

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;
- The title Recognized Student Organization encompasses organizations, clubs, and Greek letter organizations

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

UC - Student Activities & Involvement
146 University Center
Whitewater, WI 53190
Phone: (262) 472-6217
E-mail: involvement@uww.edu
Webpage: www.uww.edu/uc/get-involved

Policy Statement

In conjunction with UC - Student Activities & Involvement (UC-SAI) 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.

UC - SAI, in consultation with Whitewater Student Government, and subject to approval by the Vice Chancellor for Student Affairs of the University of Wisconsin-Whitewater, shall be responsible for revisions of this policy. UC - SAI is responsible for distribution of updates.

Student Organizations Defined

To be a student organization at UW-Whitewater, the following statements apply:

1. Student organizations may accept graduate and/or undergraduate students
2. Must have a minimum of two (2) members - 1. Leader/President, 2. Financial Officer
3. Must have a paid Faculty or Staff employee of UW-Whitewater serve as an advisor
4. All officers must be currently enrolled UW-Whitewater students
5. More than 50% of members must be currently enrolled UW-Whitewater students
6. Organization's mission must be focused in at least one of the following ways:
 - a. Member development or education
 - b. Philanthropy and/or service to others
 - c. Member enjoyment of hobbies or special interests
7. Members of the organization can not have financial gain at the expense of members or the University
8. Student organizations may limit, where appropriate, membership if based upon an unprotected status, or where allowed by Title IX law. In all other cases, membership may not be discriminatory in nature.
9. Greek Organizations (Social Fraternities and Sororities) have additional requirements that include, but are not limited to, the following:
 - a. If they are new to or returning to UW-Whitewater they must go through the Greek Expansion Process - contact the Program Specialist for Greek and Community Service (262-472-6217) for details. New fraternities and sororities must be affiliated with a national organization.
 - b. They must limit membership to currently enrolled UW-Whitewater students.
 - c. They are required to have and provide proof of liability insurance, and to UC-SAI.
 - d. They have a required cumulative minimum GPA for members of at least 2.7.
 - e. They are required to keep up to date rosters on file with UC -SAI .
 - f. Presidents of Greek organizations are required to meet monthly with a member of the UC-SAI Greek Advising Team.
 - g. They are subject to *UW - Whitewater Greek Community Standards*, which determine eligibility to continue existing at UW-Whitewater as well as benefits provided to the organization from the University and/or the affiliated Greek Councils.
 - h. They must actively belong to one of three Greek Councils, as determined by staff in UC-SAI.
10. Club Sports have additional requirements that include, but are not limited to, the following:
 - a. They must limit membership to students currently enrolled at UW-Whitewater.
 - b. In addition to a Leader/President and Financial Officer, they are required to have a Risk Management Officer (this position may be part of another officer's role, as long as it's clearly identified in the group's constitution).
 - c. Officers are required to attend monthly Club Sports meetings as well as training as identified by staff of UW-W Office of Recreation Sports.

Committees, Programs, and other Student Groups

Campus may choose to create groups that serve a variety of roles. These groups are predominantly made up of students, and differ from student organizations in at least one of the following ways:

1. they are coordinated by a paid employee of the University;
2. they exist solely to manage or directly influence University decision making;
3. they are primarily made up of students who are compensated for their participation;
4. exists at the purview of a campus department;
5. exists because of federal, state, or local law

While these groups exist at UW-Whitewater, they are not required to go through the Annual Recognition process. They are however held to the same policies, processes, and expectations as recognized organizations.

University Recognition

- The procedure to become a University Recognized student organization is administered by staff of UC-SAI.
- All records submitted for University Recognition for each student organization will be maintained in UC - SAI. All student organization records are considered public records.

Application for Recognition includes:

The following steps are completed annually by all student organizations:

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 paid Faculty or Staff employee to serve as a campus advisor to the student organization (Graduate students are only eligible if their role is in their Graduate Assistant position requirements. Undergraduate student employees are ineligible);
4. Completion of recognition forms;
5. Completion of Student Leader training by the President/Leader and Financial Officer of the organization; both must be current students; in the case where the Leader/President is also considered the Financial Officer, another officer must participate instead. (training includes Antihazing Training, Title IX Information, Campus Policies and Expectations Overview, and other topics as identified by University staff).
6. Submission of signed Confirmation of Service documents by both the Campus Advisor and President/Leader.
7. Additional steps are required of Greek Organizations and Club Sports.

Newly Forming or Reforming Groups

For Student Organizations other than Greek Organizations, newly forming organizations, or organizations reestablishing after a 2 semester or longer period of inactivity, one additional step is required:

1. Schedule a meeting with a member of the Involvement Staff in UC - SAI (to be scheduled within 30 days of recognized status), to review resources and steps for

success - contact the Involvement Team at involvement@uww.edu or 262-472-6217 to schedule.

UW-Whitewater delegates the authority of granting recognition to UC - SAI to ensure compliance with all applicable University policies, as well as state and federal laws (e.g., Title IX). The decision to grant University Recognition shall be made by UC - SAI staff. The timeline for recognition is determined by UC-SAI staff and communicated annually. Staff in UC - SAI may choose to extend (but not shorten) the recognition process window.

Recognition requirements apply to all recognized student organizations, including those on probation or suspension.

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 and identity standards [LINK: <https://www.uww.edu/identity-standards>]. 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 UC - SAI services and programs developed and offered to support recognized student organizations;
4. Inclusion on official lists of recognized student organizations;
5. Utilize University services and facilities, and participate in University events that are open to all recognized student organizations; and
6. Be granted UW-Whitewater email account and web and app-based services.

Expectations of Recognition

1. Recognized student organizations are expected to comply with all University Policies as well as Local, State, and Federal laws. Those that do not comply will be held accountable via the *University of Wisconsin - Whitewater Misconduct Procedures for University Recognized Student Organizations* [LINK: <https://www.uww.edu/documents/CLD/policies/Final%20Student%20Misconduct%20Org%20Policy%202020.pdf>]
2. The University has the right and responsibility to place organizations on emergency suspension when deemed appropriate.
3. 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.
4. 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 or parental 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. It is acknowledged that the UW System Policy does not align with Federal Law [*Christian Legal Society v Martinez (08-1371)*].

5. 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 UC - SAI and the Office for Risk Management & Safety to provide guidance to student leaders and advisors on these matters.
6. Recognized student organizations are expected to follow University policy, guidelines and procedures pertaining to the use of facilities and services provided both on and off campus.
7. 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.
8. 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, **UC - SAI** staff should be consulted if any activity is in question.
9. 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 Misconduct Procedures for University Recognized Student Organizations*, or the University of Wisconsin System Administrative Code Chapters 17 and 18.
10. 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.
11. 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.
12. Student organization leadership roles must be held by students currently enrolled at UW-Whitewater.
13. 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.
14. UW-Whitewater may establish additional requirements for recognition consistent with this policy.

Eligibility for Allocable Segregated Fee Funding

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 be eligible for funding:

- a. 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);
 - b. 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;
 - c. 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;
 - d. SUFAC, in conjunction with Whitewater Student Government, may establish additional funding eligibility requirements consistent with this policy.
3. 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.
- 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 Campus Advisor

The student organization Campus Advisor (called Academic Advisor for Greek organizations) serves in a voluntary capacity to a designated recognized student organization and provides advice and continuity to the members of the student organization. UW-Whitewater Faculty or Staff Paid Employees are eligible to serve as Campus Advisors, however graduate students are only eligible if their role is in their Graduate Assistant position requirements; undergraduate student employees are ineligible. 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 UC - SAI. 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 UC - SAI. Annually, a list of confirmed advisors will be available to campus.

Confirmation of service is required each academic year. An Advisor’s service begins upon the date of confirmation of service, ending at the end of the academic year for which confirmation is

given. UW-Whitewater and/or the Recognized Student Organization has the right to remove a Campus Advisor from their role at any time.

Responsibilities of the student organization advisor:

- Annually commit to serving as an advisor through the student organization recognition process;
- To a reasonable extent, be aware of the activities of the student organization;
- Meet at least monthly 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 but at least once per semester;
- 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;
- Assists and advises the organization in making meaning of their co-curricular experiences to better apply their learning beyond graduation
- 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

UC - Student Activities & Involvement (UC-SAI):

UC - SAI is dedicated to developing student leaders and to promoting student involvement in the campus and community. UC - SAI is responsible for the administration of all policies and procedures related to student organizations. UC - SAI staff will help student leaders and advisors successfully fulfill their roles.

UC - SAI sponsors the following events and activities in which recognized student organizations might find it worthwhile to participate:

- Involvement Fairs – held twice annually in September and February, the Involvement Fairs are 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, first year groups, 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, UC - SAI provide access to the service opportunities to enable organizations to perform service projects.

UC - SAI offers a variety of services for recognized student organizations. For a complete list of these services, visit The Student Organization Leadership Guide <https://sites.google.com/uww.edu/orgleadershipguide/home>.

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 (connectUww)
- Use of Hall Tables, Table Tents, Display Cases, Sign Board Space, Digital Signage, and sidewalk chalking
- Recreation Sports Office provides an advisor and assistant to assist all club sports organizations

The following publications are available for recognized student organizations:

- An online database of all recognized student organizations is available to anyone affiliated with the University. [LINK: <https://www.uww.edu/connect>]
- Policies, Guidelines and Processes are available to all recognized organizations through the UC - SAI. [LINK: www.uww.edu/uc/get-involved]
- Club Sports Manual (published by Recreation Sports) [LINK: <http://www.uww.edu/recsports/clubsports>]
- Student Org Leaders Guide [LINK: <https://sites.google.com/uww.edu/orgleadershipguide/home>]

Appeal to Denial of Recognition

If UC-SAI denies an organization's request for official recognition, the organization may appeal to the Executive Director of the University Center (or designee), who will make the final decision on recognition based solely on whether the organization has met the requirements stated in this policy. To appeal, submit a written request for appeal that outlines reasons for request. The appeal letter should include the materials submitted by the organization in the recognition process. Appeals must be done within 10 business days of notification of denial.

Useful Definitions:

- **Academic Advisor** - for the purposes of Student Organizations, an academic advisor is a UW-W employee who has agreed or is appointed to serve as an advisor to a recognized Greek organization.
- **Application** – the process for new student organizations to receive University Recognition.
- **Campus/Academic Advisor** – UW-W employee who has agreed or is appointed to serve as an advisor to a recognized student organization.
- **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.
- **Probation** - While the student organization continues to be a University recognized student organization, probation signifies a warning status that any further violation of policy may result in Suspension or Revocation of University Recognition. When probation status is assigned it is accompanied with a timeline to return to good standing, and may also include other sanctions.
- **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 recognition requirements set-forth in this policy. Upon receipt of the re-application, staff in UC - SAI 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 Recognition.
- **Revocation of University Recognition** – Permanent loss of University recognition.
- **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 term begins or they have graduated.

- **Suspension of University Recognition** - Suspension signifies loss of all University privileges and services for a specified period of time. Upon conclusion of the suspension the student organization must re-apply for University Recognition.
- **Temporary Emergency Suspension** - All activities of a student organization may be immediately suspended if the Dean of Students Office has reason to believe that the safety of individuals or the community may be in jeopardy. The emergency suspension must be communicated to the student organization leadership, advisor(s), inter/national offices, and the Associate Director of the University Center immediately. An emergency suspension is followed by an investigation as outlined earlier in this policy.
- **University Affiliated Activity/Organization** – those activities or organizations that are comprised mostly of students and provide a direct service to the institution’s mission. University Affiliated Activities/Organizations include, but are not limited to: Whitewater Student Government, Residence Hall Association, Leadership Involvement Teams, Panhellenic Council, Interfraternity Council, National PanHellenic Council, Segregated University Fee Allocation Committee, Wheelchair Basketball, Homecoming Steering Committee, Marching Band and Cheerleading/Stunt Squads. This category of student group does not apply to intercollegiate athletic teams. University Affiliated Activities/Organizations are not required to complete the process for University Recognition, but do fall under the jurisdiction of the *Misconduct Procedures for University Recognized Student Organizations*.
- **University Recognized Student Organization** – a student group that has completed the University Recognition process. All benefits of Recognition are extended, provided the student organization is in good standing.

UC - Student Activities & Involvement

Approved by Whitewater Student Government March 7, 2022

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