

## SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS

This Settlement Agreement and Full and Final Release of All Claims (the “Settlement Agreement” or “Release”) is entered into by and among (1) Ratio Christi at the University of Colorado, Colorado Springs, Brian Belvins, Kayla Callender, Joshua Stoll, and Emily Danis (“Plaintiffs”); (2) the University of Colorado and the University of Colorado, Colorado Springs; and (3) Sue Sharkey, John Kroll, John Carson, Glen Gallegos, Heidi Ganahl, Irene Griego, Kyle Hybl, Stephen Ludwig, Linda Shoemaker, Bruce Benson, Venkat Reddy, Sentwali Bakari, Brad Bayer, Sabrina Wienholz, Krystal Schiffelbein (“Defendants”). Plaintiffs, the University of Colorado, the University of Colorado, Colorado Springs, and Defendants are collectively referred to as the Parties.

### RECITALS

- A. The University of Colorado Colorado Springs is a public four-year University located in Colorado Springs, Colorado (“UCCS”). UCCS is part of the University of Colorado.
- B. Defendants Sue Sharkey, John Kroll, John Carson, Glen Gallegos, Heidi Ganahl, Irene Griego, Kyle Hybl, Stephen Ludwig, Linda Shoemaker are current or former Regents of the University of Colorado. Bruce Benson is the President of the University of Colorado. Defendants Venkat Reddy, Sentwali Bakari, Brad Bayer, and Sabrina Wienholz are employees of UCCS. Defendant Krystal Schiffelbein is a former employee of UCCS.
- C. Plaintiff Ratio Christi at the University of Colorado, Colorado Springs (“Ratio Christi”) is a student organization in Colorado Springs, Colorado. Ratio Christi desires registered status at the University of Colorado Colorado Springs and all benefits associated with registration.
- D. Plaintiffs Brian Blevins, Kayla Callender, Joshua Stoll, and Emily Danis (collectively the “Individual Plaintiffs”) are students at UCCS. The Individual Plaintiffs are members of Ratio Christi.
- E. Ratio Christi has applied for registered status at UCCS, but UCCS has denied Ratio Christi’s application because of certain language in Ratio Christi’s proposed constitution.
- F. Plaintiffs have filed a lawsuit challenging certain policies at UCCS and the University of Colorado. The lawsuit, captioned *Ratio Christi at the Univeristy of Colorado, Colorado Springs et al. v. Sharkey et al.*, Case No. 18-cv-02928-PEB-KMT, is currently pending in the United States District Court for the District of Colorado (the “Lawsuit”).
- G. The parties desire to resolve this dispute through an arms-length negotiated resolution through counsel.
- H. This agreement shall not constitute any admission of liability which Defendants continue to deny.

### RELEASE AND SETTLEMENT AGREEMENT

NOW THEREFORE, the Parties, for and in consideration of the releases, agreements and undertakings contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree to a full and final compromise and settlement of all matters between the Parties in accordance with the following terms and conditions.

1. Policy Change. The UCCS Club & Organization Handbook (“Handbook”) will be revised to amend the Club Agreement. Section V, Paragraph 2 of the Club Agreement on page 34 of the Handbook will be revised to state:

In accordance with the Discrimination and Harassment Policy, the RSC shall not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, political affiliation or philosophy, religion, sexual orientation, gender identity, gender expression, or veteran status 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 Discrimination and Harassment Policy or Regent Law Article X.

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 acknowledgement of the SCO.

The revised Handbook is attached as Exhibit A.

2. Ratio Christi New Club Application.

A. Within 14 days of the Effective Date, Ratio Christi will amend its New Club Application to amend Section 3.1 of its constitution to state:

(a) Membership in this Chapter is open to all enrolled students at UCCS. Members should agree with and promote the purposes enumerated in Article II. Students are not required to profess faith in, endorse, or adopt any religious beliefs to become members of the Chapter or participate in its activities. Any efforts to undermine or subvert the purposes enumerated in Article II will be addressed by the Chapter Officers in consultation with the Faculty Advisor and/or Chapter Director.

Ratio Christi will not make any additional changes to its New Club Application or constitution. The revised New Club Application is attached as Exhibit B.

B. Within 30 days of receipt of Ratio Christi’s Amended New Club Application, UCCS will accept Ratio Christi’s New Club Application and afford it registered status.

3. Settlement Payment. Within 30 days of the Effective Date, the University of Colorado will pay to Plaintiffs a one-time payment in the amount of \$20,574 (the “Settlement Payment”). No part of the Settlement Payment shall be construed as a refund of any student fees paid by Plaintiffs, and no representation has been made by Defendants as to the income tax or other treatment of the Settlement Payment.

4. Release. Plaintiffs, for themselves, their heirs, executors, successors and assigns, grant to each Defendant, the University of Colorado, and the University of Colorado Colorado Springs (“Released Parties”) a full and complete release, discharge, waiver, satisfaction, and forbearance of all past, present and future claims, demands and causes of action of any nature whatsoever, whether arising under contract, tort, statute, probate laws, at law or in equity, known or unknown, asserted or unasserted, foreseen or unforeseen, arising out of or relating in any way to Ratio Christi’s status as a student group or the Individual Plaintiffs payment of student activity fees. This waiver and release includes the waiver and release of any and all claims which were asserted, or which could have been asserted, in the Lawsuit, including any claims for attorneys’ fees and costs.

5. Dismissal of Lawsuit. Within 7 days of receipt of the Settlement Payment and Ratio Christi’s recognition as a registered student group, whichever is later, Plaintiffs will dismiss all claims in the Lawsuit with prejudice.

6. Entire Agreement. This Agreement, together with all attachments or exhibits, contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous representations, understandings and agreements between the Parties with respect to the matter hereof. Any ambiguities herein shall not be construed against any Party.

7. Amendments and Waivers. No amendment, modification, or waiver of any of the provisions of this Agreement shall be effective unless the same shall be in writing and signed by the Party against whom it is to be enforced, and then such waiver shall be effective only in the specific instance and for the specific purpose for which it is given.

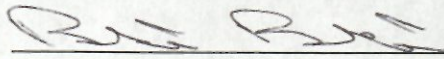
8. Counterparts; Fax Signatures. This Agreement may be executed in counterparts, all of which taken together constitute one Agreement, and any Party may execute this Agreement by signing any such counterpart. Copies of the Agreement containing signatures that are transmitted by telefax or electronic-mail will be deemed acceptable for purposes of implementation of this Agreement.

9. Warranties of Authority. The Parties to this Agreement expressly warrant and represent to all other Parties that each has the full right, title and authority to enter into this Agreement as provided herein, that no additional approvals or consents or any other persons, entities, or agencies are necessary to effect the same, and that undersigned counsel has full authority to bind and execute this agreement on behalf of their respective clients.

10. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the substantive laws of the State of Colorado without regard to its principles of conflict of laws.

16. Review. This Agreement has been carefully read by the Parties and their respective counsel, the contents hereof are known and understood by the Parties, and it is signed freely by each person executing this Agreement.

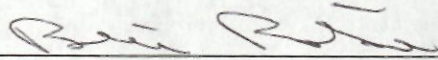
IN WITNESS WHEREOF, the Parties execute this Agreement effective as of the date of the last signature below (the "Effective Date").



Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President

4/11/19

Date



Brian Blevins

4/11/19

Date

Kayla Callender

Date

Joshua Stoll

Date

Emily Danis

Date

APPROVED:

Travis C. Barham  
Counsel for Plaintiffs

Date

University of Colorado, Colorado Springs  
Name & Title: \_\_\_\_\_

Date

University of Colorado  
Name & Title: \_\_\_\_\_

Date

APPROVED:

James Lyons  
Counsel for Defendants

Date



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Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President

Date

Brian Blevins

Date

Kayla Callender

Date

Joshua Stoll



4/11/2019

Date

Emily Danis

Date

APPROVED:

Travis C. Barham  
Counsel for Plaintiffs

Date

University of Colorado, Colorado Springs  
Name & Title: \_\_\_\_\_

Date

University of Colorado  
Name & Title: \_\_\_\_\_

Date

APPROVED:

James Lyons  
Counsel for Defendants

Date

Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President

Date

Brian Blevins

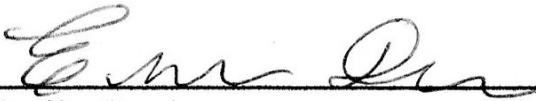
Date

Kayla Callender

Date

Joshua Stoll

Date



Emily Danis

04/13/19

Date

APPROVED:

Travis C. Barham  
Counsel for Plaintiffs

Date

University of Colorado, Colorado Springs  
Name & Title: \_\_\_\_\_

Date

University of Colorado  
Name & Title: \_\_\_\_\_

Date

APPROVED:

James Lyons  
Counsel for Defendants

Date

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Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President

Date

Brian Blevins

Date



Kayla Callender

4/15/19  
Date

Joshua Stoll

Date

Emily Danis

Date

APPROVED:

Travis C. Barham  
Counsel for Plaintiffs

Date

University of Colorado, Colorado Springs  
Name & Title: \_\_\_\_\_

Date

University of Colorado  
Name & Title: \_\_\_\_\_

Date

APPROVED:

James Lyons  
Counsel for Defendants

Date

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Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Brian Blevins \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Kayla Callender \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Joshua Stoll \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Emily Danis \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:  
  
\_\_\_\_\_  
Travis C. Barham  
Counsel for Plaintiffs \_\_\_\_\_ Date 30 Apr. 2019

\_\_\_\_\_  
University of Colorado, Colorado Springs  
Name & Title: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
University of Colorado  
Name & Title: \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:  
\_\_\_\_\_  
James Lyons  
Counsel for Defendants \_\_\_\_\_ Date \_\_\_\_\_

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Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President \_\_\_\_\_ Date

\_\_\_\_\_  
Brian Blevins \_\_\_\_\_ Date


\_\_\_\_\_  
Kayla Callender \_\_\_\_\_ Date

\_\_\_\_\_  
Joshua Stoll \_\_\_\_\_ Date

\_\_\_\_\_  
Emily Danis \_\_\_\_\_ Date

APPROVED:

Travis C. Barham  
Counsel for Plaintiffs \_\_\_\_\_ Date

  
\_\_\_\_\_  
University of Colorado Colorado Springs  
Name & Title: VENKAT REDDY, CHANCELLOR \_\_\_\_\_ Date 4/23/19

\_\_\_\_\_  
University of Colorado  
Name & Title: \_\_\_\_\_ Date

APPROVED:

  
\_\_\_\_\_  
James Lyons  
Counsel for Defendants \_\_\_\_\_ Date 4/24/19



IN WITNESS WHEREOF, the Parties execute this Agreement effective as of the date of the last signature below (the "Effective Date").

Ratio Christi at the University of Colorado, Colorado Springs  
Brian Blevins, President

Date

Brian Blevins

Date

Kayla Callender

Date

Joshua Stoll

Date

Emily Danis

Date


APPROVED:

Travis C. Barham  
Counsel for Plaintiffs

Date

University of Colorado Colorado Springs  
Name & Title: \_\_\_\_\_


Date

  
University of Colorado  
Name & Title: Chair - Regents of Univ of Colo

4/23/19

Date

APPROVED:

  
James Lyons  
Counsel for Defendants

4/24/19

Date



University of Colorado  
Colorado Springs

# Club & Organization Handbook

**STUDENT LIFE**  
AND **LEADERSHIP**

University Center 102  
Staffed Desk Hours during Academic Semester  
Monday through Friday  
8:00am – 5:00pm

Ex. A

(719) 255-3470

**Club & Organization Handbook Contents**

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## SECTION 1: CLUB REGISTRATION

### Requirements to Create a Club

The first step to starting any club is to make sure that a similar club does not already exist. If a similar club is not already active on campus you can create a club that fits your clubs mission and purpose.

#### Mission

The clubs mission statement is a statement of purpose of the club and its reason for existing. The mission statement should consist of three essential components.

- Your key market – the types of students you are trying to reach
- The contribution you will provide the university, students, and/or campus
- Distinction: what makes your club unique compared to the rest at the University?

Club Activity must adhere to UCCS policy as well as the law.

#### Process to create a club

To create a club you need at least four people: two members, and two officers. The officers must be current UCCS students.

Club membership must be open to any and all interested students at the University of Colorado Colorado Springs

#### Officers

Officers are those who have the abilities to represent the club with Student Life and Event Services with gaining approvals and submitting paper work on behalf of the club. Officers are the people who have a position of authority in a hierarchical organization.

#### Members

Members are students who are in a club and contribute in decisions and ideas. You need two UCCS students to be members to start a new club.

#### Constitution

A clubs constitution is a document of principles, established procedures and structure of the club. The purpose of a club constitution is to help with any arguments or issues a club may have now or in the future.

Refer to [Appendix 1](#) for a constitution template.



### When can I create a club?

Club creation is during the first 6-8 weeks of both the Fall and Spring semesters, exact dates vary each year. Please call the Student Life Desk for the current date at (719)-255-3470.

After the registration deadline, you will need to wait until the next semester to register your club.

## **Registration and Renewal Process**

### Registering a New Club

One club officer fills out the New Club Application form on Mountain Lion Connect in the Student Life portal under forms. The New Club Application form will be reviewed by Student Life and the club will be contacted by the Coordinator of Student Clubs, Organizations and Leadership Programming once their application has been approved.

Once a club has been contacted by Student Life with notice that their club has been approved, the club officers will need to sign-up for a date to complete club training.

Students should RSVP via Mountain Lion Connect and to the Coordinator of Student Clubs, Organizations and Leadership Programming in the Student Life office. A portal will be created for the club at training and once the club officers complete the training, the club will be registered with the Student Life office.

### Renewing Your Club

Clubs can submit their renewal form in Mountain Lion Connect by going to your club portal page (if your club portal has been disabled, please contact Student Life at [studlife@uccs.edu](mailto:studlife@uccs.edu) or 719-255-3470).

To renew your club:

1. Click on settings (right hand side of screen) and click on Organization Settings (if you don't see Organization Settings, contact Student Life).
2. Click on profile on the left hand side of the screen and click the "Update and Renew Profile" button.

The renewal form will ask you to update your club officers and members.

## **Mountain Lion Connect (MLC)**

### MLC training

Both new club officers and returning club officers are welcome and encouraged to attend the new club officer trainings that are scheduled throughout the new club

application timeline through Mountain Lion Connect (MLC). These trainings will cover the process and procedures for events, club finances, and Mountain Lion Connect to ensure students have a strong understanding of these processes and the changes from last year.

If you are a returning club and would like officers to attend this training, please send an email to [studlife@uccs.edu](mailto:studlife@uccs.edu) with the club name, officer names, title, and emails, so Student Life can reach out to them with the training schedule to set up a time.

New Club officers *must* attend the training to gain access to their Mountain Lion Connect Portal.

### Updating club profiles

Clubs need to update their club profiles in MLC if any club profile information is changing. This includes, but not limited to:

- Club officer and/or advisor changes
- Adding/editing a club profile picture
- Club name and/or club description changes
- Changes in club meeting time and/or location
- Changes in club membership dues
- Clubs have social media and need to fill out a Club/Org Social Media application

All clubs will also need to update their club profiles in August of each year if their club would like to have an active academic year. Exact deadline dates change annually, so confirm dates with the Student Life Desk Staff.

## Club Recognition

### What is it?

This is additional status granted to a club. Recognized clubs are established clubs whose on-campus activities are closely aligned with the mission of the University. The benefits include:

- The use of "UCCS" in club name
- The use of the UCCS logo
- Ability to use the university tax ID #

Recognition does increase the General Administrative Recharge (GAR) to an 8% tax rate on purchases and requires annual reporting. Registered clubs GAR is only 2%.

### Requirements

- At least 10 Student members
- A full-time UCCS Faculty or staff advisor

- Close affiliation with a department or the college as a whole OR the club furthers the interests of the university through service or athletics

#### Process to keep recognition status each year

If your club is interested in seeking recognition status, complete the Club Recognition application in Mountain Lion Connect.

## **SECTION 2: FINANCIAL INFORMATION**

### **Club Speedtype (On-Campus Accounts)**

#### What is it?

A speedtype is an on-campus account provided to clubs to help keep track of finances. The speedtype is for clubs collecting dues, fundraising for money and/or looking to spend money throughout the academic year.

Speedtypes are required if the club is financially active. Not all clubs have or need a speedtype.

#### Off campus accounts

Off-campus accounts are not allowed! Please contact the Student Life Desk with questions.

#### GAR

Speedtypes are subjected to a General Administrative Recharge (GAR). GAR is an additional amount charged to every expense from a club's speedtype. Registered clubs will be charged a GAR of 2%. Recognized clubs will be charged a GAR of 8%.

Example:

If a club purchases something for \$10.00, the amount deducted from a registered club's speedtype would be \$10.20 (\$10 + 2%). The amount deducted from a recognized club's speedtype would be \$10.80 (\$10 + 8%).

#### Set-up

To set up a speedtype, a club officer should send an email to Amandine Habben at [ahabben@uccs.edu](mailto:ahabben@uccs.edu).

### **Club Cash**

### What is it?

Club Cash is a \$100 per academic year fund that can be used for club related expenses such as supplies, printing and event expenses. Clubs can use Club Cash via reimbursement or having Student Life purchase on their behalf. These funds are not deposited into individual club speedtypes. Club Cash is allocated by the Student Government Association in their yearly budget process and is available for use on a first come, first serve basis until allotted funds are dispersed. These funds are available for use each academic year and must be used by the end of the Spring semester. The funds do not carry over to the next academic year.

For example:

A club needs to make color copies of a poster to advertise an event. The club member goes to the copy center and places an order. They pay for the order out-of-pocket. The club member brings the original, itemized receipt to the Student Life office and fills out a reimbursement form. The club member will then be reimbursed using the Club Cash speedtype.

If your club has a club speedtype, this expense will not be deducted from the club speedtype.

If a club does not have a speedtype, Club Cash allows clubs to have access to funds.

### Checking balances

Check your club's Club Cash balance at the Student Life front desk.

## **Student Government Association (SGA) Funding**

### What is it?

During SGA's yearly budget process, they allocate funds for club activities. Clubs are able to request from these funds on a first come, first serve basis until the allotted funds are depleted. All requests for funds should be submitted a minimum 3 weeks prior to the date needed. These funds must be used by the end of the Spring semester and do not carry over to the next academic year.

Money is allotted in various categories based on the club's request.

Example:

A club is awarded \$100 to spend on catering. This \$100 should only be used to pay for catering. If the catering expense is only \$50, the remaining \$50 cannot be spent on anything else.

### Maximum awarded amounts

Clubs can receive up to \$3,000 per academic year in SGA funds. Of the \$3,000, only \$2,000 can be for any club travel. SGA has a limit on the amount of funds that can be used for travel each year. Please check the [SGA Funding guidelines](#) for more information.

Process:

1. Submit SGA Funding Proposal form on Mountain Lion Connect, including bids/quotes.
2. Attend a Budget Advisory Council meeting (BAC). The Student Director of Finance will contact the person that submitted the form to let them know which meeting to attend.

The individual that attends the meeting does not necessarily have to be the same person that submitted the form in Mountain Lion Connect, but should be a club member who is familiar with the event details and the funding proposal so they can answer questions.

3. Attend Student Government Senate meeting (SGA).

This is not required, but highly recommended. Meetings are scheduled Thursdays at 7:30 pm in the University Center. Check the [SGA Calendar](#) to confirm meeting times.

### **Deposit Process**

As a club you may or may not have a speedtype number. A speedtype is not automatically given to every club. It is where your club can deposit funds from things like fundraising or dues. If you need a speedtype, contact Amandine Habben at [ahabben@uccs.edu](mailto:ahabben@uccs.edu) to let her know your club needs one.

#### The process:

When you have money to deposit, someone from your club should come to the Student Life office. Once in the office, they will need to get a deposit form from the Club Resources Wall and fill it out. The form does need to be filled out completely.

Information needed to fill out the form:

- Club name
- Name of the person making the deposit
- Phone number to be reached at
- Description of what will be deposited
- The amount to be deposited
- The speedtype number of the account it will be deposited into



- Signature of the person making the deposit

Once the form is filled out the Student Life staff will stamp the back of any checks you have for deposit and write the speedtype number on the back of the check. They will then make two copies of the form.

The original form and a copy will go with you to the bursar's office or cashier office. One copy will stay in the Student Life office for their records.

Now you will take your forms and your money to be deposited to the bursars or the cashier's office where they will take the original form and the money to be deposited.

The bursars or cashiers office is located in Main Hall on the second floor next to Student Success.

To find out how much money is in your account, ask the front desk staff and they can pull up that information using your speedtype number. If you do not know your speedtype number, they can get it for you. Please note that general financial information is only shared with specified club officers.

### **Reimbursements and Processes**

An original, itemized receipt is REQUIRED for all reimbursements.

#### Receipts need to include:

- Vendor name, address, and phone number
- Each item purchased and the cost
- Total amount paid and by what method (cash, Credit Card etc.)
- If being reimbursed for a restaurant meal, both receipts are needed. The itemized receipt and the receipt that shows how you paid and the total amount paid, including tip
  - You cannot tip more than 20%, anything over that will be out of your own pocket
  - You cannot pay for alcohol with club money
- If you go to a store to get supplies for an event, anything you personally purchase needs to be in a separate transaction. So, you will need one receipt of your personal purchases, one for the club and one for what you can be reimbursed for

#### Petty Cash reimbursement process:

- Used to reimburse up to \$100 in expenses
- Original, itemized receipts are required
- Approval process: Generally 2-3 business days
- Bring receipt(s) to the Student Life office and fill out a Petty Cash reimbursement form

- Student Life staff will review form and once approved, Student Life desk staff will call you to come pick up the form
- Take the form to the Bursar's Office and receive cash for expense paid

Please look at [Appendix 4](#).

#### Non-employee reimbursement

Used to reimburse expenses that are over \$100.

Process:

1. Bring receipt(s) to Student Life office and fill out a Non-Employee reimbursement information form.
2. Student Life staff will complete the CU Non-Employee Reimbursement form on behalf of the student. Student Life desk staff will call when form is filled out and the student will need to come into the office to sign it.
3. The Student Life Director of Student Clubs, Organizations and Leadership reviews and signs the form.
4. The Program Assistant sends the form to the Procurement Service Center (central office in Denver) for processing.
5. A check will be mailed to the student within 14 business days.

Please look at [Appendix 5](#).

#### Travel expenses

Reimbursement for travel expenses is available. Eligible expenses include:

- Airfare
- Lodging
- Mileage
- Meals while traveling

The approval process is generally 14 business days. Please remember that all travel is considered a non-employee reimbursement.

Both reimbursement forms are available in the Student Life office- these forms are NOT available on Mountain Lion Connect.

#### President's Fund

The President's Fund is funding to support student programs, events and travel that contribute to the advancement of campus diversity efforts at UCCS.

Examples of eligible activities:

- Diversity related exhibits and performances
- Celebrations that enhance the university community's knowledge
- Travel that promotes students professional development

### Contacts

More information and the funding application can be found in the Student Life & Leadership Club/ Organization Help and Resources portal in Mountain Lion Connect.

## **Auxiliary Services Donations**

### What is it?

UCCS Dining and Food Services and UCCS Bookstore donations.

### Required qualifications:

Event must be free and open to the campus community.

### Form

The form is located within the event form on Mountain Lion Connect and should be submitted at least 3 weeks prior to event date.

### Maximum awarded amounts

- Dining and Food Services: \$200 per academic year
- Bookstore: \$100 per academic year
- Funds do not have to be spent all at once
- Unused funds do not carry forward to the following year

## **SECTION 3: CLUB EVENTS**

### **What is an Event?**

A club event is any club event that is not a club meeting. A club meeting is a meeting that occurs on a frequent basis and primarily consists of only club members conducting regular club business.

Examples of club events include dances, races, concerts, lectures, day trips or fundraisers.

### **Event Registration Process**

#### Where can I register my event?

Registering an event requires filling out an event registration form.

To do so:

1. Log onto Mountain Lion Connect, go to your club's portal and click on the Events tab.
2. Once there, click the green "Create an Event" button.
3. Click "Share on the Student Life Calendar".

If you need help with this process, see [Appendix 6](#) for pictures.

#### When is the Event Registration form required?

The form must be filled out for any club event that is not a regular club meeting.

- Only one form should be submitted per each event
- The form MUST be submitted 3 weeks before the event

Depending on the event, it is generally not recommended to submit the form earlier than a month in advance. However, you may submit a form for an event up to a year in advance.

#### What info is needed to fill out the Event Registration form?

- Event name, date, time(s) and location
- Tentative space reservation with Event Services
- Event details (What is happening at this event?)
- Financial details (How is this event being funded; what supplies must be purchased; does a speaker/presenter need to be paid, etc.)

#### What happens after I submit the Event Registration form?

The form is sent to the Student Life office for approval. The length of time for the approval process varies depending on the event; however, events generally take a week to get approved once the form has been submitted.

### **Event Contract Policy/Process**

#### What is it?

For events with a performer or vendor, a contract outlining the fees to be paid to the performer/vendor may be needed. The contract should be submitted to the Student Life office along with your Event Registration form.

Stipulations:

- Submit the contract to Student Life for approval (may take up to a month to process)
- DO NOT SIGN THE CONTRACT YOURSELF. It will obligate you, as an individual, to pay the performer or vendor
- Paying as an individual will not be reimbursed

Any further questions about contracts can be directed to the Student Life office.

#### Event Advertising

An event must be approved before a club can begin advertising for it. See Section 6 of this handbook for information on advertising once your event has been approved.

### **Scheduling Space**

Event Services is responsible for scheduling all spaces on-campus (except the computer labs). These spaces include classrooms, the University Center meeting rooms, the Lodge, outdoor spaces and the lobby areas of our buildings. Space requests should be made online using Virtual EMS, which can be accessed at <http://ucevents.uccs.edu/virtualems/>.

Only club officers may schedule space on behalf of a club. All clubs are allowed to schedule 25 spaces per semester for free. One, and only one, of these spaces can be a larger space (Berger Hall, Gallogy or the Upper Lodge). To schedule a room, your event must be free to attend and must take place within regular building hours. If the event goes past building hours, there will be a fee.

If you need to cancel your event for any reason, you must notify Event Services beforehand.

Event Services can be contacted by phone at 719-255-3471, or email at [events@uccs.edu](mailto:events@uccs.edu). Their office is located in room 103 in University Center (across the hall from the Student Life office).

#### What if my club wants to schedule more than 25 spaces?

If a club has exceeded its 25 free spaces limit, it can submit an appeal for more spaces. To submit an appeal:

1. Log onto Mountain Lion Connect.
2. Once there, navigate to the Club/Organization Help & Resource portal.
3. Locate the "Club Request for Additional Space" form.
4. Fill out the form. You will be required to state the rationale for your club needing more space.
5. Submit the completed form.

Once the form is submitted, a committee made up of faculty, staff and students will review it and come to a decision. The club will be then be informed of the committee's decision.

For questions regarding this process, contact Event Services.

#### What if my club wants to schedule a larger space more than once a semester?

Follow the same appeals process outlined above.

### **Club Fees**

Fees are handled by Event Services and are event specific. If your event is on-campus and free to attend, your club generally will not be charged a fee for the room. Clubs will be charged fees if they are charging admission for their event; if the room reserved is damaged or needs extra clean-up by Event Services; and/or if their event is taking place outside of normal building hours.



### Rules

If University Policies are not followed, a fee may be charged to your club.

The number one policy is “If you charge, we charge.”

- If you are charging students to attend your event or are selling a product or service for a fundraiser, you will be paying for the room and/or table that will be used.

### Cleanup and damage

If you leave the room or area where your event took place dirty, you will be charged.

- NO FIRE HAZARDS, GLITTER OR CONFETTI. If any of these are used, there will be a fee and your club will be made to clean up the area
- The UCCS candle policy must be observed and followed. This policy can be found in the UCCS Student Handbook
- If there is damage to the walls, paint, furniture or equipment during your event, your club will be held responsible and charged a fee depending on damage
- If anything is stolen from the University during your event, your club will be held responsible and charged a fee depending on the object(s) taken

### Reservations

Meetings must begin and end during normal building hours to avoid any additional fees. If your event runs over, your club will be charged a fee. This is done to compensate any building staff that may be inconvenienced by your event running late.

If you make significant changes to your club’s reservation less than 72 hours before an event, your club will be charged a fee. If you club cancels an event without informing Event Services, or does not show up to a scheduled event, your club may have its scheduling privileges revoked.

## Tabling

### Policies for information tables

You must reserve these tables ahead of time. Reservations are available on a first-come, first-served basis. You may reserve an unlimited amount of these tables throughout the year.

### Policies for fundraising tables

You must reserve these tables ahead of time. Use of these tables requires payment of a \$10 charge per table, per day. If these tables will be used to sell merchandise, you will first need approval from Student Life before reserving a table (this can be done through the Event Registration Form on Mountain Lion Connect). Any food being sold MUST be pre-packaged. Bake sales or self-made products are not allowed.

### Tabling in University Center

There are two spaces by Café 65 (these spaces are only available if there is no event in Berger Hall on the day you wish to reserve). There are also two spaces by Sanatorium Grounds.

#### Tabling across campus

Reserve tables and chairs with Event Services.

### **Catering**

If food is being served at an event, your club is required to use UCCS Dining and Food Services.

Catering orders may be placed at the same time space is being scheduled. Questions about catering should be directed to Event Services: [events@uccs.edu](mailto:events@uccs.edu)  
The catering menu can be found at <http://www.uccs.edu/~dining/services/catering.html>.

#### Catering policies

Clubs must use UCCS Dining and Food Services for all events. Clubs may request permissions to use an off-campus caterer through the Event Registration Form. Permission may be granted in cases where food is donated by another vendor, or if Dining Services is unable to provide specific menu items essential to the event. Use of UCCS Dining and Food Services is not required if clubs wish to provide snack food at club meeting. Examples of snack food include chips and salsa, donuts, sandwiches, and food that does not require chilling or heating.

### **Finances to Remember**

Think about the costs of hosting an event early in the planning process. These costs include funding sources, what supplies must be purchased, and if any individuals/speakers at your event will require appearance fees.

Remember: DO NOT SIGN ANY CONTRACTS. If you as an individual sign a contract, you will be obligated to pay any costs and fulfill any responsibilities of the contract. Club members are not allowed reimbursement for paying individuals out of pocket. All payments to individuals MUST be processed through the Student Life office.

### **Event Risk Management**

Refer to the CU guide for Event and Activity Planning with Risks:  
<http://cu.edu/risk/event-activity-planning-0>.

The Student Life staff is the approving department for all club related risk management approvals.

## **SECTION 4: CLUB TRAVEL**

### **Travel Policy**

A club activity is considered travel if club members are traveling out of state and/or need overnight accommodations. The following steps need to be completed in order for Student Life to approve club travel:

- Submit the Student Travel Application in Mountain Lion Connect at least three weeks prior to travel date
- The Student Life Program Assistant will contact the club to discuss the Student Travel Application, schedule the pre-trip meeting and answer any questions about making travel arrangements. The pre-trip meeting must occur prior to any university funds spent for travel.
- All club members that are traveling will be required to attend a pre-trip meeting with Student Life and/or Dean of Students staff; this meeting **MUST** take place at least two weeks prior to the travel date
- All club members that are traveling will also be required to fill out a travel waiver in Mountain Lion Connect, completed a minimum of two weeks prior to the travel date. All travel waivers must be submitted prior to any university funds spent for travel.

Club travel requests will NOT be approved by the Student Life office if the above requirements are not met. Individual club members that do not attend the pre-trip meeting and/or complete a travel waiver in Mountain Lion Connect will not be approved to travel with the club. If club travel is not approved by the Student Life office, the club will be unable to use any university resources, including funding, for trip-related expenses. These university resources include, but are not limited to: club speedtype(s), Student Government Association (SGA) and Club Cash.

### **Student Travel Application**

The Student Travel Application (STA) is the start of the club travel process. This form should be submitted well in advance of your travel dates (recommended 1 month prior, 3 week minimum). The Student Travel Application only needs to be filled out by one club member per trip. The entire club does not need to fill out the form. Clubs sports will work with Campus Recreation for travel procedures.

Information needed to successfully complete the STA form:

- Destination
- Dates of travel
- Roster of students traveling
- Funding method
- Flight itinerary\*
- Vehicle rental information and/or the names of students that will be driving their personal vehicles\*
- Lodging information\*
  - Hotel name, address, phone number
  - How many rooms are being reserved

- Name on reservation(s) and confirmation number(s)
- Room rosters
- Rooming roster
- Local hospital information (at destination)
- First and last names of all students that will be traveling and their UCCS email addresses
  - All students whose email addresses are entered will be sent a link to the Travel Waiver
  - All students that are traveling are required to fill out the travel waiver
- Detailed Trip itinerary
- Dates/times to schedule a pre-trip meeting

\*Information can be tentative but you will be required to provide final information before you depart.

Clubs can work with the Student Life Program Assistant to make lodging arrangements and obtaining airfare quotes from Christopherson Business Travel after the Student Travel Application is approved. The Student Life Program Assistant will contact clubs and assist with other travel arrangements as necessary.

### International Travel

Clubs intending on travelling international must fill out the International Student Travel Application at least 4 months prior to travel date. Clubs must register with the Global Engagement Office and complete both the Global Engagement and Student Life travel procedures in order to be approved to travel. The International Student Travel Application must be approved prior to any university funds spent for travel.

### Driving Guidelines

- Drivers should be at minimum 18 years of age
- All drivers and passengers must wear seat belts
- For longer trips (more than 4 hours) drivers should rotate drivers every 4 hours
- No more than 10 hours of driving should be completed in one day
- Driving between Midnight and 5am is prohibited
- Alcohol and drugs are not allowed in any vehicle
- Observe all traffic rules and regulations
- Drive carefully, courteously, and cautiously
- Plan ahead, check the forecast, have a map and directions to the destination in every vehicle
- Drivers are encouraged to pull over to use cell phones or eat

### Pre-Trip Meeting

The pre-trip meeting is required for all club members that will be traveling. This meeting will consist of club members and staff from Student Life and/or the Dean of Students

office. The purpose of the pre-trip meeting is to discuss the trip in detail as well as to review the sexual harassment policy and the Student Code of Conduct. Risk management will also be discussed based on the activities that may occur on the trip. This meeting must be scheduled at least two weeks prior to the travel date or the club will not be approved to travel by Student Life.

### **Travel Waiver**

All club members that are traveling are required to fill out the Travel Waiver in Mountain Lion Connect. Club members will be emailed a link to this form as soon as the club contact submits the Student Travel Application in Mountain Lion Connect. Travel waivers must be submitted two weeks prior to the travel date or the individual student(s) will not be approved to travel by Student Life.

### **Travel Approval**

The Student Life office will only approve club travel once the club and all members that are traveling have completed the above requirements. Student Life reserves the right to deny club travel requests if any of the above requirements are not completed in a timely manner.

Links to the travel forms:

- Student Travel Application: <https://orgsync.com/63771/forms/270366>
- International Student Travel Application: <https://orgsync.com/68408/forms/270811>
- Travel Waiver: <https://orgsync.com/63771/forms/93045>
- CU Risk Management for Travel: <http://www.cu.edu/risk/travel>

## **SECTION 5: SOCIAL MEDIA POLICY**

### **Social Media Policy for Clubs**

If you are responsible for managing or maintaining a UCCS institutional account, you are required to complete a social media terms and conditions form and attend a training session. The form and training dates can be found at:

[www.uccs.edu/socialmedia/training.html](http://www.uccs.edu/socialmedia/training.html).

While UCCS does not limit the private use of social media, it is important to realize that the same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in person. As a university employee, you represent UCCS both in and outside of your office and classroom and are responsible for anything posted on your personal social media sites. Policies and procedures include but are not limited to:

- Copyright: <http://www.uccs.edu/copyright-information.html>
- Information Technology Security: <http://www.uccs.edu/Documents/vcaf/700-003%20Information%20Technology%20Security.pdf>
- Use of Computing and Network Resources: <http://www.uccs.edu/Documents/vcaf/700-002RespComp2011.pdf>
- Web Identity Standards: <https://www.uccs.edu/brand>
- Privacy statement: <http://www.uccs.edu/privacystatement.html>
- Intellectual Property That is Educational Materials: <https://www.cu.edu/policies/aps/academic/1014.pdf>

The UCCS Social Media Policy 800-002 is hosted on the VCAF Policies website and can be directly downloaded as a PDF. Refer to [Appendix 7](#) of this handbook.

### **Process for Approval (MLC Registration Form)**

Clubs must follow the UCCS Policy and register any social media via the MLC form. The MLC form can be found at: <https://orgsync.com/72323/forms/76994>.

## **SECTION 6: STUDENT LIFE RESOURCES FOR CLUBS**

### **Advertising**

Tabling is a great way to get your name or event information out to the student body.

Please see [Section 3](#) of this handbook for more information.

### **Banana boards**

Clubs can reserve a banana board through the Equipment Request Form on Mountain Lion Connect. Reserved boards can be picked up at the Student Life desk. Ask the Student Life front desk staff to assist you.

### **Flyers in the University Center**

Flyers may only be posted in designated spaces. A club must first get approval from the University Center Information Desk before posting flyers. The Information Desk also has a list of the designated spaces for flyers.

Rules for posting flyers in the University Center:

- Flyers must have contact information listed on them. This can be a club phone number or email
- Clubs may hang a maximum of 20 sticker approvals
- Flyers may only be posted on designated bulletin boards
- Flyers may NOT be posted on walls, windows or in the bathrooms

### Flyers in the residence halls

Flyers must be approved by management before being posted. Please see the Monarch Office for approval.

Rules for flyers in the Residence Halls:

- Flyers are removed on the 1st and 3rd Fridays of each month. Remember this before hanging them up

### Media Team

The Student Life office's Media Team offers club website help, hosting, and assistance. If your club is interested in using the Media Team's services, contact the Student Life Web Programmer at [sllweb@uccs.edu](mailto:sllweb@uccs.edu).

### Advertising and marketing assistance

Want to know how to market for your event effectively? Need a poster? Contact the Student Life Marketing Coordinator at [sllmktg@uccs.edu](mailto:sllmktg@uccs.edu).

### Camera

The Student Government Association has a camera that can be checked out or reserved at the Student Life Office during office hours (Monday—Friday 8 am to 5 pm). Reservations for the SGA camera can be made through the Equipment Request Form on Mountain Lion Connect.

Remember that only registered clubs have access to Student Life equipment. To check out the SGA camera and equipment:

1. Clubs will request via the form on MLC. Clubs agree to terms and conditions and to check that all the equipment is there when it is picked up.
2. The person who checks out the camera is responsible for returning it before the end date of the reservation.
3. Upon return, Student Life will inspect the equipment. **Students will be held liable for any missing or damaged equipment.**

### Craft Supplies

The Student Life office has many different supplies available for clubs, including large rolls of colored paper, markers, paint, glitter and chalk.

If you are interested in using these supplies, please come to the Student Life office. The supplies can be found in the back of the office in the large islands or on the back counter. If you do not find what you are looking for, ask the Student Life Desk staff and they will help you.



## Mailboxes

Mailboxes are another resource offered to clubs by the Student Life office. All registered clubs receive a mailbox. The mailboxes are located in the Student Life office across from the conference room. There is a list located on the wall near the mailboxes that will tell you which box belongs to your club. Mailboxes are for your club's use and can be used to drop off materials for another club member or for the Student Life staff to place any incoming mail your club may receive. Please check your box to see if you have anything in it. Mailboxes are cleaned out at the end of every semester.

## Copies

The Student Life office will provide your club with 20 copies a day for any club related needs. You can have your agendas printed, your flyers, or anything you need. We cannot print in color, but we do have colored paper to print on if you like. To get copies please come to the office or email us what you want copied. We will place the copies in your mailbox if you are not here at the time they are printed. When asking for prints please give us as many details as possible to make sure that you get what you asked for.

## Conference Room

The conference room is a space that clubs can reserve through our office for any club related event or meeting. The Student Life conference room can only be booked by the Student Life desk staff. Please call, email or come in person to reserve the room. Clubs do not need to be registered to reserve space in the Student Life office. Please include date, time, club name, your name, email and phone number with your reservation.

# SECTION 7: CLUB AND ORGANIZATION STANDARDS

## Club Agreement

Clubs must annually acknowledge the Club Agreement in the yearly club renewal process and any time they submit an update or renewal of their club. The Club Agreement clearly defines clubs under the auspices of Student Life and articulates the support provided from the department. The Club Agreement also articulates the responsibilities of the club to the University as well as the University's responsibility to the club. It applies to all clubs registered with Student Life. See [Appendix 2](#) for full text.

## Student Code of Conduct

The Student Code of Conduct describes what we expect of UCCS students. It applies to all students while they are at UCCS, regardless of if they are on or off campus.

Club officers are responsible for reporting violations that occur in relation to your club (ex. behavior at a club meeting or event). The full text can be found at <http://www.uccs.edu/dos/student-conduct/student-code-of-conduct.html>  
Most Student Code of Conduct violations are related to alcohol, drugs, and/or sexual harassment.

## Club & Organization Code of Conduct

The Club and Organization Code of Conduct describes what we expect of UCCS Student Clubs and Organizations (SCOs). It applies to all clubs registered with Student Life. See [Appendix 3](#) for the full text.

## Alcohol and Drugs

### Alcohol

The legal drinking age is 21 years old. It is illegal to provide alcohol to anyone underage.

In Colorado, driving while impaired is defined as a blood alcohol content of .05% if you are of legal drinking age. For underage drinkers, it is 0.02%.  
Alcohol is the most common reason students go through the University Judicial process. Not only can alcohol abuse get students in trouble individually, but members' choices can have a negative impact on your club or organization if behavior gets out of hand.

### Drugs

All drugs (**including marijuana**) are prohibited on-campus and at University events. This is because UCCS receives federal funding. This ban includes any and all club activities regardless of location.

For example:

The Chess club is traveling to Seattle, WA to attend a conference. Although marijuana is legal in Washington state, as the students are traveling on behalf of a club, marijuana use is still considered a violation of the UCCS Student Code of Conduct.

### Good Samaritan Law

In Colorado, if you are actively seeking help for someone who is in trouble from an alcohol or drug overdose, you are immune from prosecution and so is the person you are seeking help for.

For the Good Samaritan Law to apply, you have to be cooperative and honest, as well as follow directions of the responders. This is good for 2-3 people.

### **Risk Management and Waivers**

All registered clubs that participate in any athletic, physical contact, uses outside equipment or at a risk event need to sign a CU Risk and Waiver of responsibility form. Club Sports fill out waivers with the rec center and may be required to attain a physical and do concussion tests.

## SECTION 8: APPENDIXES

### Appendix 1: Club Constitution Template

[Return to Constitution](#)

#### Constitution Template

The Constitution of the Insert Name Here Club of the University of Colorado Colorado Springs (UCCS)

#### Article I. NAME

The name of this club shall be the Insert Name Here.

#### Article II. PURPOSE

The purpose of Insert Name Here shall be to foster Insert Purpose Here through Insert Activities Here. Insert Name Here will work toward its goals by:

- A. List planned activities here
- B.
- C.

#### Article III. MEMBERSHIP

Section 1. Membership in Insert Name Here shall be open to any interested students at the University of Colorado Colorado Springs.

Section 2. Non-students may join the club as "Associate Members." Associate members may not run for office and do not have voting rights.

Section 3. If deemed necessary, a person's membership may be reviewed by the club officers for repeated or serious violations of the club constitution. Members may also be expelled by a unanimous vote of the club officers for gross ethical or professional misconduct.

#### Article IV. MEMBERSHIP FEES (Only include if applicable)

Section 1. All members must pay an annual membership fee of \$XX.XX due to the Treasurer no later than MM/YY.

Section 2. Members joining between MM/YY and the end of the fall semester must pay the \$XX.XX membership fee to the Treasurer by the second meeting they attend.

Section 4. Members who are current on their dues payment shall be classified as "active" members.

Section 5. Only active members may participate in club activities.

## Article V. OFFICERS

Section 1. The Club Officers of Insert Name Here shall be the President, Vice President, Treasurer, and Secretary. The creation of additional officer positions (e.g. Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership.

Section 2. Only students may serve as officers.

Section 3. The duties of the President shall include (Edit as necessary):

- A. Coordinating bi-weekly meetings of the club.
- B. Chairing all meetings of the club.
- C. Calling emergency meetings, pursuant to Article IX. Section 3.
- D. Providing leadership to the club.
- E. Working directly with the Advisor to ensure the club is operating within the expectations of the University.
- F. Acting as the chief spokesperson of the club.
- G. Establishing an effective relationship with the Department of Student Life, Student Government Association, and other University administrative departments.

Section 4. The duties of the Vice President shall include (Edit as necessary):

- A. Assisting the President with the fulfillment of his/her duties.
- B. Appointing all committee chairs, pursuant to Article VII.
- C. Providing support for the development of club activities planned by the committees.
- D. Working with the Treasurer to establish budgets for committees which are created.

Section 5. The duties of the Treasurer shall include (Edit as necessary):

- A. Keeping a record of all financial transactions.
- B. Meeting with the Advisor (If the club has an advisor. If not, work with the Student Life office) on a regular basis to review account balances and financial transactions.
- C. Preparing any and all budgets, financial budget requests/appeals, etc.
- D. Working with the Vice President to establish budgets for committees which are

created.

E. Maintaining detailed membership records, including the amount of dues collected from each member.

Section 6. The duties of the Secretary shall include **(Edit as necessary)**:

- A. Keeping detailed minutes of all meetings.
- B. Coordinating the press relations of the club, including, but not limited to: relations with The Scribe, UCCS Radio, Mountain Lion Connect, social media (Facebook, Instagram), flyer/poster approval, and maintaining the **Insert Club Name Here** web page.
- C. Ensuring that all changes of officers are reported to the appropriate University officials.
- D. Working with the Vice President to establish budgets for committees which are created.

#### Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All Club Officers shall be elected before March 1 and will serve a term of May 1 - April 30. The time between elections and April 30 shall serve as a transition period for new officers.

Section 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

A. Nominations - Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions, with the exception of the President position. Only members holding a current office or committee chair position shall be eligible to run for the presidency of the **Insert Club Name Here** -- the President position must be nominated from a current officer or chairperson. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member.

B. Elections - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required

margin for election to office. The order of elections shall be as follows: President, Vice President, Treasurer, and Secretary.

C. Run-Off Elections - In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three other club officers **and advisor if applicable**), he/she may be removed by a two-thirds vote of the club's membership. **The Advisor shall oversee the impeachment process to ensure a fair and democratic process. (If applicable).**

Section 4. The filling of an office vacated by impeachment shall be conducted by a special election held in the manner of elections as defined in Article VI, Section 2. In the case of a vacancy for the President, the Vice President shall be appointed President, and a replacement for the Vice President shall be elected.

#### Article VII. COMMITTEE CHAIRS

Section 1. The Club Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus.

Section 2. All committee chairs will be appointed no later than April 15 by the Vice President. All appointments must be approved by a majority of the Club Officers.

Section 3. Only students may serve as committee chairs.

Section 4. The duties of all Committee Chairs shall include:

- A. Selecting members to serve on their respective committee.
- B. Coordinating and chairing committee meetings, as needed.
- C. Keeping the Club Officers **and Advisor** abreast of the plans and intentions of the committee.
- D. Becoming familiar with pertinent University policies and procedures.

#### Article VIII. ADVISOR **(Include if Applicable)**

Section 1. The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a term from May 1 - April 30.



Section 2. The Advisor must be a full-time UCCS faculty or Staff member.

Section 3. The Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

#### Article IX. MEETINGS

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be posted to Mountain Lion Connect no less than one month before the scheduled meeting.

Section 2. Only active student members may vote at meetings.

Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours' notice must be provided to all active members by sending out a message via Mountain Lion Connect. Communication of emergency meetings will be the responsibility of the Secretary.

#### Article X. DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the Treasurer and President.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$100 must be approved by a majority of the Club Officers.

Section 4. Any expenditure in excess of \$5,000 must be approved in advance by the department of Student Life.

Section 5. All financial transactions of Insert Club Name Here will be managed through the office of Student Life.

Section 6. Only the Club Officers shall have the ability to charge expenses to the club via use of the club speedtype.

#### Article XI. AMENDMENTS

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

Section 3. The proposed amendment shall be presented via Mountain Lion Connect to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the office of Student Life for review/approval.

#### Article XII. AFFILIATION WITH THE NATIONAL ASSOCIATION OF Insert Club Name Here (This section only if applicable)

Section 1. The Insert Club Name Here is affiliated with the Name of National Organization, a national organization which fosters Insert Mission / Purpose Here.

Section 2. When in conflict, UCCS policy shall supersede the policy of the Name of National Organization.

## Appendix 2: Club Agreement

### **2017-2018 Student Club / Organization Agreement**

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 2017-2018 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 Student Clubs are Registered Clubs that have applied for and been granted a closer affiliation with the university.
- 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 Department of Student Life.
  - Maintain an updated SCO Constitution.
  - 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 Student Life Department regularly, including timely responses when contacted by SLL and updating required forms.
  - Report violations that occur in relation to the SCO to the Department 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. Clubs that are inactive for an entire calendar year (June 1 to May 31) will surrender the balance of their club account to the Department of Student Life.
8. SCOs shall not operate any off-campus bank accounts without prior approval from the department of Student Life.

## **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 department of Student Life
  - Establishment of an agency (fund 80) speedtype account
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 through the SGA. Speedtype accounts will be established through and monitored by Student Life on behalf of the SGA.
3. SCOs may apply to be Recognized, or more closely affiliated with the University through the established process. Upon approval, the University provides the following benefits to Recognized Clubs / Organizations in addition to what is provided to all SCOs:
  - 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 on the UCCS website. Additional training on the use of the University brand may be required as needed.
  - Use of the University's tax ID number for the purposes of proving tax-exempt status
  - Establishment of an auxiliary (fund 20) speedtype account and access to the Procurement Service Center as needed to support expenditures from the account.

#### 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. SCOs that are not Recognized are not permitted use of the UCCS brand.
3. 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.
4. 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 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 Discrimination and Harassment Policy, the RSC shall not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, political affiliation or philosophy, religion, sexual orientation, gender identity, gender expression, or veteran status 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 Discrimination and Harassment Policy or Regent Law Article X.

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 acknowledgement 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 September 30th of 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

Title

Date

Signature

## [Appendix 3: Club and Organization Code of Conduct](#)

All University of Colorado at Colorado Springs (UCCS) student clubs and organizations are required to uphold federal, state, and local government laws, as well as University policies and procedures. Furthermore, fraternities and sororities are required to comply with the Standards for National Fraternities and Sororities at UCCS.

A student club or organization may be subject to disciplinary action when it engages in a violation of law, University policy, the Student Code of Conduct, or the Standards for National Fraternities and Sororities in one or more of the following ways:



1. During an official organizational function
2. During an event where one or more of the student organization's members is acting within the scope of their organizational capacities discipline
3. When the action was approved by the majority vote or with consensus of the organization's members
4. When one or more members of an organization knew that an act constituting a violation was either occurring or about to occur, and fails to prevent the action, or fails to report it to appropriate University authorities in a timely manner
5. Has individual member(s) and/or officer(s) who partake in actions that violate the Collective Responsibility Provision found in the UCCS Student Organization Agreement, signed at the commencement of each academic year.

The Club and Organization Standards apply to all registered and recognized student clubs and organizations, including fraternities and sororities, and will only determine disciplinary action for student clubs or organizations. The Club and Organization Disciplinary Process will be conducted through the Department of Student Life and overseen by the appropriate Student Life Director, or their designee. Individual students who may have engaged in misconduct will be referred to the Dean of Students Office for disciplinary action under the UCCS Student Code of Conduct. While the processes are similar, outcomes and sanctions may vary.

### **Definition of an Organizational Function:**

An organizational function is any activity or event the student club or organization hosts.

### **Student Organization Disciplinary Process:**

#### **1. Complaint Received by Department of Student Life**

- The Director may initiate the disciplinary process on the basis of a written complaint filed by anyone, a Residence Life Incident Report, or a police report.
- Upon receipt of the complaint or report, the Director will decide whether the allegations fall within the jurisdiction of this process, whether student organization disciplinary proceedings will occur, and will notify the registered officers of the organization.

#### **2. Organizational Notification**

If the Director determines that allegation(s) fall within the jurisdiction of this process, the organization will be notified in the following manner:



- An email notice shall be sent to the registered officers of the student organization that is the subject of the report or complaint within five (5) business days of receiving the complaint.
  - Additionally, a hard copy will be placed in the organizational mailbox in the Student Life office.
  - If the officers fail to respond within seven (7) business days, the Director may contact other student club or organization members, as furnished by the student organization in their registration information.
- The notice to the club or organization will include:
  - A description of the alleged misconduct
  - The law, University policy, processes, and procedures, or Standard for National Fraternities and Sororities that are alleged to have been violated
  - The deadline for an officer to set up a conference with the Director (or designee)
- If an organizational representative does not schedule a conference by the date specified in the notice, or if the organizational representative does not attend the scheduled Initial Meeting, the Director may decide the outcome of the case in the student's absence and based on the information available.

### **3. Initial Meeting**

The purpose of the initial meeting is for organizational representatives to exchange information about the alleged violation, the reason for potential discipline, and give the organization an opportunity to respond. During the Initial Meeting, the organization will have the opportunity to accept or deny responsibility of the alleged violations.

- No more than two (2) student representatives may attend the Initial Meeting.
- The student club or organization may be accompanied at the Initial Meeting by an advisor of the student organization's choice. The student organization must provide the name of the advisor to the Director, at least twenty-four (24) hours before the Initial Meeting. At no time may the advisor advocate on behalf of the organization or participate directly in the proceedings. They may only consult with the students representing the organization.

### **4. Resolution Options**

After the initial meeting and considering all relevant information and any mitigating circumstances, the Director will take one of the following actions:

- If, based on a preponderance of the evidence (more likely than not) the Director determines the organization did not commit or is not responsible the alleged violation, the Director will dismiss the complaint.
- If, the organization accepts responsibility for the alleged violation, the Director, after considering all the evidence and any mitigating circumstances, shall impose a sanction. The organization waives its right to appeal in

accepting this option, unless the sanction is withdrawal of organizational recognition

- If, the organization denies responsibility for the alleged violation and if based on a preponderance of the evidence, the Director determines the organization committed the alleged violation, the Director shall impose a sanction.

Sanctions may include, but are not limited to:

- Official Reprimand – A letter of notification placed in the organization’s file and sent to its national organization (if applicable) warning of more severe sanctions in the event of a repeat violation.
- Probation – A specific period of probation with or without selected restrictions; the Executive Director of Student Life shall determine the length and terms of the probationary period.
- Restitution – An organization, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries. Each member of the organization may be held financially responsible through group billing.
- Service Requirement – Participation in University or community service activities.
- Educational Requirement – Educational programming hosted and/or attended by a percentage of organization membership.
- Suspension of Registration/Recognition – Suspension of recognition as a student organization and the privileges inherent in that recognition indefinitely or for a specific period of time.
- Withdrawal of Registration/Recognition – Withdrawal of University recognition as a student organization.

## 5. Decision

The outcome will be emailed to the chair of the organization, and placed in the organization’s mailbox in the Student Life office.

- The notification will include the alleged violation, the Director’s findings and conclusions, any sanctions the organization must complete, and the timeline in which sanctions must be met.

## 6. Appeal

- A responding student organization may only appeal the outcome of the Initial meeting if the sanctions determined applies to suspension of registration and/or recognition and/or withdrawal of registration and/or recognition. The appeal is the final step in the conduct process, unless the student organization waived their right to appeal.

- The student organization may appeal the outcome of the Initial Meeting to the Senior Executive Director of Student Life.
- An appeal does not provide a second hearing of the case.
- All appeals must be submitted in writing within five (5) business days of receiving notice of the outcome. The organization may appeal based on the following reasons:
  - The established procedures were not followed, in a significant way, and as a result, the factual findings, the sanction, or both, were not correct
  - The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances
  - There is new information that would have been material to the outcome, had the information been presented at the hearing or administrative review. The new information must be included with the organization's request for appeal. Also, the organization must show that the new information could not have been presented at the hearing or administrative review.
- If a case is appealed, and unless the welfare of a student or the organization itself is threatened, all of the sanctions imposed in the case will not go into effect until:
  - The deadline for filing an appeal passes and/or;
  - No appeal is filed and/or;
  - If a timely appeal is filed, the appeal is decided.
- The Senior Executive Director of Student Life's decision is final and not subject to further appeal.

## **7. Expedited Administrative Review**

If the Director determines that a prompt review is essential (e.g. end of the semester, there is substantial concern for the health, safety, or welfare of the members of the University community), the Director may require the organizational leadership to meet within 48 hours.

- Notice may be given in these instances by telephone or by e-mail.
- If the organizational leadership fails to attend the conference in the time specified, the Director can decide the outcome of the case in the organization's absence.

Appendix 4: Petty Cash Form and Information

[Return to Receipts](#)

**CU** The University of Colorado at Colorado Springs  
**PETTY CASH REIMBURSEMENT REQUEST FORM**  
(Daily travel will be reimbursed only from a Travel Voucher)

**Clyde's Cash**  
**Club Account**  
**SGA Funding**

Please complete this form in its entirety. Without this information you cannot be reimbursed through our petty cash fund. Each petty cash request form must have an authorizing signature and a description of items purchased written on it. Original receipts must also be attached. A maximum of \$100.00 per request, \$100.00 per day.

Date \_\_\_\_\_  
 Department \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Total Amount \_\_\_\_\_

I certify that the items described below were for official University of Colorado business.  
 If this is a personal reimbursement, I further certify that payment of the amounts claimed herein has not and will not be reimbursed to me from any other source and that I have paid the above expenses for which reimbursement is claimed.

Name Printed \_\_\_\_\_  
(Person claiming reimbursement)

Signature \_\_\_\_\_  
ID required to pick up (Person claiming reimbursement)

Department Approval \_\_\_\_\_  
(Must be different than person claiming reimbursement) - Print Name

Department Approval \_\_\_\_\_  
(Must be different than person claiming reimbursement) - Signature

If someone other than the person claiming reimbursement is picking up the cash, please call cashiering (x3391) to let them know.

Print Name and Sign \_\_\_\_\_  
ID required to pick up (I acknowledge receipt of the above stated cash amount.)

Speed Type	Account	Description (what was purchased)	Amount
<b>TOTAL</b>			0

**\*\* ORIGINAL RECEIPTS REQUIRED \*\***  
 See PSC guidelines for what is an acceptable proof of payment.

**OFFICIAL FUNCTIONS:**  
 When an official function account (550100, 550101, 550200, 550300, 550301, 550400, etc. ) is used, the following information **MUST** be completed unless an Official Function Form was completed prior to the event--then that form **MUST** be attached.

1. Who attended (should be mostly non-campus people)

2. Purpose of the function

3. Benefit to UCCS (and ourselves)

Petty Cash Form:

- Where funds are coming from for reimbursement
- Department, Telephone Number, Amount Reimbursed for, and Original Receipts.

For Questions please contact:

(719) 255- 3096

kschiffe@uccs.edu

## Appendix 5: Non-Employee Reimbursement Information Form

[Return to Non-Employee Reimbursement](#)

**Non-Employee Reimbursement Information**

*Fill out this form if: -You need to be reimbursed for more than \$100.00  
-You need to be reimbursed for travel expenses  
Includes airfare, lodging, mileage, meals while traveling  
Does not include conference registration fees (unless they were over \$100.00)*

The following information is needed in order to prepare the Non-Employee Reimbursement form (Please make sure your handwriting is legible!):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Club Name: \_\_\_\_\_

Mailing Address (the check will be mailed to this address):  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Expenses being reimbursed for (what did you purchase and why):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reimbursement total amount: \_\_\_\_\_

Account(s) that should be used to for reimbursement:

Club account (enter speedtype, if known): \_\_\_\_\_ Amount: \_\_\_\_\_

Student Government Funding (enter event name): \_\_\_\_\_ Amount: \_\_\_\_\_

Clyde's Cash \_\_\_\_\_ Amount: \_\_\_\_\_

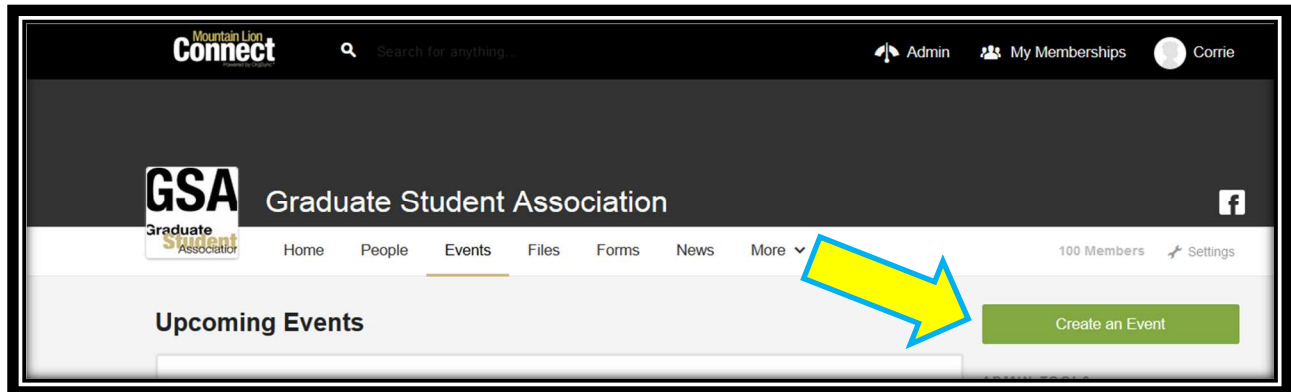
**Attach original, itemized receipts** (on a separate sheet of paper) and turn this form into the Student Life and Leadership front desk.

SLL staff will begin to prepare the non-employee reimbursement form. Once it is completed, you will be called to come in and sign the form. A check will be mailed within 7-14 business days to your mailing address.

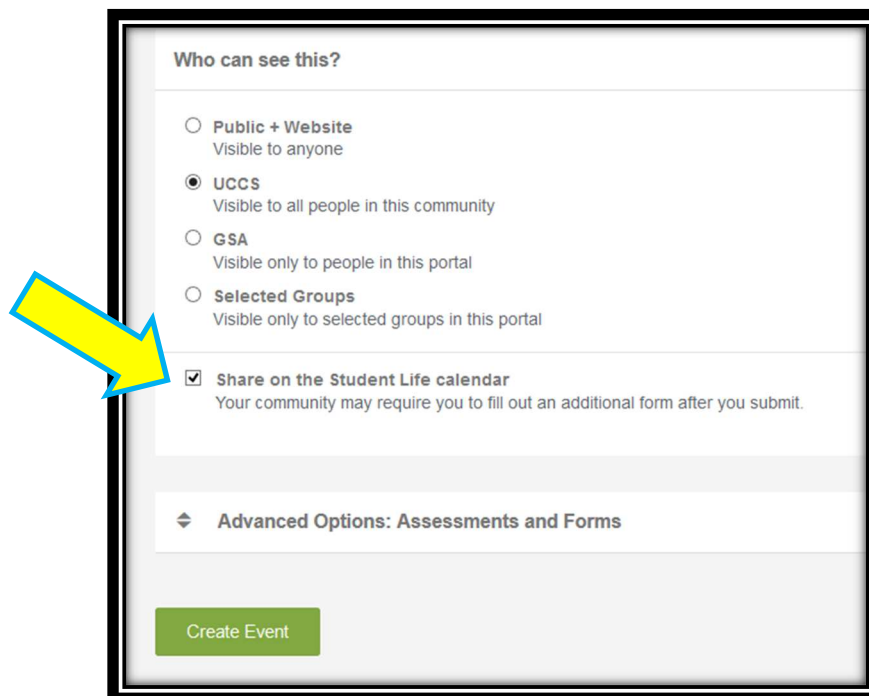
## [Appendix 6: Steps to the Event Form](#)

[Return to Event Registration](#)

Step one:



Step two:





## [Appendix 7: Social Media Policy 800-002](#)

[Return to Social Media](#)

### I. POLICY

The University of Colorado at Colorado Springs recognizes that social media platforms provide unique opportunities to participate in interactive discussions and share information. However, the use of social media can pose risks to the university's confidential and proprietary information, reputation, and can compromise the university's compliance with laws and regulations. To minimize these risks, the procedures set forth herein must be followed by colleges, departments, organizations, clubs, employees, and students who create an Official UCCS Social Media Site or use Social Media for Official UCCS Communications.

### II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, the Board, and as may be delegated by the president.

### III. PURPOSE

The purpose of this policy is set forth the procedures that must be followed to establish an Official UCCS Social Media Site or page, or use Social Media for Official UCCS Communications.

### IV. DEFINITIONS

A. Content Owner means the individual responsible for monitoring and maintaining an Official UCCS Social Media Site.

B. Social Media means technology tools and online spaces for integrating and sharing user-generated content in order to engage in conversation and to participate in content and community creation. Examples of Social Media Platforms include but are not limited to, Facebook, Twitter, LinkedIn, and YouTube, podcasts, wikis and blogs.

C. Official UCCS Communications means communications done in the name of UCCS.

D. Official UCCS Social Media Site means a Social Media site that is done in the name of UCCS.

## V. PROCEDURES

### A. Official UCCS Communications on Social Media Sites

1. Because of the emerging nature of Social Media this policy does not attempt to name every current and emerging platform. Rather, it applies to those social media platforms cited and any other online platform available and emerging including social networking sites and sites with user-generated content. Examples of Social Media include but are not limited to the following: Official UCCS Social Media Sites can only be initiated and authorized through the UCCS Office of University Advancement. There cannot be an Official UCCS Social Media Site or page unless it is developed or authorized by the UCCS Office of University Advancement. Any Official Social Media Sites or pages which do not receive prior authorization will be subject to review when discovered and may be amended or removed.
  - a. YouTube
  - b. Facebook
  - c. iTunes (podcasts)
  - d. LinkedIn
  - e. Twitter
  - f. Blogs
  - g. Professional and Institutional list-serves
2. Official UCCS Social Media Sites may have pages or content areas that are assigned to departments, divisions, organizations or programs at UCCS.
3. University departments, programs, student groups, or others who create an Official UCCS Social Media Site, are responsible for naming a Content Owner who is responsible for monitoring and maintaining the site. The Content Owner's responsibilities include the following: Content Owners are required to sign a Content Owner Terms and Conditions Form prior to creating an Official UCCS Social Media Site or using Social Media for Official UCCS Communication. This form will be maintained by the UCCS Office of University Advancement.
  - a. Monitoring content for correctness and accuracy.
  - b. Monitoring communications for acceptability in the UCCS workplace and campus community.
  - c. Protecting confidential information and intellectual property rights of others and the university. Proprietary or confidential financial, intellectual property, confidential student information or other sensitive or private content may not be posted.
  - d. Monitoring and removing content that is illegal, obscene, defamatory, harassing, and discriminatory, threatening, infringing on the intellectual property rights of others, or an invasion of privacy.



- e. Obtaining the expressed consent of all involved parties prior to distribution or publication of recordings, photos, images, videos, text, slideshow presentations, artwork and advertisements whether those rights are purchased or obtained without compensation.
  - f. Monitoring content for compliance with all federal and state laws, regulations and university policies and removing content that does not comply.
4. Social Media may be used by faculty and staff for teaching and educational purposes. However, the use of Social Media may not be a required component of any course or educational program. All use of Social Media by students, faculty, and staff, must be completely voluntary.

B. Guidelines for Online Professional or Personal Activity Social Media allow UCCS faculty, staff, and students to engage in professional and personal conversations. The attached guidelines include recommendations for faculty, staff and students who identify themselves with UCCS and/or use their UCCS email address when using Social Media. These guidelines are advisory in nature only.

### C. Applicable University Policies

Social Media usage at UCCS is governed by the same policies that govern all other communications and behavior. The following policies should be reviewed prior to engaging in Official UCCS Social Media use or Official UCCS Social Media Communications:

- Regent Policy 1.C. Principles of Ethical Behavior
- Regent Policy 10.E. Political Participation by the University Community
- Regent Policy 14.A. Use of University Seal
- Administrative Policy Statement Use of Electronic Mail
- Administrative Policy Statement Conflict of Interest and Commitment
- UCCS Policy 100-02 Campus and Mountain Lion Logo
- UCCS Policy 700-02 Responsible Computing
- UCCS Sexual Harassment Policy
- UCCS Nondiscrimination Statement

## VI. RESPONSIBILITY

All University departments, employees, and students are responsible for complying with this policy.

## VII. HISTORY

None.

## VIII. ATTACHMENTS

- Social Media Guidelines
- Content Owner Terms and Conditions

## Appendix 8: Three Step Method for Advertisement of Event

### Three step method to create a promotional plan for your event

*UCCS Student Life*

*Fall 2014*

This packet tells you what you should do to successfully promote your club/organization event.

#### **Step 1: Know Your Event** *“Know yourself and you will win all battles” - Sun Tzu*

##### **What does your event offer?**

*What would an attendee get out of your event? (food, entertainment, knowledge, etc.)*

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##### *Why would someone attend your event?*

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**Marketing Segmentation**

*Market Segmentation is the process of dividing broad groups of people (like UCCS students) into smaller groups that are similar for purposes of promoting your event.*

Which groups of students are likely to come to/care about your event? (Circle all that apply)

- Class:
  - Freshmen
  - Undergraduate Upperclassmen
  - Graduate Students
- Commuter Status:
  - On-campus life
  - Commuter Students
    - Park on campus
    - Park at 4-Diamonds
- Involvement Status
  - Club members
  - Club officers
- Marital Status:
  - Married
  - Has Kids
  - Single
- Degree/College
  - Letters, Arts, and Sciences
  - Engineering
  - Education
  - Beth-El
  - Public Affairs
  - Business
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

## Step 2: Decide Marketing Methods *bring your promotion to the people*

### What should always be done to promote every event?

The following **MUST** be done for every club event or meeting on campus:

- Tell all club members about the event
- Create a new event on MLC
  - Check the “Share on the Student Life calendar” checkbox and fill out the Event Registration Form
- Work with Student Life to come up with a solid event plan

The following **SHOULD** be done for every club event:

- Create an event on the club’s Facebook page
  - Invite everyone in the club through the Facebook event
- If not doing better posters: Print off twenty black and white posters (free) from the Student Life office and hang them on the bulletin boards around campus

### The Big List of Marketing Ideas:

Now that you know who is likely to show up to your event, you should choose the methods of marketing that your target segments are likely to see.

#### Freshmen and Residence Hall Students

- Submit posters to be hung in all of the residence halls. (See the office in Monarch for more info)
- Table Tents or paper bags filled with sand
  - Put table tents in the dining hall
- Chalking/Banana Boards on spine near housing
- Banners hung from bridges in housing
- Ask Student Life for a Class of 2018 MLC portal news post

#### Commuter Students

- Banana Boards at the entrances/exits to UCCS
- Banana Boards at 4-Diamonds Bus Stop
- Chalk/Banana Boards at entrance to parking garage
- Flyer on ceiling of 4-Diamonds Busses
- Balloons with Info attached tied to Bike Racks

#### Involved Students and Club Officers

- MLC Promotion Banner
- Advertisement placed in The Scribe

- Tabling/Passing out flyers at other events
- Lollipops/mini-candy with a message in the Student Life office
- UC Digital Signage (Email [sga@uccs.edu](mailto:sga@uccs.edu))
- Email to all club officers

### Students in Specific Colleges

- Business, Public Affairs: Chalk/Banana Boards outside of Dwire
- Engineering: Chalk/Banana Boards outside of Engineering or Osbourne
- Nursing, Health, Theater: Chalk/Banana Boards outside of University Hall
- WEST, VAPA, LAS, Education: Chalk/Banana Boards outside of Columbine
- Chemistry: Chalk/Banana Boards outside of Centennial
- Same program as club members:
  - Have club members give a short speech at the beginning of class about the event
  - Tie a potato to club members
    - Why are you wearing a potato?
  - Entire club dress up
    - Why are you dressed up?
  - Find some old T-shirts, reverse them, write the event info, and have members wear them

### Students on Campus

- Commode Chronicles
- Large white 3-sided kiosks (see <http://www.uccs.edu/auxiliaries/campus-marketing-guidelines.html>)
- Bus stop posters (see <http://www.uccs.edu/auxiliaries/campus-marketing-guidelines.html>)
- Posters:
  - Oddly shaped poster
  - Upside-down posters
  - 3D objects/posters
  - 3-Tier poster stands
- Chalk footprints /arrow/line leading to the event (All chalking must be approved by Public Safety)
- Banners on upper plaza
- Yell the event details at the top of your lungs on the spine/upper plaza
- Table/Sign/Flyers at other large events
- Line of Banana Boards
  - Check out 4 at a time
  - Get all of the people walking down the spine

### Students off Campus

- Targeted email

- Please avoid emails sent to all students. Send emails to specific colleges, degrees, or classes instead.
- MLC Promotions
- [uccs.edu/students](http://uccs.edu/students) banners
- Facebook/ Social Media

### Step 3: Write a Plan and Timeline

Any good plan for marketing an event consists of a time line for when advertisements get out to the public.

Many advertisements should “go live” at least two weeks before the event in order to get maximum effectiveness. For many advertisements, having the advertisement out there as long as possible maximizes effectiveness.

Feel free to delegate tasks to other members of your club.

#### Sample Plan

Date	Days Until Event	Advertisement	Person Responsible
Monday, September 15, 2014	44	Ask Student Life for poster design	Arianna
Monday, September 29, 2014	30	Submit poster to Commode Chronicles	Arianna
Monday, October 06, 2014	23	Hang up posters	Chris
Tuesday, October 21, 2014	8	Make Banana Board Posters	Arianna
Thursday, October 23, 2014	6	Banana Boards on Spine	Chris
Monday, October 27, 2014	2	Chalk the Spine	Zach, Desiree
Monday, October 27, 2014	2	Mass Email	Zach
Tuesday, October 28, 2014	1	All club members wear a potato	EVERYONE
Wednesday, October 29, 2014	0	EVENT	EVERYONE

# New Club Application 2018-2019

New Club Applications will be accepted from January 1st to March 1st for the Spring 2019 semester. This form is for students who would like to create a new club for the academic year of 2018/19. (If you were an active club during the 2017/18 academic year and had a portal in Mountain Lion Connect, this is not the correct form. Please contact Student Life at (719) 255- 3470 or studlife@uccs.edu for assistance.)

The information you will need before you fill out this form is below:

2 current UCCS student club officers, 2 current UCCS student members = 4 total current UCCS students interested in the club  
Club Officers and Member information. (first and last name, student ID number, phone and UCCS email address)  
Club Description - includes goals, mission, purpose and vision  
Club picture for your Mountain Lion Connect page to represent your club  
Club Constitution (a template is located in this application for clubs to use if they choose)

Do you want to create a Club Sport?

If you intend to start a Club Sport please submit New Club Sport Application and Agreement located online on the Club Sports Officer Resources Center under Administrative as well as review Application and Requirements section of the Club Sports Handbook.

Some registered clubs participate regularly in activities that are physical in nature (examples include tennis, skiing and running). UCCS requires that all members of such clubs fill out a CU Risk and Waiver of Responsibility 2018/2019. If you are such a club, you can copy and paste this link to send to your members.

<https://orgsync.com/72323/forms/328039>

Status: Denied

**Submitted By**

Brian A Blevins  
bblevins@uccs.edu  
Aug 08, 2018, 02:58PM MDT

**Decided By**

Sabrina Wienholtz  
Oct 30, 2018, 01:00PM MDT

## Club Profile

Club Name [Required] Ratio Christi

NOTE: In compliance with brand standards, clubs are not able to use UCCS in their name until they undergo the recognition process after they are established on campus. Contact Krystal Schiffelbein at [kschiffe@uccs.edu](mailto:kschiffe@uccs.edu) for questions.

Club Abbreviated Name [Required] RC

Please provide an acronym or shorter name. This will be shown whenever space is minimal.

How would you categorize your club? (Pick one) [Required]  Faith-Based

Club Description (include mission, vision, purpose and goals) [Required]

Ex. B



The mission is to equip university students and faculty to give historical, philosophical, and scientific reasons for following Jesus Christ. The purpose for which the Chapter is organized is cultivate the intellectual voice of Christ at the University, and to do this by encouraging dialogue and stimulating discussions which aid in answering life's pressing questions, especially where those questions find their answers supported by the following areas of study: culture, history, science, philosophy, theology, and other academic disciplines. The goal will be to foster critical thinking, the use of logic, and evidential and philosophical tools in the pursuit of truth in understanding the world and religious beliefs. The Chapter will encourage and strengthen the faith of Christian students while sharing Christ's message and love with those who have not yet accepted Him. Ratio Christi will not compete with other ministries, but will instead support them. Ratio Christi will exist as an asset for all, in facilitating amicable, intellectual discussions, regarding matters of worldview, with the plethora of diverse paradigms and backgrounds found at UCCS.

This chapter of Ratio Christi shall have as its objectives:

- (a) Expressing the Good News of Jesus Christ, as set forth in the Holy Bible, through all activities of the Chapter.
- (b) Empowering students to grow deeper in the knowledge of and love for Jesus Christ, and enabling them to effectively share that knowledge and love with others by building relationships and promoting Christian discipleship.
- (c) Encouraging frequent dialogues and stimulating discussion directed towards answering life's pressing questions.
- (d) Engaging the entire campus by serving as catalyst for apologetics-related discussion at the university. Students will meet regularly to discuss culturally relevant issues related to history, science, philosophy, and theology and ask how they pertain to a biblical worldview and the truth of Christianity.
- (e) Encouraging, through campus-wide events, all students and faculty to interact with Christian thinkers on an objective, intellectual basis. This Chapter will attempt, at least once per year, to create a platform for Christian thinkers to interact with the academy at large in the form of a public discussion, lecture or debate.
- (f) Extending offers to provide apologetics training to other campus ministries, local churches, youth groups, and Christian junior and senior high schools.

Keywords for searching your club: [Required]      Ratio Christi, faith based, Christian, apologetics, religion, philosophy, debate,

Your club will be searchable in Mountain Lion Connect as well as from the Student Life website. Enter keywords that someone that may be interested in your club might use when searching.

Club Picture: File Upload [Required]      Submitted File: [RC Logo.png](#)

Please upload a picture for your club's Mountain Lion Connect Account

NOTE: You cannot use UCCS or any official UCCS logos and branding in your picture.

SLL Notes [Admin Use Only]      No answer submitted.

## Club Constitution

Clubs are required to have a club constitution in order to be registered and approved by the Student Life office. A club constitution template can be found below for your club to use as an example if your club does not already have a constitution. Clubs will need to fill out the template or create their own constitution as a Word document to upload to the New Club Application.

Example Constitution template (clubs are free to copy and paste this template into a Word document and fill in the blanks)

The Constitution of the Insert Name Here Club of the University of Colorado Colorado Springs (UCCS)

### Article I. NAME

The name of this club shall be the Insert Name Here.

### Article II. PURPOSE

The purpose of Insert Name Here shall be to foster Insert Purpose Here through Insert Activities Here. Insert Name Here will work toward its goals by:

- A. List planned activities here
- B.
- C.

### Article III. MEMBERSHIP

Section 1. Membership in Insert Name Here shall be open to any interested students at the University of Colorado Colorado Springs.

Section 2. Non-students may join the club as "Associate Members." Associate members may not run for office and do not have voting rights.

Section 3. If deemed necessary, a person's membership may be reviewed by the club officers for repeated or serious violations of the club constitution. Members may also be expelled by a unanimous vote of the club officers for gross ethical or professional misconduct.

### Article IV. MEMBERSHIP FEES (Delete this section if not applicable and renumber Articles)

Section 1. All members must pay an annual membership fee of \$XX.XX due to the Treasurer no later than MM/YY.

Section 2. Members joining between MM/YY and the end of the academic year must pay the \$XX.XX membership fee to the Treasurer by the second meeting they attend.

Section 4. Members who are current on their dues payment shall be classified as "active" members.

Section 5. Only active members may participate in club activities.

#### Article V. OFFICERS

Section 1. The Club Officers of Insert Name Here shall be the President, Vice President, Treasurer, and Secretary. The creation of additional officer positions (e.g. Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership.

Section 2. Only students may serve as officers.

Section 3. The duties of the President shall include (Edit as necessary):

- A. Coordinating bi-weekly meetings of the club.
- B. Chairing all meetings of the club.
- C. Calling emergency meetings, pursuant to Article IX. Section 3.
- D. Providing leadership to the club.
- E. Working directly with the Advisor to ensure the club is operating within the expectations of the University.
- F. Acting as the chief spokesperson of the club.
- G. Establishing an effective relationship with the Department of Student Life, Student Government Association, and other University administrative departments.

Section 4. The duties of the Vice President shall include (Edit as necessary):

- A. Assisting the President with the fulfillment of President's duties.
- B. Appointing all committee chairs, pursuant to Article VII.
- C. Providing support for the development of club activities planned by the committees.
- D. Working with the Treasurer to establish budgets for committees which are created.

Section 5. The duties of the Treasurer shall include (Edit as necessary):

- A. Keeping a record of all financial transactions.
- B. Meeting with the Advisor (If the club has an advisor. If not, work with the SLL office) on a regular basis to review account balances and financial transactions.
- C. Preparing any and all budgets, financial budget requests/appeals, etc.
- D. Working with the Vice President to establish budgets for committees which are created.
- E. Maintaining detailed membership records, including the amount of dues collected from each member.

Section 6. The duties of the Secretary shall include (Edit as necessary):

- A. Keeping detailed minutes of all meetings.
- B. Coordinating the press relations of the club, including, but not limited to: relations with The Scribe, UCCS Radio, Mountain Lion Connect, social media (Facebook, Instagram), flyer/poster approval, and maintaining the Insert Club Name Here web page.
- C. Ensuring that all changes of officers are reported to the appropriate University officials.
- D. Working with the Vice President to establish budgets for committees which are created.

#### Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All Club Officers shall be elected before March 1 and will serve a term of May 1 - April 30. The time between elections and April 30 shall serve as a transition period for new officers.

Section 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

A. Nominations - Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions, with the exception of the President position. Only members holding a current office or committee chair position shall be eligible to run for the presidency of the Insert Club Name Here -- the President position must be nominated from a current officer or chairperson. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member.

B. Elections - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Treasurer, Secretary.

C. Run-Off Elections - In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in the position's duties (as decided by a unanimous agreement of the three other club officers and advisor if applicable), the officer may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and democratic process. (If applicable).

Section 4. The filling of an office vacated by impeachment shall be conducted by a special election held in the manner of elections as defined in Article

VI, Section 2. In the case of a vacancy for the President, the Vice President shall be appointed President, and a replacement for the Vice President shall be elected.

#### Article VII. COMMITTEE CHAIRS

Section 1. The Club Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus.

Section 2. All committee chairs will be appointed no later than April 15 by the Vice President. All appointments must be approved by a majority of the Club Officers.

Section 3. Only students may serve as committee chairs.

Section 4. The duties of all Committee Chairs shall include:

- A. Selecting members to serve on their respective committee.
- B. Coordinating and chairing committee meetings, as needed.
- C. Keeping the Club Officers and Advisor abreast of the plans and intentions of the committee.
- D. Becoming familiar with pertinent University policies and procedures.

#### Article VIII. ADVISOR (Delete this section if not applicable and renumber Articles)

Section 1. The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a term from May 1 - April 30.

Section 2. The Advisor must be a full-time UCCS faculty or Staff member.

Section 3. The Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

#### Article IX. MEETINGS

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be posted to Mountain Lion Connect no less than one month before the scheduled meeting.

Section 2. Only active student members may vote at meetings.

Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out a message via Mountain Lion Connect. Communication of emergency meetings will be the responsibility of the Secretary.

#### Article X. DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the Treasurer and President.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$100 must be approved by a majority of the Club Officers.

Section 4. Any expenditure in excess of \$5,000 must be approved in advance by the department of Student Life.

Section 5. All financial transactions of Insert Club Name Here will be managed through the office of Student Life.

Section 6. Only the Club Officers shall have the ability to charge expenses to the club via use of the club speedtype.

#### Article XI. AMENDMENTS

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

Section 3. The proposed amendment shall be presented via Mountain Lion Connect to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the office of Student Life for review/approval.

Article XII. AFFILIATION WITH THE NATIONAL ASSOCIATION OF Insert Club Name Here (This section only if applicable, delete if not applicable)

Section 1. The Insert Club Name Here is affiliated with the Name of National Organization, a national organization which fosters Insert Mission / Purpose Here.

Section 2. When in conflict, UCCS policy shall supersede the policy of the Name of National Organization.

SLL Constitution Notes [Admin Use Only] No answer submitted.

File Upload [Required] Submitted File: [Ratio Christi club constitution.pdf](#)

Please upload your club constitution as a Word document. Clubs may use the template above as guidance or create their own club constitution. A club constitution is required.

## Club Member Information

Club Officer and Member Information:

New Clubs are required to have:

- At least 2 club officers that are current UCCS Students
- At least 2 club members that are current UCCS Students
- For a total of at least 4 members that are all current UCCS Students

Club Officer Information - Enter the following information for each club officer: First and Last Name, Club Officer Title, Student ID Number, Phone Number and UCCS email address in the box below. [Required]

At least 2 current UCCS students are required to be listed as club officers. Your name should appear in the club officer box since you are completing this form.

Brian Blevins: President, 104794368, (719) 271-4724, bblevins@uccs.edu  
Kayla Callender: Vice President, 102328400, (719) 235-8138, kcallen2@uccs.edu  
Josh Stoll: Secretary, 102211291, (719) 838-0642, jstoll@uccs.edu  
Emily Danis: Treasurer, 102295601, (719) 602-7345, edanis@uccs.edu

File Upload [Required] Submitted File: [Ratio Christi club roster.xlsx](#)

Club Roster - Upload a roster as an Excel document that includes the following information for each club member:

First Name  
Last Name  
Student ID Number  
UCCS Email Address

Make sure to include the club officers on the roster! This list should be a minimum of four UCCS students.

\*Clubs can also download a roster from their club portal page (under "People") and upload this document to serve as the club roster\*

Contact Student Life at (719) 255-3470 or studlife@uccs.edu if you need assistance.

SLL Member Notes [Admin Use Only] No answer submitted.

## Club Contact Information

Club contact information will be made public via your Mountain Lion Connect portal. You are required to list an email address, the phone number is optional.

Both should be the information you would like prospective club members to use in contacting your club.

Club Contact Name [Required] Brian Blevins

Club Contact Email Address [Required] [bblevins@uccs.edu](mailto:bblevins@uccs.edu)

Club Contact Phone Number (719) 271-4724

## Advisor Information

Does your club have an advisor? [Required]  No, we are not interested in listing an advisor

If yes, who is your advisor? No answer submitted.

If yes, what is their email address? No answer submitted.

If yes, what is their phone number? No answer submitted.

## Membership Requirements

Is your club charging a membership fee? [Required]  No

A club may charge membership fees provided that the fee is the same for all students. Member fees must be used for club operating expenses.

If you are collecting membership fees, please answer the questions below:

If no continue to the next page.

How much is the fee per person? No answer submitted.

How often is it paid? (once per semester, once per academic year, etc.) No answer submitted.

What club expenses does the club plan to pay for with membership dues? No answer submitted.

## GPA Requirements

Does your club require a specific GPA for membership? [Required]  No

Clubs may require a minimum grade point average for membership if connected to the mission and purpose of the club.

If yes to the required GPA for membership please answer the following questions.

If no continue to the next page.

What is the minimum GPA necessary for members? No answer submitted.

Please explain why your club requires a minimum GPA. No answer submitted.

## Meetings

Does your club have a regular meeting day, time, or location? [Required]  Yes

If yes, what are your meeting days? Friday

List the day(s) of the week that your club normally meets.

If yes, what are your meeting times? 6:30 PM

At what time does your club usually meet on the day or days listed?

If yes, what is your meeting location? 2064 Palm Dr. Colorado Springs, CO.

Where does your club normally meet?

## Social Media

Does your club plan to utilize one or more social media accounts for your club? [Required]  No

If yes, please list the different forms of social media you intend to use: No answer submitted.

If yes, enter the names and UCCS email addresses for all individuals that will be responsible for updating social media content. The content owner for club social media is the person responsible for ensuring that campus social media policies and standards are upheld. He/She/They will be asked to review the policy, provide additional information, and complete a brief assessment.

No answer submitted.

## Club Agreement

### 2018-2019 Student Club / Organization Agreement

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 2018-2019 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 Student Clubs are Registered Clubs that have applied for and been granted a closer affiliation with the university.  
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

In order to start and maintain the status of a SCO, the organization shall:

Register annually with the Department of Student Life and Leadership.  
Maintain an updated SCO Constitution.  
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.

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 Student Life Department regularly, including timely responses when contacted by SLL and updating required forms.  
Report violations that occur in relation to the SCO to the Department 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.

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.

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.  
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.  
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.  
Clubs that are inactive for an entire calendar year (June 1 to May 31) will surrender the balance of their club account to the Department of Student Life.  
SCOs shall not operate any off-campus bank accounts without prior approval from the department of Student Life and Leadership.

## II. Benefits to Student Clubs and Organizations

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 Department of Student Life
- Establishment of an agency (fund 80) speedtype account

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 through the SGA. Speedtype accounts will be established through and monitored by Student Life on behalf of the SGA. SCOs may apply to be Recognized, or more closely affiliated with the University through the established process. Upon approval, the University provides the following benefits to Recognized Clubs / Organizations in addition to what is provided to all SCOs:

- 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 on the UCCS website. Additional training on the use of the University brand may be required as needed.
- Use of the University's tax ID number for the purposes of proving tax-exempt status
- Use of the UCCS Student Government Association Raffle License
- Establishment of an auxiliary (fund 20) speedtype account and access to the Procurement Service Center as needed to support expenditures from the account.

## III. Limitations

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

SCOs that are not Recognized are not permitted use of the UCCS brand.

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. 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.

## IV. Violations

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 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. In accordance with the Discrimination and Harassment Policy, the RSC shall not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, political affiliation or philosophy, religion, sexual orientation, gender identity, gender expression, or veteran status in any of its activities or when determining its membership. 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 acknowledgement of the SCO. 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.

## V. Term

This Agreement expires on and must be renewed by September 30th of 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.

ACKNOWLEDGEMENT [Required]     I Agree

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 Officer Title [Required]    Brian Blevins. President

Please provide your name and the title of your role in your club.

## Review

You're almost done!

Student Life staff will review your application and will contact you within 5-7 business days of the submission date regarding your application.

For questions please contact:

Student Life Office

(719) 255-3470 or [studlife@uccs.edu](mailto:studlife@uccs.edu)

SLL General Notes [Admin Use Only]

Approved GLS 8/8/18

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# *Constitution and Bylaws for Ratio Christi*

## **Article I. Name**

Once recognized, the name of this organization shall be Ratio Christi at the University of Colorado, Colorado Springs (hereafter referred to as “Chapter”), a group consisting of undergraduate and/or graduate students at the University of Colorado, Colorado Springs (hereafter referred to as “UCCS” or “University”). This Chapter is affiliated with Ratio Christi, Inc. (hereafter referred to as “Ratio Christi National”).

## **Article II. Purposes**

2.1. The Chapter will be guided by the following purposes:

The mission is to equip university students and faculty to give historical, philosophical, and scientific reasons for following Jesus Christ. The purpose for which the Chapter is organized is cultivate the intellectual voice of Christ at the University, and to do this by encouraging dialogue and stimulating discussions which aid in answering life’s pressing questions, especially where those questions find their answers supported by the following areas of study: culture, history, science, philosophy, theology, and other academic disciplines. The goal will be to foster critical thinking, the use of logic, and evidential and philosophical tools in the pursuit of truth in understanding the world and religious beliefs. The Chapter will encourage and strengthen the faith of Christian students while sharing Christ’s message and love with those who have not yet accepted Him. Ratio Christi will not compete with other ministries, but will instead support them. Ratio Christi will exist as an asset for all, in facilitating amicable, intellectual discussions, regarding matters of worldview, with the plethora of diverse paradigms and backgrounds found at UCCS.

2.2. To this end, this chapter of Ratio Christi shall have as its objectives:

- (a) Expressing the Good News of Jesus Christ, as set forth in the Holy Bible, through all activities of the Chapter.
- (b) Empowering students to grow deeper in the knowledge of and love for Jesus Christ, and enabling them to effectively share that knowledge and love with others by building relationships and promoting Christian discipleship.
- (c) Encouraging frequent dialogues and stimulating discussion directed towards answering life’s pressing questions.
- (d) Engaging the entire campus by serving as catalyst for apologetics-related discussion at the university. Students will meet regularly to discuss culturally relevant issues related to history, science, philosophy, and theology and ask how they pertain to a biblical worldview and the truth of Christianity.
- (e) Encouraging, through campus-wide events, all students and faculty to interact with Christian thinkers on an objective, intellectual basis. This Chapter will attempt, at least once per year, to create a platform for Christian thinkers to interact with the academy at large in the form of a public discussion, lecture or debate.
- (f) Extending offers to provide apologetics training to other campus ministries, local churches, youth groups, and Christian junior and senior high schools.

## **Article III. Membership**

### *3.1. Membership Requirements.*

- (a) Membership in this Chapter is open to all enrolled students at UCCS. Members should agree with and promote the purposes enumerated in Article II. Students are not required to profess faith in, endorse, or adopt any religious beliefs to become members of the Chapter or participate in its activities. Any efforts to undermine or subvert the purposes enumerated in Article II will be addressed by the Chapter Officers in consultation with the Faculty Advisor and/or Chapter Director.
- (b) Attendance at Chapter meetings alone does not confer Chapter membership. Only enrolled students at UCCS can vote or hold office. There will be no maximum number of members. Each member must attend at least one meeting per semester or submit in writing to the Chapter Officers an explanation of why they are not able to attend at least one meeting. Attendance will be kept for meetings. Chapter Officers will confer Chapter membership on those who request it if the officers are satisfied that the prospective member satisfies the membership requirements. The Officers will respond in writing to the membership request and keep a written record of all current members.
- (c) Non-enrolled students, spouses, staff, and community members may be associate members; however, they may not vote or hold office.

*3.2. Eligibility to Vote.* Only Chapter members are eligible to vote on any Chapter business. All Officers are considered voting members.

*3.3. Termination.* Any Chapter member who for any reason ceases to be an enrolled student at UCCS shall immediately cease to be a member of the Chapter, but may become an associate member as described in paragraph 3.1. If any member ceases to meet the membership requirements as specified in paragraph 3.1, his or her membership may be terminated by a vote of two-thirds of the Chapter's membership or a unanimous vote of the Chapter Officers.

*3.4. Appeals.* A Chapter member terminated as a result of action taken pursuant to paragraph 3.3 above may appeal such termination by requesting a hearing before the Chapter Officers and Chapter Director, whose decision shall be final. The decision of the Chapter Officers and Chapter Director must be unanimous to reverse the prior termination decision.

## **Article IV. Officers**

*4.1. Eligibility Requirements.* The Chapter must consist of at least three (3) officers who are enrolled as students at UCCS and have served as active voting members of this Chapter for one year prior to serving as an officer (except for the first year of the Chapter's existence). Chapter Officers must be in good academic standing, meet any requirements imposed by UCCS for number of credit hours and grade point average (if required), and profess a personal relationship with Jesus Christ and abstain from any conduct that would impair their ability to bear witness of their faith and serve the purposes of the organization. The Chapter Officers, in consultation with the Chapter Director, shall review any candidates for office and determine their eligibility. Their determinations as to the candidates' eligibility under this constitution shall be final. A Chapter Officer who for any

reason ceases to be a student at UCCS shall immediately cease to be an Officer of the Chapter.

4.2. *Officers as Spiritual Leaders.* Officers are the spiritual leaders of the Chapter. They are responsible for promoting, guiding, and leading the spiritual health of the Chapter and its members; for leading others toward Christian maturity; for teaching faithfully the Word of God; and for teaching, inculcating, defending, communicating, and advocating the Chapter's Christian beliefs, both to its members and to the rest of the School community. They are also responsible for ensuring that the Chapter is advancing its Christian mission as described in section II. Ratio Christi also provides officers with specialized training as spiritual leaders of the organization. These include local and regional training conferences and seminars.

4.3. *Officer Duties.* In addition to spiritual leadership, the primary responsibility of all Chapter Officers is to live in a manner that is consistent with Christian beliefs and conduct standards, so as not to undermine the effectiveness of the Chapter's Christian witness on campus. Officers are also responsible to ensure that the viewpoints the Chapter advocates on campus through its events and activities are consistent with Christian teaching and a Biblical worldview. Chapter Officers are responsible for approving membership requests as stated in Article 3.1. The following offices and specific duties are stated for the use of those holding office. Since a Chapter may consist of as few as three (3) people, it is understood that the offices of Secretary and Treasurer may be combined.

- (a) *President.* The President is a spiritual leader of the Chapter. The President's primary responsibility is that of living, before the Chapter and the world, a life which places Jesus Christ at the center, setting the example for others to follow. The President shall preside over Chapter business meetings and meetings of the Officers. The President shall operate as the Chapter's representative to the UCCS community and the public-at-large in all matters for which a formal representative is required or appropriate. The President shall initiate projects, set events and opportunities into course, and inform members of these.
- (b) *Vice President.* The Vice President is a spiritual leader of the Chapter. The Vice President's primary responsibility is that of living, before the Chapter and the world, a life which places Jesus Christ at the center, setting the example for others to follow. The Vice President shall assist the President in the discharge of his or her duties, as the President may direct, and shall perform such other duties as from time to time may be assigned to him or her by the President. In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President oversees recruitment for the club.
- (c) *Secretary.* The Secretary is a spiritual leader of the Chapter. The Secretary's primary responsibility is that of living, before the Chapter and the world, a life which places Jesus Christ at the center, setting the example for others to follow. The Secretary shall maintain all non-financial records of the Chapter and shall be responsible for preparing minutes of all meetings. The Secretary shall deal with all matters concerning times, dates, and scheduling for events and shall take roll via the member sign-in sheet at all meetings.

- (d) *Treasurer.* The Treasurer is a spiritual leader of the Chapter. The Treasurer's primary responsibility is that of living, before the Chapter and the world, a life which places Jesus Christ at the center, setting the example for others to follow. The Treasurer shall maintain all financial records of the Chapter, including, but not limited to, all records of the payment of funds, deposits, and disbursements from the Chapter's bank accounts pursuant to the procedures described in Article VII. The Treasurer shall present all financial activity to the Chapter Officers, Chapter Director, and Faculty Advisor.
- (e) *Other Officers.* Any other Chapter Officers appointed pursuant to this Article shall have such duties as are assigned to them by the President. These other officers shall likewise be spiritual leaders of the Chapter. Their primary responsibility is that of living, before the Chapter and the world, a life which places Jesus Christ at the center, setting the example for others to follow.

4.4. *Transition of Authority.* To insure the continual well-being of the Chapter, outgoing officers shall facilitate the orderly transition of authority by taking adequate time in the winter and spring to train new officers. The Chapter shall implement a procedure to ensure the selection of at least three new officers by no later than March 18 or two weeks prior to the deadline for club renewal application of each year, whichever is earlier. The election timeline and nomination process must be announced to members at least two weeks prior to the elections meeting. The outgoing Officers shall solicit nominations for new officers from the membership and, after consultation with the Chapter Director and evaluation of the candidates' eligibility, present to the membership a list of those members eligible for election for each office. The determination by the Officers, in consultation with the Chapter Director, of an individual's eligibility to hold office shall be final.

4.5. *Election of Officers.* The Officers, in consultation with the Chapter Director as described in section 4.4 shall present to the members a candidate or candidates for officer positions for the following year. A majority vote of the membership shall be required for the election of any officer. Should a vote fail to result in a majority for any position for which more than two candidates are presented, the Officers may, in their discretion, remove the candidate receiving the fewest votes from consideration. This process may be repeated until a candidate receives a majority. Should the membership fail to break a tie between any two candidates for an office after two separate votes, the outgoing chapter President shall break the tie. New Officers take office at the last meeting of the Spring semester and remain in office until the last meeting of the following Spring semester. The Officers remain in office over the summer.

4.6. *Forcible Removal of an Officer.* If an officer fails to maintain UCCS requirements for holding office, he or she shall resign immediately. If it is believed that an Officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and half of the Officers and presented at a general meeting or special meeting called by the Officers. Then, upon verification of the validity of the petition, by the Chapter Director, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the petition will be presented, with both sides having the opportunity to present a case. The President will preside over the removal hearing unless the President is the subject of the hearing in which case the Chapter Director will preside. After all arguments have been heard a vote will be taken. The removal of a current Officer requires

a 75% majority vote of Chapter members.

4.7. *Vacancies.* If a vacancy of an Officer position exists, due to resignation or removal or other, the remaining Officers can decide whether to leave the position unfilled until the next regular election or to call for a special election. If it is determined to leave the President's office unfilled, then the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon the President. If a special election is called the election timeline, nomination process, and voting procedures shall be the same as enumerated in Article 4.3 and 4.4 above, except that it will not be limited to the Spring semester.

4.8. *Committees.* The Officers can call for a committee to be put together to discuss any necessary issues, determine a course of action, and implement that action regarding the issue. A committee will be composed of an Officer and any number of other members. The committee members must present their recommendations to the Officers and Chapter Director who will determine the appropriate course of action.

## **Article V. Faculty Advisor and Chapter Director**

5.1. *Faculty Advisor.* Once recognized, the Chapter must have a Faculty Advisor. The Chapter Officers, with the assistance of the Chapter Director, will identify an Advisor meeting the requirements of UCCS for this position. Optimally, the Faculty Advisor will meet the provisions in 5.3 concerning profession of faith and personal conduct. If the Chapter is unable to find a Faculty Advisor who meets both the provisions of Paragraph 5.3 and UCCS requirements, the Chapter should select an advisor who supports the Christian apologetic aims and goals of the Chapter. If such an advisor cannot be identified, the Chapter may identify a Faculty Advisor only for administrative purposes, in addition to the appointed Chapter Director for the Chapter. The Advisor and the Chapter Director may be the same person as long as that person meets all the provisions in Paragraph 5.3.

5.2. *Faculty Advisor Selection.* A Faculty Advisor will be chosen within three weeks of a vacancy. Nominations for Advisor will take place by the existing Officers and the Chapter Director. The Advisor will then be chosen by a majority vote of the Officers and invite him/her to serve as Advisor for the next academic year. During Officer elections each Spring semester, the Officers will by a majority vote on whether to continue the Advisor appointment or not. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Officers. The Officers will discuss the concerns and if necessary vote on whether to remove the Advisor by majority vote of the Officers. If an Advisor steps down, is removed, or is not re-appointed, the Officers will use the process herein to select another Advisor.

5.3. *Chapter Director.* Ratio Christi National will appoint a Chapter Director. The Chapter Director shall be considered a Ratio Christi National staff member.

## **Article VI. Meetings**

6.1. *In General.* Chapter meetings shall be held with enough frequency to accomplish the mission and purposes enumerated in Article II; at a minimum, at least four (4) general meetings shall be held during each school year. The Officers, in consultation with the Chapter members and advisor, shall determine the frequency, time, place, and agenda of each meeting and shall insure

that adequate notice is given of each meeting.

6.2. *Attendance.* All students and faculty are welcome to attend public Chapter meetings and events. The privilege of attendance does not depend on one's race, age, ability/disability, color, national origin, religion, race, sex, veteran status, or sexual orientation. Disruptive behavior, as determined by the Chapter Officers or the Chapter Director, may be cause for expulsion of student(s) and faculty and guests from Chapter meetings and events.

6.3. *Parliamentary Procedure.* *Roberts' Rules of Order, Newly Revised* will be used for meetings in instances not covered in this constitution.

6.4. *Voting Mechanism.* All votes will be taken by verbal, handraising, or secret ballot at the discretion of the Officers. During a secret ballot, the voting members will write their vote on a piece of paper and turn it in to the Faculty Advisor, Chapter Director, or Secretary, who will collect the ballots and announce the results per the guidelines listed below.

6.5. *Absentee Voting.* In the event that a voting member will be absent during a vote, this voting member should e-mail a vote to the Faculty Advisor or Chapter Director by the end of the period in which the vote is scheduled to take place.

6.6. *Voting Criteria.* The requirement for a vote for a proposal to pass will be a two-thirds majority vote by the voting members unless otherwise stipulated in this constitution. A quorum of three officers constitutes a quorum to conduct business. However, voting is based on the entire number of active members as e-mail voting is allowed.

6.7. *Results.* The results will be announced by the President or Chapter Director via e-mail within twenty-four hours of the vote. Any appeals must be directed to a member of the Officers within forty-eight hours of this announcement, and the Faculty Advisor and/or Chapter Director shall decide whether the appeal is worthy to be entertained by the voting members at large. If this is the case, the voting members will take a new vote by the procedures listed above.

6.8. *Applicability.* These procedures are to be followed whenever any vote is taken; this shall include, but is not limited to, elections of officers, removals of officers, and decisions concerning the affairs of the club.

## **Article VII. Finances**

7.1. *In General.* The Chapter may raise revenues through contributions, fundraising activities, or applying for any funds available to student groups. The Chapter will never charge for local dues. If the Chapter chooses to raise revenues, it shall insure that the highest standards of Christian morality and financial integrity are met. At a minimum, the Chapter shall:

- (1) Maintain its funds in a segregated checking or savings account managed through the office of Student Life and Leadership as required by UCCS;
- (2) Require the signatures of two (2) Officers to write a check or withdraw funds;
- (3) Incur financial obligations only when there is sufficient funding to honor the obligations;
- (4) Pay all debts in a prompt manner; and

- (5) Maintain accurate financial records showing all receipts and expenditures and all assets and liabilities of the Chapter.

Upon request, the Chapter's financial records shall be made available to any Ratio Christi National staff members.

7.2. *Distribution of Assets upon Chapter Dissolution.* In the event of dissolution of the Chapter by the termination of this Constitution or otherwise, all funds and any other assets of the Chapter not provided by UCCS shall be distributed exclusively for charitable or educational purposes to Ratio Christi National or, if Ratio Christi National is no longer in operation, to other organizations exempt from federal taxes under Section 501(c)(3) of the Internal Revenue Code.

### **Article VIII. Restrictions on Activities**

8.1. The Chapter shall not carry on any activities prohibited by Ratio Christi National, UCCS under its bylaws, or by Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code. Without the prior written consent of Ratio Christi National, the Chapter shall not: (1) be a voluntary party in any litigation; (2) lobby (including the publishing or distribution of statements) or otherwise attempt to influence legislation; or (3) participate or intervene in any political or judicial campaign on behalf of any candidate for office. No part of the net income of the Chapter shall inure to the benefit of its Officers or other private persons, except that the Chapter shall be authorized to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes.

### **Article IX. Affiliation**

9.1. *Affiliation Process.* This Chapter is officially affiliated with Ratio Christi National, operating in Indian Trail, North Carolina. To become a student chapter of Ratio Christi National, at least three (3) officers who are students in good standing must sign this Constitution and submit the original to the Ratio Christi National office. Either party may terminate this status at any time by written notice to the other party with or without cause. A letter from Ratio Christi National recognizing the chapter and signed by an officer of Ratio Christi National will officially complete the affiliation process. Once affiliated with Ratio Christi National, a chapter will have the right to use Ratio Christi name and logos in accordance with the most current policy set by Ratio Christi National.

9.2. *Force and Effect of Constitution.* This Constitution shall take effect when UCCS approves this Constitution and when Ratio Christi National accepts the Chapter's affiliation request and shall remain in effect until terminated in writing by either party or until the Chapter ceases to meet the qualifications of a Ratio Christi student chapter as enumerated in this Constitution. If the Chapter Constitution is terminated, the Ratio Christi affiliated student Chapter ceases to exist.

9.3. *Severability.* If the requirements of Article IX are not met, this Constitution may remain in effect except that Article IX will be severed from the constitution, and the Chapter may continue to exist as a separate non-Ratio Christi group. In such case, the Chapter may not use the Ratio Christi name or represent itself as affiliated in any way with Ratio Christi National, and all references to Ratio Christi must be removed from this Constitution. All other Articles of the Constitution shall remain in full force and effect. Any conflict or disagreement among Chapter Officers or members as to the meaning or interpretation of this Constitution shall be submitted in writing to

Ratio Christi National. Ratio Christi National's decision resolving the conflict or disagreement shall be final as to its ability to affiliate with Ratio Christi National.

9.4. *Policy Precedence.* When in conflict, UCCS policy shall supersede the policy of Ratio Christi National.




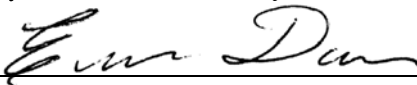
**Article X. Interpretation of and Amendments to the Constitution**

10.1. *Amendments.* Amendments to the Constitution shall be submitted by members of this organization to the Officers in writing for consideration. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution. The Chapter may amend this Constitution by a 75% member vote, provided, however, that no amendment shall have any force or effect unless it has been approved in writing by Ratio Christi National and, if necessary, approved by UCCS.

10.2. *Interpretation.* Any conflict or disagreement among Chapter Officers or members as to the meaning or interpretation of this Constitution shall be submitted in writing to Ratio Christi National. Ratio Christi National's decision resolving the conflict or disagreement shall be final as to the Chapter's ability to affiliate with Ratio Christi National.

**Adopted on:** April 10, 2019

**Signed by four student officers:**

 _____ Brian Blevins, President	<u>April 10, 2019</u> _____ Date
 _____ Kayla Callender, Vice President	<u>April 10, 2019</u> _____ Date
 _____ Joshua Stoll, Secretary	<u>April 10, 2019</u> _____ Date
 _____ Emily Danis, Treasurer	<u>April 10, 2019</u> _____ Date



