

# 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.



### **Important note about Bronco E-mail:**

Starting this year, all correspondence from Student Activities & the Student Organizations Office will be sent exclusively to Bronco E-mail accounts. If you do not check your Bronco E-mail regularly, you should forward it to an account you do check. It is simple to do, here is how:

1. From the BroncoWeb homepage, click on **Log In To BroncoMail**
2. Type in your Username and Password
3. Click on the **Options** box in the middle of the help box and the exit box.
4. Click on **Mailbox Management**
5. Forward new messages by typing in your forwarding address in the **Forward to:** box
6. **SAVE** your changes
7. Remember to redo this process if your change e-mails.



## The Source for Organization Recognition

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### 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.

#### 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 not required.

#### 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.

#### 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.

#### 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. Check with the Student Organizations Office at 426-5951 for the most current list.*

### 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
- 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 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 e-mail) and phone numbers of the students organizing the organization as well as the potential name of the organization.
3. Obtain from the Student Activities staff member a "Temporary Organization Privileges Card," which is necessary to access facilities and promotional services.
4. Reserve rooms in the Student Union, or other campus facilities, for a Constitution Development Meeting, an Informational/Organizational Meeting and an Election Meeting. Coordinate meeting times so a

Student Activities staff member can attend and facilitate the Constitution Development Meeting.

5. Advertise and promote the organization and all its meetings throughout campus in an effort to recruit new members.
6. Complete the Constitution Development process 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. The organization is encouraged to write bylaws for the organization's specific rules of procedure.
7. Submit two copies of the proposed constitution to the Student Activities Office.
8. 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.
9. File a copy of the constitution or comparable information of the parent organization with the Student Activities Office (if the organization is affiliated with a community, state, regional or national organization).
10. 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. During the summer months when the ASBSU Judiciary is not in session, the organization will be granted official recognition pending Judiciary approval.)

**See Appendix 1: Chart of Recognition Process for New Organizations**



### **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 this 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 organization where applicable. This is nec-

essary 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 better.

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 better.
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.

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 maintains a list of potential advisors (faculty and staff) who have indicated they are interested in advising an organization. If you need help finding an advisor, indicate this during your initial meeting with the Assistant Director, Student Activities who will e-mail the potential advisors, provide them contact information and a description of your organization.

**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 officers 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 three copies of the revised constitution to the Student Activities Office for review and approval by the ASBSU Judiciary.
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**



## **Summary of Services for Recognized Student Organizations**

ONLY organizations who 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.
- Access to Select-A-Seat.

### **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.
- 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 website 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.

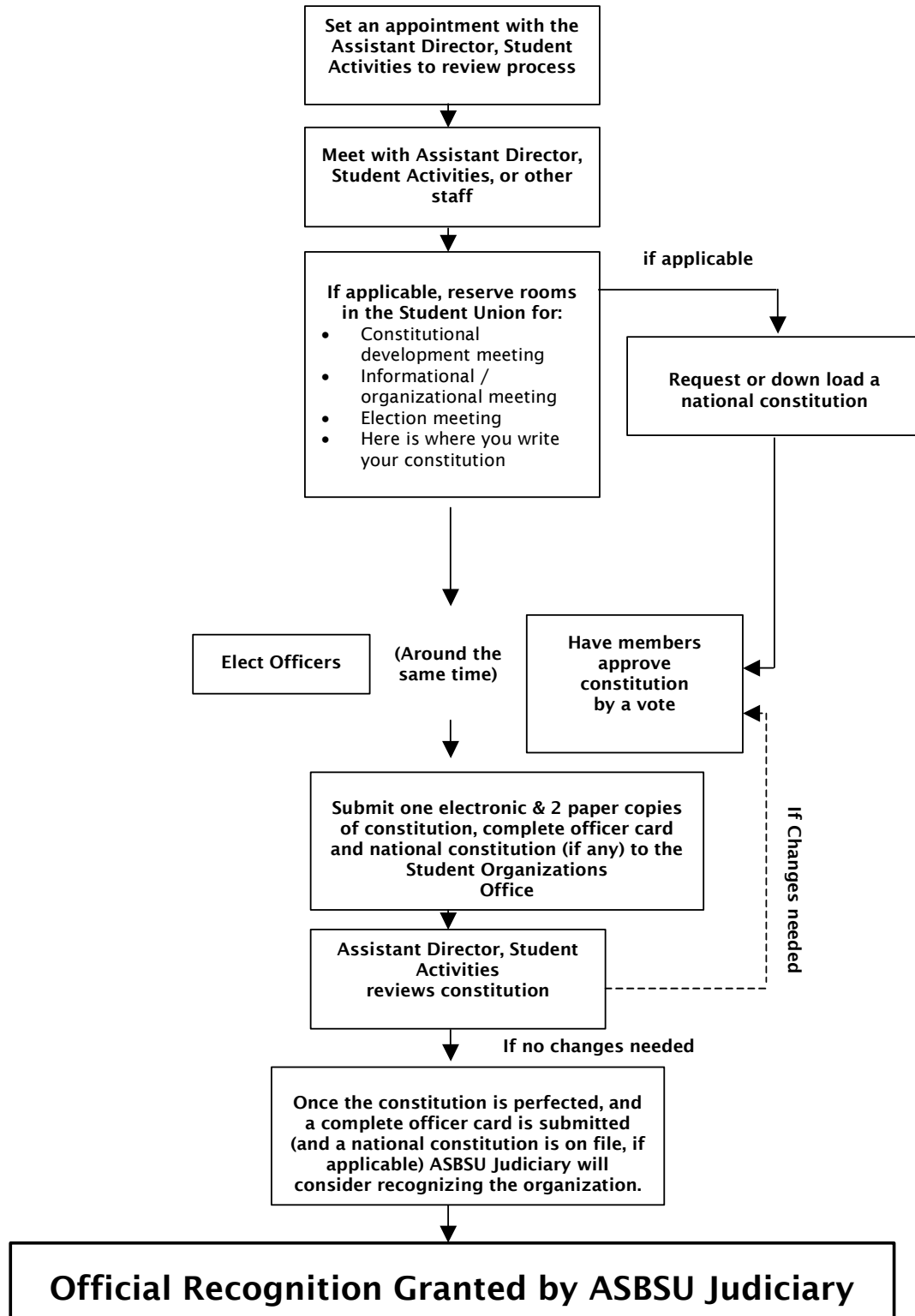
- d. Failure to have a student officer attend the mandatory Getting Organized Meeting held during each fall semester.
  - e. Failure to correct a negative balance in the organization's ASBSU account within two months' time.
  - f. Failure to abide by the minimum Eligibility Requirements for Extracurricular 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**



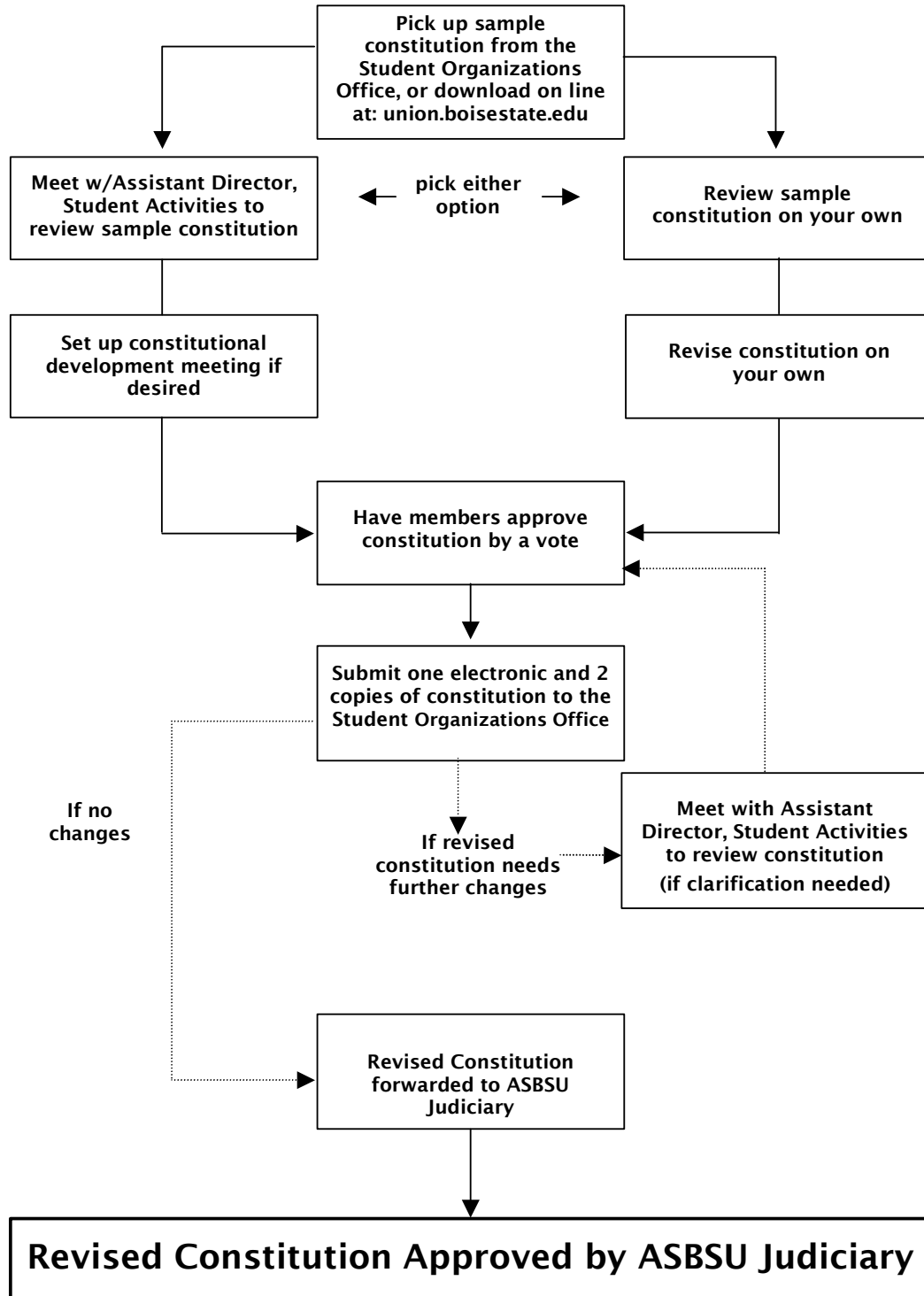


## Appendix 1: Chart of Recognition Process for New Organizations





## Appendix 2: Chart of Process for Existing Groups to Amend Constitutions (including name changes)





## Appendix 3: Student Organization Officer Card

A new Officer Card must be submitted within the first four (4) weeks of each Fall Semester and within ten (10) days of any officer election. Signatures are required for all officers and advisors, as this card is also used as a signature card for the ASBSU Business Office to verify financial signing authority. The information listed on this card is used to verify current officers. Only student officers listed on this card are allowed to reserve Boise State facilities in the name of the organization. If you have more than one advisor or coach, you must submit a "Secondary Advisor Card". **All information on this card is available to the public.** When club information is requested, officer and advisor/coach names & phone numbers are given as contacts. This information is also distributed to campus departments. Please **do not** include a work phone number if you **do not** wish to be contacted there. Contact information will also be posted on the Student Organization website.

**Please Note:**

- A new Officer Card must be submitted within the first four (4) weeks of each Fall Semester and within ten (10) days of any officer election.
- Signatures are required for all officers and advisors, as this card is also used as a signature card for the ASBSU Business Office to verify financial signing authority.
- The information listed on this card is used to verify current officers.
- Only student officers listed on this card are allowed to reserve Boise State facilities in the name of the organization.
- If you have more than one advisor or coach, you must submit a "Secondary Advisor Card".
- **All information on this card is available to the public.** When club information is requested, officer and advisor/coach names & phone numbers are given as contacts. This information is also distributed to campus departments. Please **do not** include a work phone number if you **do not** wish to be contacted there.
- Contact information will also be posted on the Student Organization website.



Boise State University  
Recognized Student Organization Officer Card



\*\*\* PLEASE TYPE OR PRINT LEGIBLY! \*\*\*

2004 / 2005

Organization's Official Boise State Name: \_\_\_\_\_

Organization's Nickname: \_\_\_\_\_

Organization's Chapter Name (if applicable): \_\_\_\_\_

Current Number of Members:	Students _____	Faculty/Staff _____	Community _____
Office Address (if any)	_____		Office Phone (if any) _____
Organization Web Page Address (not national)	_____		
National / Local Affiliation Web Page Address	_____		

Please Return to: Student Organizations Office  
(2<sup>nd</sup> floor, Student Union, above Student Activities)  
or mail to: 1910 University Drive, Boise, ID 83725-1335

** Office Use Only **	
Received Date: _____	Staff _____
Date Entry Completed Date: _____	Staff _____



**(Appendix 3, continued)**

**Organization Name:**

**PRIMARY ADVISOR**

Boise State University registers advisors as "authorized volunteers." Individuals who are working within the course and scope of their duties as an advisor or coach, are covered by the University's Retained Risk Fund. By signing this form, the advisor/coach stipulates that he/she is familiar with the materials in *The Source#6, Advisor Handbook* and *The Source#4 Financial Information* and agrees to advise this Boise State student organization.

Advisor Name \_\_\_\_\_  
 Campus or Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mail Stop or City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Work Phone \_\_\_\_\_

\*Signature \_\_\_\_\_

**OFFICER INFORMATION**

(\*\*Do not include your work phone number if you do not wish to be called at work\*\*)

Signatures are required for all officers, as this card is also used as a signature card for the ASBSU Business Office.

**President or Primary Officer Title:**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Campus or Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mail Stop or City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 BroncoMail Address \_\_\_\_\_@mail.boisestate.edu Work Phone \_\_\_\_\_

\*Signature \_\_\_\_\_

**Vice President or Other Officer Title:**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Campus / Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mail Stop or City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 BroncoMail Address \_\_\_\_\_@mail.boisestate.edu Work Phone \_\_\_\_\_

\*Signature \_\_\_\_\_

**Secretary or Other Officer Title:**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Campus / Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mail Stop or City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 BroncoMail Address \_\_\_\_\_@mail.boisestate.edu Work Phone \_\_\_\_\_

\*Signature \_\_\_\_\_

**Treasurer or Financial Officer Title:**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Campus / Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mail Stop or City / State / Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 BroncoMail Address \_\_\_\_\_@mail.boisestate.edu Work Phone \_\_\_\_\_

\*Signature \_\_\_\_\_



## Appendix 4: Secondary Advisor Card

**Organization Name:** \_\_\_\_\_

Date Rec'd: \_\_\_/\_\_\_/\_\_\_

SECONDARY ADVISORS	
<small>Boise State University registers advisors as "authorized volunteers." Individuals who are working within the course and scope of their duties as an advisor or coach, are covered by the University's Retained Risk Fund. By signing this form, the advisor/coach stipulates that he/she is familiar with the materials in <i>The Source #6 Advisor Handbook</i> and <i>The Source #4 Financial Information</i> and agrees to advise this Boise State student organization.</small>	
Advisor Name _____	_____
Campus or Mailing Address _____	Home Phone _____
Mail Stop or City/State/Zip _____	Cell Phone _____
E-mail Address _____	Work Phone _____
<i>*Signature</i> _____	
Advisor Name _____	_____
Campus or Mailing Address _____	Home Phone _____
Mail Stop or City/State/Zip _____	Cell Phone _____
E-mail Address _____	Work Phone _____
<i>*Signature</i> _____	
Advisor Name _____	_____
Campus or Mailing Address _____	Home Phone _____
Mail Stop or City/State/Zip _____	Cell Phone _____
E-mail Address _____	Work Phone _____
<i>*Signature</i> _____	
Advisor Name _____	_____
Campus or Mailing Address _____	Home Phone _____
Mail Stop or City/State/Zip _____	Cell Phone _____
E-mail Address _____	Work Phone _____
<i>*Signature</i> _____	



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Listed below are all the subjects of each Source (Sections 1-5) listed in alphabetical order, along with each section and page number, for your reference.

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