imposed. The Club & Organization Standards Board will also act as a conflict mediator with any issues between or within recognized student clubs/organizations.

## **2. Authority:**

The Club & Organization Standards Board may act as a designee of the Dean of Students in club/ organization matters at the election of the Dean of Student. The Club & Organization Standards Board furthermore has the authority to enforce all club and organization codes, regulations, and guidelines as policies as outlined in the *Club & Organization Handbook*. The intent of this program follows the idea that the student community should take responsibility for its own actions and when necessary set forth procedures where by those who are accused of violating club and organization rules may be afforded due process and, when appropriate, fair sanctions.

## **3. Formal Complaint Process**

a. Initiation of a Case: A case may be referred to the Club & Organization Standards Board from any source. Anyone filing a report should be prepared to present such evidence or testimony to the Board.

b. Conduct Policies: Any action by a member or members of a formally recognized (or one that has applied for membership) student club/organization, casting an unfavorable reflection on their respective student club/ organization or the University of Arizona campus as a whole, may be considered to be sufficient reason for a conduct case. All conduct cases shall come under the heading of one or any of the combination of the following:

- Violation of The University of Arizona Student Code of Conduct.
- Violation of policies in *the Club & Organization Handbook*.
- Conduct that may be considered harmful to the University, or Tucson communities.

c. Timeline: All cases, from the initial receipt of a complaint, shall take no longer than thirty one (31) days (including weekends) to complete, including investigations, the Club & Organization Standards Board, and notice of sanction/appeal. To protect the rights on the accused group, the Club & Organization Standards Board will follow the procedures outlined below when conducting an investigation.

## **4. Investigation Procedure**

- a. The Club & Organization Standards Board Chair shall notify the president of the club/organization of complaint against it. Included in this notice will be:
1. A description of the actual complaint received by the Board.
  2. Notification that the student club/organization President has five business days

to respond in writing to the Board regarding the complaint.

3. Description of the date/time/location of the forthcoming hearing.

- b. The Club & Organization Standards Board Chair shall also notify the complainant of receipt of his/her complaint and of the forthcoming procedure.
- c. The President shall serve as the official representative and respondent for the club/organization. The entire Board will be presented with the case, hear from the complainant(s), student organization representative(s), and any witness(es), and make a decision regarding responsibility and any applicable sanctions or referrals.
- d. The Club & Organization Standards Board Chair shall inform the student club/organization via a letter to the President within two business days of the Board's decision. The student club/organization's right of and process for an appeal.
- e. The Club & Organization Standards Board Chair shall inform the complainant that the Club & Organization Standards Board has taken place and that the Board has reached a decision.
- f. Appeal - The student club/organization has up to three business days to appeal the Board's decision.  
All appeals must be submitted in writing to the Club & Organization Standards Board Advisor. If no appeal is submitted, the Board's decision is final, and the student club/organization forfeits its right to an appeal. If an appeal is made, a designee from the Dean of Student's Office will review the appeal, make a decision and notify the student club/organization of the outcome in writing.
- g. All appeals are final.
- h. Conditions for Appeal: Appeals may be granted for one or more of the following reasons:
  - 1. Improper procedure was followed by the Club & Organization Standards Board.
  - 2. Proper due process was denied.
  - 3. Further evidence has been found since the decision was rendered which may affect or change in the Board's decision.
  - 4. The penalty or sanction imposed was excessive.
- i. Upon completion of any assigned sanctions, the Club & Organization Standards Board Chair will notify the student club/organization with a letter officially closing the case. If a student club/organization does not complete sanctions without making previous arrangements with the Board, the club/organization will be called back in for not complying with the Board's decision.

