

Appendix 2: Club Agreement

Student Club / Organization Agreement Updated March 2025

This Student Club / Organization Agreement (Agreement) formally establishes as a Student Club / Organization (SCO or organization) at the University of Colorado Colorado Springs (University or UCCS) for the current academic year. All of the following are considered Student Clubs and Organizations:

- Registered Student Clubs are student-initiated groups that meet all the expectations outlined in the Club Handbook and listed below.
- Recognized Club Sports are Registered Student Clubs that have applied for and been granted Recognized Status and also meet the requirements outlined in the Club Sports Handbook.
- Social Greek Organizations are Fraternities and Sororities that have requested to begin the process of chartering or have been chartered at UCCS.

Registration provides official listing and acknowledgement of good standing with the University, which allows SCOs to operate on campus and gain certain benefits provided by the institution. SCOs do not represent or speak on behalf of the University in any capacity. Official registration of a student organization does not constitute any type of endorsement by the University of the organization's purpose, mission or principles, and it does not constitute any assumption of responsibility, liability, or sponsorship (fiscal or otherwise) by the University for the organization's message or activities.

The SCO agrees that UCCS is authorized to review and require compliance with this Agreement and any University policies and procedures affecting the SCO's existence on campus. By completing and submitting this Agreement, the SCO understands and agrees to abide by all the terms set forth in this Agreement, as well as all University policies in effect or hereafter established. The SCO agrees and understands that abiding by the terms of this Agreement is a condition of registration of the club and associated benefits.

I. Expectations

1. In order to start and maintain the status of a SCO, the organization shall:
 - Register annually with the Office of Student Life.
 - Maintain an updated SCO Constitution.
 - Complete Club Orientation
 - Update and/or confirm contact information for organization signers at least once a year which must include a phone number, student ID number and a valid uccs.edu email address for student organization business communications.

2. SCO leadership shall:

- Register annually with the Department of Student Life
- Maintain good standing with the University, all governing boards to which the organization belongs and all chartering, sponsoring or governing organizations with whom the organization affiliates.
- Maintain a minimum of four student members.
- Identify at least two officers. Officers are the designated decision-makers for the organization.
- Communicate with the Office of Student Life regularly, including timely responses when contacted by SLL and updating required forms.
- Report violations that occur in relation to the SCO to the Office of Student Life or Campus Recreation as appropriate (ex. behavior at a club meeting or event).
- Ensure that pertinent information from club trainings (i.e. Club Orientation information regarding UCCS Code of Conduct, Risk Management Policies, etc.) is appropriately communicated to all members.
- Assure the University that the SCO objectives are educational, charitable, cultural, social, or recreational and will not result in personal, private or commercial gain or profit for individual members.
- Notify the Office of Student Life of all social media accounts associated with or run by the SCO and provide contact information for the student(s) managing the account(s)

3. The SCO will have read, understand and will abide by UCCS campus policy 400-001 Scheduling and Use of University Facilities and Physical Space, section 6, subsection (k), pertaining to canvassing.

- Current students may engage in unscheduled canvassing on sidewalks and in other outdoor areas not otherwise scheduled for use, so long as such students maintain a 25-foot distance from building entrances and from areas scheduled for use.
- Non-University users and University users who are not current students who wish to engage in Canvassing must schedule their intended activity pursuant to this policy or conduct their activity in the Lower-Level University Plaza pursuant to this policy.
- Any person who wishes to engage in commercial activity, as outlined in section II.C.6.b, must schedule their intended activity pursuant to this policy. 10 400-001 Scheduling and Use of University Facilities and Physical Space
- Current students engaged in Canvassing that is not scheduled may not include: tables; displays, signs, or banners that are larger than what one individual student can hold; or any other temporary structure, permanent structure or framework.
- Canvassing shall not obstruct or disrupt entrance or exit to any UCCS facility or outdoor space or obstruct or disrupt the flow of pedestrian or vehicular traffic.
- Use involving Canvassing may not take place inside any UCCS facility
- No person engaged in Canvassing may leave Literature, fliers, samples, promotional items, coupons or any other tangible items behind or unattended

anywhere on the campus, which is prohibited except as provided in this policy or UCCS Policy 400-008 Distribution of Free Publications.

- I understand that only current UCCS students are permitted to engage in unscheduled canvassing on sidewalks and in other outdoor areas not otherwise scheduled for use.
 - I understand that any person found in violation of policy 400-001 may be excluded from the UCCS campus in accordance with UCCS campus policy 100-015 Campus Exclusions.
4. The SCO agrees to comply with all University policies and procedures, which include but may not be limited to the following:
 - UCCS Clubs and Organizations Handbook
 - UCCS Club Sports Handbook
 - UCCS Fraternity and Sorority Standards
 - UCCS Campus Policy 400-001 Facilities Use
 - UCCS Campus Policy 300-017 Discrimination and Harassment
 - University Administrative Policy Statement 5014: Sexual Misconduct
 - UCCS Student Code of Conduct
 - UCCS Club and Organization Code of Conduct
 - UCCS Campus Policy 100-017 Student International Travel
 - All campus policies regarding information technology
 - Any and all other applicable policies and procedures, including, but not limited to policies for scheduling, conducting activities, and fundraising on campus and all local, state, and federal laws.
 5. The possession, use, and/or consumption of alcoholic beverages during any SCO sponsored event, or in any situation sponsored or endorsed by the SCO, must be in full compliance with all applicable state and local laws and policies of the University.
 6. SCOs must comply with all guidelines set forth in the UCCS Student Government Association Budget Guidelines. All SCO requests seeking UCCS SGA funding shall be submitted prior to the event for which funding is sought. Said proposal shall be submitted to, and received in to the UCCS Student Government Portal by the deadline provided in the SGA Budget Guidelines. SCOs MUST complete all requirements of registration prior to requesting funds from SGA. Any violations either direct or through non-compliance shall constitute justification for freezing the SCO speedtype account, investigation into any possible improprieties, and/or denial of funds from the UCCS Student Government Association.
 7. Any debt incurred in the club account is the responsibility of the authorized signers. Deficits must be cleared by the last day of classes, or the amount of deficit will be divided among and charged to the student accounts of the authorized signers.
 8. Clubs that are inactive for an entire academic year (June 30 to May 31) will surrender the balance of their club account to the Department of Student Life.

9. SCOs shall not operate any off-campus bank accounts without prior approval from the Office of Student Life.
10. All SCOs shall follow event and/or travel guidelines outlined in the club handbook. Failure to comply with these guidelines may result in the cancellation of events and/or travel.

II. Benefits to Student Clubs and Organizations

1. In support of Student Clubs and Organizations, the University provides the following benefits:
 - Access to funding via the Student Activity Fee
 - Access to meeting and event space for free or at a reduced cost
 - Access to administrative support through the Office of Student Life
 - Establishment of a speedtype account
 - Use of University name, logos and other marks may be used only if the SCO agrees to and strictly follows University branding guidelines set forth in the UCCS Brand Identity Standards. Use of University trademarks is subject to University trademark licensing procedures. Additional training on the use of the University brand may be required as needed.
2. If a SCO plans to fundraise on campus and/or reserve space that may have a cost associated with rental fees, set-up, security, etc., the SCO must establish a speedtype account. Speedtype accounts will be established through and monitored by Student Life.

IV. Limitations

1. SCOs are not considered departments of the University and will not have access to other University services and benefits, including but not limited to the following:
 - Office of University Counsel
 - Payroll and Benefits Services
 - Governmental Status
2. For avoidance of doubt, SCOs, with the exception of Club Sports, are not covered by the University's liability insurance and are not otherwise protected by the University from being liable for SCO debts, violations of the law, or contractual obligations; the SCO shall be solely responsible for such liabilities. The University has no duties other than those identified in this Agreement and does not assume liability as a consequence of this agreement. The University does not assume responsibility for supervision, control, safety, security, or services with respect to the SCO.

3. The SCO shall not hold itself out as being part of, controlled by, or acting on behalf of the University as a legal entity. The SCO shall take affirmative steps in all of its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses) to explain its relationship as independent from the University.

V. Violations

1. The University shall have the authority to make findings of violations of this Agreement and impose sanctions. If an SCO is found to be in violation of this Agreement, including any and all policies and procedures cited herein, such a finding may result in sanctions by the University, which include, but are not limited to: loss of SCO status and its associated benefits, revocation of funding and scheduling privileges, or suspension/termination. Depending on the circumstances, the matter may be referred to the Dean of Students Office or the Office of Institutional Equity.
2. In accordance with the Administrative Policy Statement 5065, the SCO shall not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, or political philosophy in any of its activities or when determining its membership.

All student clubs are permitted to require their leadership to promote the purposes of the club, to ascribe to sincerely held beliefs of the club, and/or to act in accordance with club standards. Clubs may not otherwise limit membership or leadership on any basis prohibited by the Administrative Policy Statement 5056 or Regent Law Article VIII.

The SCO President will report any allegations of discrimination or harassment, including sexual misconduct to the Office of Institutional Equity. Depending on the circumstances, the SCO and/or the individuals therein may be held accountable for violations of this provision, including, but not limited to termination of this Agreement and acknowledgment of the SCO.

3. It is, therefore, understood and agreed that failure to comply with the provisions set forth in this Agreement could result in the loss of acknowledgement as an SCO and associated benefits. It is also understood that groups of students and student organizations, as well as their members and officers, may be held collectively and/or individually responsible for violations of the Code of Student Conduct or other University policies.

VI. Term

This Agreement expires on and must be renewed by the final day of fall SCO registration each year. The University has the right to terminate this Agreement at any time due to breach of the terms of this Agreement. The SCO may terminate this Agreement upon Sixty (60) days written notice to the University. SCO status and its associated benefits will be withdrawn upon receipt of written notice. Written notice may be accomplished via e-mail.

ACKNOWLEDGMENT: I certify, as an authorized representative of this registered club / organization, that I have read and understand the above information and all policies cited therein, and that I and the SCO agree to abide by this Student Club / Organization Agreement, the policies and procedures of The University of Colorado, and all local, state, and federal laws.

Name and Role in Organization:

Signature: