# Section 1: Organization Recognition

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*These sections are from the Student Handbook and were approved by the Student Policy and Appellate Board.
The Source for Organization Recognition

Student Organizations Categories

Academic/Professional
These organizations provide opportunities for members to discuss and share information on academic disciplines and careers, and to network with professionals in the field.

Ad Hoc
These organizations may be recognized for a one-time event or single purpose of supporting or opposing a candidate or issue on a ballot measure in any special or regular ASBSU election. The ASBSU Judiciary, through its own procedures, is authorized to grant this temporary recognition.

Club Sports
These organizations promote and develop interest in a particular sport or physical activity. A club may be recreational, instructional, competitive, or may be involved in any combination of these elements.

Cultural/Ethnic
These organizations promote a sense of community, solidarity, and support for students through various means, and seek to enlighten and enrich individuals with certain aspects of their individual or collective cultures.

Greek
These organizations are primarily social in nature, are represented by Greek letters, and are exclusive to one gender. Affiliation with a national organization is required. Any organization not meeting Boise State Greek Minimum Expansion Criteria (see page 5), regardless of national affiliation, is considered a Special Interest Group and is required to be co-ed.

Honor Societies
These organizations require a minimum GPA of 3.0 or higher for membership and may be related to a specific academic discipline. They usually accept members through invitation only. Service may be a requisite for continued membership.

Religious
These organizations provide instruction and/or spiritual guidance for members. They encourage expression and fellowship and need not be affiliated with an established denomination.

Special Interest
These organizations provide opportunities for members to meet, educate and share in a common interest. Organizations may also provide service to the University and/or the community.

University Housing
These organizations provide governance, social and recreational activities for students who live in University-owned housing.

Advisory Boards
These boards provide guidance and feedback on programs, budgetary oversight, and recommend policies for departments or groups.

Campus Boards
These are student-operated boards that receive a dedicated fee and are not specific to one department or area.

*Note: These category definitions are subject to change. For the most current list, check with the Student Organizations Office at 426-5951.

Recognition Policies and Procedures
This section is designed to make the recognition process for groups as painless as possible. For clarification of this process and most current policies...
and procedures, contact the Assistant Director, Student Activities, 426-5951.
For the purpose of this policy, the following definitions are provided:
University - Boise State University
ASBSU - Associated Students of Boise State University, student government
Fee-paying - Student paying (individually or by scholarship) all required University fees listed in the Schedule of Fees

Organization Defined
1. Any group of students living or acting together, electing officers and/or assessing dues or fees for their mutual benefit is an organization.
2. The President or primary officer for an organization must be a fee-paying student at this University.
3. All voting members and remaining officers must be fee-paying students at this University.
4. The University through the ASBSU Judiciary must officially recognize all groups of students fitting the definition of an organization.

Recognition Agreement*
Recognition of an organization extends to them the privilege of identification with the University and the use of institutional facilities. The organization agrees to accept those regulations and policies necessary for the protection of the University’s essential functions, for equal sharing of time and space, and to assure the reasonable health and safety of the community.
Recognition of organizations does not mean that the University supports or adheres to the views held or to positions taken by such organizations. Responsibility for any actions which violate federal, state or local laws must be assumed by the organization itself.

Temporary Recognition for New Organizations*
Temporary recognition status is assigned to new organizations upon completing an “Intent to Organize Card” with a Student Activities staff member. Temporary recognition is for the purpose of organizing as a student organization, recruiting members, developing a University-affiliated constitution, completing University requirements for gaining official recognition, and holding elections.

Privileges for Temporary Recognized Organizations
These privileges last for exactly two months from the date an organization is registered, or until the Friday before finals in May, whichever comes first. These privileges are only for getting organized, recruiting members, creating a constitution and holding elections.

• Use of rooms in the Student Union three times, if available
• Use of Marketing Booths in the Student Union 15 times, if available
• 100 free photocopies at Campus Copy in the Student Union (to be used all at once)
• Use of the poster distribution system (see Source 2)
• Use of the Poster Island (see Source 2)
• Use of the Banner Wire (see Source 2)
• Use of table tents in the Student Union (see Source 2)
• Use of University Relations to issue a press release (see Source 2)

This is the extent of privileges for temporary organizations. Temporary clubs may not: host events; use the name “Boise State University”; fundraise; use University vehicles; use ASBSU services; use bulk mail permits; advertise as a Boise State organization or solicit money.

Recognition Steps for New Organizations
University students interested in organizing a new organization shall:
1. Set an appointment to meet with a Student Activities staff member (426-5951) to review the recognition process. At least one individual attending this meeting must be a University student currently enrolled for 3 or more credits. A student ID number will be requested at the time the appointment is scheduled.
2. Complete an “Intent to Organize Card” at the initial meeting with the Student Activities staff member. The card requests the names, addresses (mail and email) and phone numbers of the students establishing the organization as well as the potential name of the organization.
3. Reserve rooms in the Student Union, or other campus facilities, for a Constitution Development Meeting, an Informational/Organizational Meeting and an Election Meeting. Rooms in the Student Union
can be reserved up to three times by temporary clubs for these purposes only.

4. Advertise and promote the organization and all its meetings throughout campus in an effort to recruit members.

5. Develop a constitution and have the membership vote to approve the constitution. Ensure that the organization’s constitution meets the University’s Constitutional Requirements listed later in this section.

6. Submit two copies of the proposed constitution to the Student Activities Office. Email an electronic copy to joycnorth@boisestate.edu.

7. Complete an "Organization Officer Card" listing the organization’s officers and advisor, their addresses and telephone numbers and submit it to the Student Activities Office. Constitutions and complete officer cards MUST be submitted at the same time.

8. If the organization is affiliated with a national or regional group, a copy of that organization’s constitution, bylaws or comparable document must be submitted with the student organization’s constitution and complete officer card.

9. Maintain communication with the Student Activities staff member until the organization receives a notice that official recognition has been granted. (The Student Activities staff member will review the officer card and the Boise State and parent organization constitutions for compliance with all University requirements. When all requirements have been met, a Student Activities staff member will recommend to the ASBSU Judiciary that the organization be granted official recognition.)

See Appendix 1: Chart of Recognition Process for New Organizations (page 8)

Constitutional Requirements for all Student Organizations*

At least eleven articles are necessary in a new or current constitution in order to be recognized and to maintain recognition.

1. **Name.** The name by which the organization will be known.

2. **Statement of Purpose.** The statement of purpose for the organization.

3. **Affiliation.**
   a. Affiliation with Boise State University clearly stated—what does that affiliation mean? What are the obligations and responsibilities?
   b. This organization shall operate according to the most current regulations and policies of the Idaho State Board of Education, Boise State University, the Associated Students of Boise State University Constitution, and in compliance with all local, state, and federal laws regardless of contradictory material that may be in the document.
   c. Affiliation with a community, state, regional or national organization (if applicable).

4. **Nondiscrimination Statement.** It is the policy of the University not to discriminate unlawfully against any individual on the basis of age, race, color, religion, gender, national origin, ancestry, disability, sexual orientation, veteran status, or political affiliation (gender excludes organizations which have been determined exempt according to federal law). The University requires each organization to submit a copy of the charter, constitution and bylaws of the parent organ-
nization where applicable. This is necessary to determine whether discrimination for the aforementioned reasons is encouraged on any level.

5. **Membership.** At least 51% of the total membership must be fee-paying University students, carry a minimum of 3 credit hours, and reflect minimum University academic requirements.

Voter eligibility: all voting members must be fee-paying University students and carry a minimum of 3 credit hours.

6. **Meetings.** Organizations shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.

7. **Officers.** State how these officers are selected and replaced, the qualifications for office, officer duties, method of electing officers, specific time of elections, type of vote, term limits, and methods for filling vacancies.

The minimum University requirements for the President or primary officer for an organization must be:

a. Enrollment as a full fee-paying student (at least 8 credits) by the tenth day of each semester and continuation as a full fee-paying student throughout the academic term. A graduate student may be enrolled as a fee-paying student (at least 3 credits) by the tenth day of each semester and continuation as a fee-paying graduate student throughout the academic term for a recognized student organization that in name, purpose and/or membership serves graduate students.

b. Maintenance of a cumulative GPA of 2.00 or higher.

The minimum University requirements for all remaining organization officers must be:

a. Enrolled as a fee-paying student (at least 3 credits) by the tenth day of each semester and continuation as a fee-paying student throughout the academic term.

b. Maintenance of a cumulative GPA of 2.00 or higher.

8. **Advisor.** The organization is required to have an advisor. The organization is encouraged to use the University faculty and staff. Explain the duties and role of the advisor within the organization and the University.

9. **Removal of Officers and Members.** Grounds for removal shall be spelled out, including the process for providing adequate notice of charges, opportunity for a fair hearing and the right of appeal. The form of vote shall also be indicated.

10. **Sources of Financial Support.**

11. **Constitutional Revision.** Any changes in a group’s constitution require the approval of the ASBSU Judiciary. The steps for approval are the same as those for new organizations.

### Help Finding an Advisor

The Student Organizations Office will assist student organizations in finding an advisor. Typically, the office will send emails to faculty and staff who have expressed interest in advising, and post the vacancy on the University’s news Web site. The student organization must provide a paragraph describing what the organization does (mission statement), what the organization expects an advisor to do (include an estimated time commitment) and who the new advisor should contact if they are interested.

An advisor must be either a faculty or staff member.

**Organizational representatives’ responsibility:** PROMPTLY contact all potential advisors that are provided to you. Meet with the potential advisors and get to know them. Invite one or two (co-advisors are acceptable) to be the advisor(s). Contact the others, thank them for their interest and let them know someone else was selected.

### Maintaining Recognition for Current Organizations

The privileges of Official Recognition status will continue when organizations fulfill all the following conditions:

1. Complete an “Organization Officer Card” within four weeks at the beginning of each fall semester and within 10 days of any election.

2. At least one student officer for the organization, listed on the “Organization Officer Card,” attends the mandatory Getting Organized Meeting scheduled each fall semester.

3. Collect mail at least once a week from the organization’s mailbox in the Student Activities Office.

4. Maintain a positive balance in the organization’s financial account.

5. Abide by the minimum Eligibility Requirements for Extracurricular Activities for offi-
cers and abide by enrollment standards for organization membership (at least 51% of the total membership must be fee-paying students at Boise State University carrying a minimum of 3 credit hours).

6. Abide by the organization’s constitution and stated purpose.

7. When requested to do so by the ASBSU Judiciary, the organization must amend its constitution to reflect current University policies and local, state and federal laws.

8. When the constitution is revised, submit two copies of the revised constitution to the Student Activities Office for review and approval by the ASBSU Judiciary. Also, an electronic copy must be emailed to joycenorth@boisestate.edu

9. Abide by Boise State University policies, and local, state and federal laws.

Amending Constitutions
Occasionally, existing student organizations are interested in updating their constitutions. As changes are being discussed, an officer is advised to pick up a sample constitution from the Student Activities Office. If further clarification is needed, an organization representative can meet with the Assistant Director, Student Activities for assistance.

See Appendix 2: Chart of Process for Existing Groups to Amend Constitutions (page 9)

What’s Next?
After your organization is fully recognized by ASBSU Judiciary, it will be assigned a mailbox and an ASBSU account number. For club sports, the mailbox will be in the Student Recreation Center and the financial technician in Campus Rec will set up the account numbers. All other student organizations will have a mailbox in Student Activities and the ASBSU Financial Technician will set up their account numbers.

Money
New clubs DO NOT automatically get money. Following is the procedure for requesting funds (Club Sports and Religious organizations are not eligible for funding through ASBSU):

New organizations are those that have been recognized by the ASBSU Judiciary after February 1 (even if they once existed in the past). If they have not applied for matching funds, these new organizations may submit a budget request at any time during the fiscal year. However, funds will be limited to $400 for each new organization. The ASBSU Financial Advisory Board (FAB) will review these budgets and any monies awarded will come out of the grant fund. A new organization that wants to request funds may pick up a budget request form from the ASBSU Office. Submit it back to ASBSU and FAB will review it.

See The Source Section 4 for complete information on how to spend dollars in your ASBSU account. Remember: Student organizations cannot have accounts off campus.

Greek Minimum Criteria Policy
Approved October, 2004
The following policies apply to student organizations that by their name, purpose or membership criteria are classified as “Greek” social fraternities or sororities:

Insurance Requirements
All national social fraternities or sororities attempting colonization, or who currently have colonies or chapters at Boise State University, shall have and maintain for their chapter, their members and authorized volunteers minimum liability limits per Appendix 3. In these liability insurance policies, Boise State University and the State of Idaho must be listed as additional insureds.

Advisory Support
A. Alumni Support

Greek organizations wishing to establish a chapter at Boise State must show adequate alumni representation in the Boise and surrounding areas. Adequate alumni strength will be determined by the Student Activities Office (prior to colonization) and can be based on, but is not limited to: number of alumni in the area, number of alumni who have pledged to actively support a chapter, the presence of an established alumni chapter or the pledged support of other affiliated/interested parties that would act in the same capacity as alumni.

B. Support Staff:

This includes consultants/field representatives (or alumni acting as organization representatives) as well as any colonization team.
1. There must be at least one national officer that assumes responsibility for the colonization process and is in attendance at the colony during recruitment and other formative stages.

2. Once colonization is complete, the national organization will send at least one professional staff member to assess/train the chapter on a biannual (twice an academic year) basis.

3. National organizations will pledge to assist chapter officers in attending the first national or regional conference after colonization.

Greek Expansion/National Viability
For Greek organizations seeking expansion to Boise State University, Student Activities will assess the number of active chapters; number of chapters gained and lost in the last five years; and recruitment statistics of those chapters interested in expanding to campus. National organizations with (over a five-year period) an above average number of closings, below average number of active chapters, and above average number of chapter openings (based on comparisons with organizations of similar gender requirements and missions) cannot be considered for chapter establishment at this institution.

Summary of Services for Recognized Student Organizations
ONLY organizations that have ASBSU Judiciary recognition have these privileges:

Meetings and Events
- Free use of Student Union meeting and conference rooms, academic space, and reservable public space throughout campus when available. Student organizations can also create series reservations for their regular meetings.
- The right to apply for student organization office space in the Student Union.
- The right to sponsor speakers and events on campus.
- Free parking for event participants.

Financial Support
- The right to request annual funding from ASBSU to help finance organization activities. (This does not apply to Club Sports or Religious organizations.)
- Use of ASBSU telephones for long-distance calls, mail services, and photocopier at a reduced rate.
- Use of the University’s bulk mail permit for authorized organization mailings billed to organization’s account.
- Use of the University Print Shop and Campus Copy for organization printing billed to the organization’s account.
- Sales tax exemption for organizational purchases.
- Cash boxes.
- The right to solicit monies on campus.
- Use of University vehicle rentals for authorized organization trips and conferences.

Marketing and Promotion
Use of Boise State University Relations Office for assistance with:
- Press releases.
- Public service announcements (PSAs).
- Messages on the University’s electronic message board on Broadway Avenue.
- The right to advertise as a Boise State student organization. Student Organizations are also allowed to use the official BSU Student Org logo in their promotions.
- The right to promote the organization and its activities on campus.
- Use of campus outdoor kiosks to display announcements.

Other
- Consultation with the lawyer retained by ASBSU (during the academic year).
- Representation of the organization’s concerns to the ASBSU.
- Hosting of the organization’s Web site on the Boise State server.
- Eligibility for awards and recognitions issued by ASBSU, Student Activities Office or Boise State.
- Limited 24-hour access for organization officers to the Student Union through the Student Activities entrance.
Withdrawal of Recognition*

1. The process of withdrawing an organization's official recognition begins when it has ceased to function as evidenced by any of the following:
   a. Notice of dissolution from officer and/or advisor.
   b. Failure to hold any meetings over a twelve-month period.
   c. Failure to submit a current roster of officers within four weeks of the beginning of each fall semester or within 10 days of an election.
   d. Failure to have a student officer attend the mandatory Getting Organized Meeting held during each fall semester.
   e. Failure to correct a negative balance in the organization's ASBSU account within two (2) months' time.
   f. Failure to abide by the minimum Eligibility Requirements for Extracurricular Activities for officers or enrollment standards membership.
   g. Failure to regularly pick up mail from the organization's Student Activities mailbox during the academic year.
   h. Failure to comply with ASBSU Judiciary's written request to amend the organization's constitution within two months' time.

2. Either the Vice President for Student Affairs or the ASBSU Judiciary may withdraw an organization's official recognition whenever the above conditions occur or the rules and policies of the ASBSU and/or the University are violated.

3. Prior to withdrawal of recognition, the group will be warned, given the opportunity to take corrective steps and be allowed to speak in their behalf before the ASBSU Judiciary.

See The Source Section 7 for information about University Eligibility Requirements for Extracurricular Activities.
Appendix 1: Chart of Recognition Process for New Organizations

A student sets an appointment with the Student Activities staff member to review process

Meet with Assistant Director, Student Activities, or other staff

If applicable, reserve rooms in the Student Union for:
- Constitutional development meeting
- Informational / organizational meeting
- Election meeting
- Here is where you write your constitution

Request or download a national constitution

Elect Officers

(Around the same time)

Have members approve constitution by a vote

Submit one electronic & 2 paper copies of constitution, complete officer card and national constitution (if any) to the Student Organizations Office

Assistant Director, Student Activities reviews constitution

If no changes needed

Once the constitution is perfected, and a complete officer card is submitted (and a national constitution is on file, if applicable) ASBSU Judiciary will consider recognizing the organization.

Official Recognition Granted by ASBSU Judiciary

Download BSU sample constitution at clubs.boisestate.edu

Electronic constitutions emailed to: joycenorth@boisestate.edu
Appendix 2: Chart of Process for Existing Groups to Amend Constitutions

(including name changes)

Pick up sample constitution from the Student Organizations Office, or download online at: clubs.boisestate.edu

Meet with Assistant Director, Student Activities to review sample constitution

Set up constitutional development meeting if desired

Review sample constitution on your own

Revise constitution on your own

Have members approve constitution by a vote

Submit one electronic and 2 copies of constitution to the Student Organizations Office

Meet with Assistant Director, Student Activities to review constitution (if clarification needed)

If revised constitution needs further changes

Revised Constitution forwarded to ASBSU Judiciary

Electronic constitutions emailed to: joycenorth@boisestate.edu

Revised Constitution Approved by ASBSU Judiciary
Appendix 3: Boise State University Insurance Requirements for Outside Organizations

Procedure Requirements

- Organizations that contract with the Covered Entity/State of Idaho shall maintain insurance for liability and workers’ compensation exposures as listed below.
- The organization shall furnish the Covered Entity/State of Idaho with a certificate of insurance prior to use.
- The Covered Entity/State of Idaho has the right to accept or reject an insurance company.
- The Covered Entity/State of Idaho shall be named additional insureds on all liability policies.
- The notice of cancellation requirement is a 30-day minimum.

Coverage Requirements

**Commercial General Liability**

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