STUDENT CLUB & ORGANIZATION HANDBOOK

For Undergraduate Student Clubs & Organizations

2026–2027 Academic Year

Student Engagement and Leadership Office
Regis University

Student Center 215
engage@regis.edu

TABLE OF CONTENTS

Handbook Purpose **3**

Distinctly Regis **3**

Undergraduate Student Clubs & Organizations at Regis University **4**
Benefits of Student Involvement
Types of Clubs & Organizations

University Recognition **5**

Starting a New Undergraduate Student Club or Organization **6**
Eligibility & Recognition Criteria
Application Process

Student Club or Organization Re-Registration Process **10**

Student Club or Organization Leaders and Membership **12**
Executive Board Eligibility & Membership
Club & Organizational Responsibility & Leadership Transitions
Loss of University Recognition

External Affiliations **14**

Club and Organization Service Requirement **15**

Financial Resources and Procedures **16**
Funding & Financial Responsibilities
Purchasing, Reimbursements & Fundraising

General Policies and Procedures **19**
Alcohol, Contracts & Liability
Political Activities, Travel & Event Policies

Marketing and Communications **21**

Club and Organization Sanctions **22**

Student Club or Organization Leader Resources **22**

Handbook Revisions **23**

HANDBOOK PURPOSE

The Student Engagement and Leadership Office publish the Undergraduate Student Club & Organization Handbook annually to provide undergraduate student clubs and organizations with a practical guide to University Recognition, organizational responsibilities, policies, procedures, resources, and expectations.

This handbook is intended to:

- Explain the University's recognition structure and processes for undergraduate student clubs and organizations.
- Outline University policies, procedures, and expectations for recognized undergraduate student clubs and organizations.
- Provide student leaders and advisors with guidance regarding organizational operations, leadership, events, funding, and available resources.
- Support the development, sustainability, and long-term success of undergraduate student clubs and organizations.

The Student Engagement and Leadership Office serve as the primary resource for undergraduate student clubs and organizations. Additional support is available through the Division of Student Affairs, the Regis University Student Government Association (RUSGA), and other University departments and offices.

Questions regarding this handbook, University Recognition, or club or organizational requirements should be directed to:

Student Engagement and Leadership Office
Student Center 215
engage@regis.edu

DISTINCTLY REGIS

Student clubs and organizations are an important part of the Regis University experience. They create opportunities for students to connect with one another, develop leadership skills, explore their interests, serve their communities, and contribute to a vibrant campus community.

As a Catholic, Jesuit university, Regis is committed to educating the whole person and preparing students to become thoughtful leaders who contribute to the common good. Student clubs and organizations support this mission by creating opportunities for students to learn, lead, build relationships, engage in service, and participate meaningfully in the life of the University.

Recognized student clubs and organizations are expected to operate in a manner that reflects the mission, values, and policies of Regis University. Clubs and organizations are encouraged to consider how their purpose, activities, events, and programs contribute to a welcoming and inclusive campus community and provide meaningful opportunities for student engagement and development.

The Student Engagement and Leadership Office partners with student leaders to help clubs and organizations navigate University expectations, access campus resources, and create meaningful experiences that support both their organizational mission and the mission of Regis University.

UNDERGRADUATE STUDENT CLUBS & ORGANIZATIONS AT REGIS UNIVERSITY

Student clubs and organizations are an integral part of the Regis University experience. Through involvement, students have opportunities to connect classroom learning with real-world experiences, develop leadership skills, build meaningful relationships, explore personal interests, and contribute to a vibrant campus community.

BENEFITS OF STUDENT INVOLVEMENT

Through participation in student clubs and organizations, students have opportunities to:

DEVELOP LEADERSHIP SKILLS

Develop practical experience in communication, teamwork, decision-making, event planning, budgeting, conflict resolution, and organizational management.

BUILD MEANINGFUL RELATIONSHIPS

Connect with peers, faculty, staff, and the broader campus community while developing a strong sense of belonging.

EXPLORE INTERESTS AND PASSIONS

Engage more deeply in academic, professional, cultural, recreational, spiritual, political, and social interests.

CONNECT WITH FACULTY AND STAFF

Build meaningful relationships with faculty and staff mentors outside the classroom while developing connections that support personal, academic, and professional growth.

PREPARE FOR LIFE AFTER GRADUATION

Develop transferable leadership and professional skills that support career readiness and lifelong learning.

TYPES OF CLUBS & ORGANIZATIONS

Regis University recognizes several categories of student clubs and organizations, each serving a unique purpose within the campus community. While their missions and structures may differ, all recognized clubs and organizations contribute to student engagement, leadership development, and the overall student experience.

REGISTERED STUDENT ORGANIZATIONS

Registered Student Organizations (RSOs) are voluntary associations of Regis University students that operate independently while maintaining University recognition.

Examples include:

- Academic Clubs or Organizations, including Honor Societies
- Club Sports and Recreational Clubs or Organizations
- Religious and Spiritual Clubs or Organizations
- Affinity and Political Clubs or Organizations
- Social and Special Interest Clubs or Organizations

UNIVERSITY CHARTERED STUDENT ORGANIZATIONS

University Chartered Student Organizations (UCSOs) maintain a formal relationship with the University through their constitution and organizational structure. These organizations often receive additional oversight, support, or collaboration from University departments.

Examples include:

- KRCX Regis Radio
- The Highlander Student Newspaper
- Regis Ramblers
- Programming Board
- Commuter Assistants

UNIVERSITY STUDENT LIFE PROGRAMS

University Student Life Programs (USLPs) are student organizations whose activities and operations are directly connected to and governed by a University department. The University assumes primary responsibility for these programs.

Examples include:

- Regis University Student Government Association (RUSGA)
- Graduate Student Council

Regardless of category, all recognized student clubs and organizations are expected to operate in alignment with the mission, values, and policies of Regis University while providing meaningful opportunities for student engagement, leadership development, and community involvement.

UNIVERSITY RECOGNITION

University Recognition is granted to undergraduate student clubs and organizations that successfully complete the recognition process established by the Student Engagement and Leadership Office and the Division of Student Affairs.

University Recognition establishes a club or organization's official relationship with Regis University and allows recognized clubs and organizations to access University resources and participate in campus activities in accordance with University policies and procedures.

Recognized undergraduate student clubs and organizations are expected to:

- Maintain their recognition through the University's annual **re-registration process**.
- Maintain a **full-time faculty or staff advisor**.
- Maintain a **minimum of five executive board members**.
- Maintain an **up-to-date constitution** that reflects the club or organization's current structure, practices, and leadership.
- Complete **one approved service project each semester**.
- Comply with the **Regis University Student Code of Conduct**.
- Follow all applicable **University policies and procedures**.
- Maintain the club or organizational requirements outlined in this handbook.
- Keep club or organizational information and required documentation current.
- Notify the **Student Engagement and Leadership Office** of changes to executive board members, advisors, or organizational affiliations.
- Operate in a manner consistent with the **mission, values, and expectations of Regis University**.

Clubs and organizations that do not complete the recognition or re-registration process, or that fail to meet University requirements, may lose their recognized status and the privileges associated with University Recognition.

A current list of recognized undergraduate student clubs and organizations is available through the Student Engagement and Leadership Office and CampusGroups.

BENEFITS OF UNIVERSITY RECOGNITION

Recognized student clubs and organizations may be eligible to:

- Reserve University facilities for meetings, programs, and events.
- Request funding through applicable University processes.
- Advertise using approved campus marketing resources.
- Utilize CampusGroups.
- Participate in leadership development opportunities.
- Receive advising and administrative support from the Student Engagement and Leadership Office.
- Access University resources and services available to recognized student clubs and organizations.

University Recognition provides clubs and organizations with opportunities and resources to support their activities, but recognition also comes with responsibilities. Student leaders are responsible for understanding and meeting the requirements outlined in this handbook and applicable University policies and procedures.

STARTING A NEW STUDENT CLUB OR ORGANIZATION

Students interested in establishing a new undergraduate student club or organization should first review the current list of recognized clubs and organizations to determine whether a similar club or organization already

exists. If a club or organization with a similar mission or purpose does not already exist, students may begin the University Recognition process through the Student Engagement and Leadership Office.

Before submitting an application, prospective student leaders should be prepared to establish an executive board, identify a full-time faculty or staff advisor, and develop a constitution that outlines the club or organization's purpose, structure, and operations.

ELIGIBILITY REQUIREMENTS

To be eligible to apply for University Recognition, a proposed undergraduate student club or organization must meet the following minimum requirements:

- **Undergraduate Membership:** At least two-thirds of the club or organization's executive board and general membership must be undergraduate students.
- **Executive Board:** Have a minimum of five currently enrolled Regis University students serving as executive board members, as defined by the club or organization's constitution.
- **Organizational Purpose:** Meet the University's definition of a student club or organization: a group created by and for currently enrolled students that gathers with a specific purpose contributing to the Regis University community and provides ongoing opportunities for students that are not currently available at Regis University.
- **Faculty or Staff Advisor:** Secure a full-time Regis University faculty or staff member who agrees to serve as the club or organization's advisor.
- **Constitution:** Develop a constitution that establishes the club or organization's purpose, membership, leadership structure, and operating procedures.

CRITERIA FOR UNIVERSITY RECOGNITION

Student clubs and organizations seeking University Recognition must demonstrate that their purpose, membership practices, and activities are consistent with the mission, values, and policies of Regis University.

Clubs and organizations seeking recognition must:

- Demonstrate a purpose consistent with the mission and Catholic, Jesuit identity of Regis University.
- Address a student interest or need not currently fulfilled by an existing student club or organization or University department.
- Support the University's commitment to respectful dialogue, open inquiry, and intellectual engagement.
- Contribute to the educational mission of the University through activities that promote students' social, moral, cultural, intellectual, physical, or spiritual development.
- Maintain membership practices consistent with University non-discrimination policies.
- Comply with all applicable federal, state, and local laws, as well as all University policies and procedures.
- Refrain from activities that advocate violence, malicious conduct, or the violation of another individual's rights.
- Conduct all financial activities in accordance with University fiscal policies and procedures.
- Disclose and obtain approval for affiliations with external organizations.

Restricted or selective membership may be permitted when required by a national governing organization or for academic honor societies.

The Student Engagement and Leadership Office may request additional information or revisions to an application or constitution before a club or organization proceeds through the recognition process.

NEW CLUB OR ORGANIZATION APPLICATION PROCESS

The University Recognition process is designed to help prospective undergraduate student clubs and organizations establish a strong foundation and understand the expectations and resources available to recognized clubs and organizations.

PRE-STEP | PREPARATION

Before submitting an application, prospective student leaders should:

- Review the current list of recognized undergraduate student clubs and organizations.
- Establish a minimum of five currently enrolled Regis University students to serve as executive board members.
- Identify a full-time Regis University faculty or staff advisor.
- Develop a constitution.
- Consider the club or organization's purpose, goals, and contribution to the Regis University community.

Students who have not yet identified an advisor, established an executive board, or drafted a constitution are encouraged to consult with the Student Engagement and Leadership Office before submitting an application.

STEP 1 | SUBMIT AN APPLICATION

Once the eligibility requirements have been met, applicants may submit the online Student Club and Organization Application through the Student Engagement and Leadership Office.

Applications are accepted during the following periods:

- **Fall Semester:** First day of classes through October 31 at 11:59 p.m.
- **Spring Semester:** January 1 through February 28 at 11:59 p.m.

Students should plan ahead and allow sufficient time for application review, constitution revisions, additional review requirements, advisor confirmation, and the Recognition Meeting.

STEP 2 | APPLICATION REVIEW

Following submission, the Student Engagement and Leadership Office reviews the application and contacts the club or organization's President(s) and Vice President(s) regarding next steps.

The application follows the appropriate review process based on the club or organization's classification.

Academic, Honors, Social, Club Sports, and Recreational Clubs or Organizations
The Student Engagement and Leadership Office reviews the application and proposed constitution to ensure compliance with University policies and recognition requirements. Student leaders may be asked to revise their constitution or provide additional information before the application proceeds to the next step.

Affinity and Political Clubs or Organizations
Affinity and Political Clubs or Organizations complete a two-stage review process.

Stage One: The Student Engagement and Leadership Office forwards the application to the Community for Belonging (CoBe) Office. Student leaders meet with CoBe staff to discuss the club or organization's mission, collaboration opportunities, available resources, and University expectations related to open discourse, inquiry, and human dignity. Additional meetings or follow-up actions may be required.

Stage Two: The Student Engagement and Leadership Office completes its review of the application and proposed constitution. Student leaders may be asked to revise their constitution or provide additional information before the application proceeds to the next step.

Religious and Spiritual Clubs or Organizations
Religious and Spiritual Clubs or Organizations complete a two-stage review process.

Stage One: The Student Engagement and Leadership Office forwards the application to the University Ministry Office. Student leaders meet with University Ministry staff to discuss the club or organization's mission, collaboration opportunities, available resources, and expectations for faith-based student clubs or organizations. Additional meetings or follow-up actions may be required.

Stage Two: The Student Engagement and Leadership Office completes its review of the application and proposed constitution. Student leaders may be asked to revise their constitution or provide additional information before the application proceeds to the next step.

STEP 3 | ADVISOR CONFIRMATION
Once the application and constitution have been reviewed and approved, the Student Engagement and Leadership Office will contact the proposed full-time faculty or staff advisor to confirm their willingness to serve.

The advisor must review and sign an Advisor Agreement, which the Student Engagement and Leadership Office will send directly to the advisor. The agreement acknowledges the advisor's responsibilities and expectations.

Final approval will not be granted until advisor confirmation, and the signed Advisor Agreement has been received.

STEP 4 | RECOGNITION MEETING

After all required documentation, revisions, and review processes have been completed, student leaders will participate in a Recognition Meeting with the Director of Student Engagement and Leadership and a representative from the Regis University Student Government Association (RUSGA).

During this meeting, student leaders will review expectations for recognized undergraduate student clubs and organizations and receive information regarding:

- Marketing and promotion
- Funding opportunities
- Event planning
- Space reservations
- CampusGroups
- Available University resources

STEP 5 | UNIVERSITY RECOGNITION

Upon successful completion of all requirements, the Student Engagement and Leadership Office will issue an official recognition email to the club or organization's student leaders and advisor.

University Recognition becomes effective upon issuance of this notification.

STUDENT CLUB OR ORGANIZATION RE-REGISTRATION PROCESS

All University-recognized undergraduate student clubs and organizations are required to complete the annual re-registration process to maintain University Recognition.

The annual re-registration process provides undergraduate clubs and organizations with an opportunity to confirm that their leadership, advisor, constitution, and organizational information are current and that the club or organization continues to meet University Recognition requirements.

RE-REGISTRATION REQUIREMENTS

To maintain University Recognition, undergraduate student clubs and organizations must submit all required re-registration materials, including:

- Updated executive board information.
- A current club or organizational constitution.
- Confirmation of the club or organization's full-time faculty or staff advisor.

- Any additional documentation required by the Student Engagement and Leadership Office.

Clubs and organizations must also continue to meet all requirements for University Recognition.

RE-REGISTRATION REVIEW

Re-registration is not automatic. Clubs and organizations must remain in good standing with the University and comply with all applicable University policies and procedures to maintain University Recognition.

Following submission, the Student Engagement and Leadership Office reviews re-registration materials to verify continued compliance with University requirements.

Clubs and organizations may be asked to:

- Revise or update their constitution.
- Provide additional documentation or information.
- Update executive board or advisor information.
- Address outstanding organizational requirements before re-registration can be approved.

The Student Engagement and Leadership Office will also contact the club or organization's faculty or staff advisor to confirm their continued service and request completion of the annual Advisor Agreement.

Re-registration will not be finalized until advisor confirmation, and the completed Advisor Agreement has been received.

RE-REGISTRATION REVIEW PATHWAYS

The re-registration review process follows the same review pathways established for new undergraduate student club and organization applications.

Academic, Honors, Social, Club Sports, and Recreational Clubs and Organizations

These clubs and organizations follow the standard Student Engagement and Leadership Office review process.

Affinity and Political Clubs and Organizations

These clubs and organizations follow the applicable review process involving the Community for Belonging (CoBe) Office and the Student Engagement and Leadership Office.

Religious and Spiritual Clubs and Organizations

These clubs and organizations continue to follow a two-stage review process beginning with the University Ministry Office and concluding with review by the Student Engagement and Leadership Office.

STUDENT CLUB OR ORGANIZATION LEADERS AND MEMBERSHIP

Student clubs and organizations are student-led. Student leaders are responsible for guiding their clubs or organizations, maintaining University requirements, and ensuring that organizational activities are conducted in accordance with University policies and procedures.

EXECUTIVE BOARD ELIGIBILITY

Executive board members, as defined by the club or organization's constitution, must remain enrolled at Regis University and be in good academic and disciplinary standing. Students serving on an executive board may not be on academic or disciplinary probation.

Executive board members are responsible for fulfilling the duties outlined in their club or organization's constitution and supporting the ongoing operations and success of the club or organization.

If an executive board member becomes ineligible to serve due to academic or disciplinary standing, they must vacate their position. The club or organization must fill the vacancy in accordance with its constitution or bylaws and notify the Student Engagement and Leadership Office of the leadership change.

MEMBERSHIP

Membership in recognized undergraduate student clubs and organizations is limited to currently enrolled Regis University students.

Alumni, faculty, and staff may participate as honorary or non-voting members, as permitted by the club or organization's constitution, but may not serve as executive board members or hold elected office.

Clubs and organizations must maintain membership practices consistent with applicable University non-discrimination policies and any requirements established by their governing club or organization or affiliation.

ORGANIZATIONAL RESPONSIBILITY

Student clubs and organizations are intended to be **student-led**. Student leaders are responsible for the day-to-day operations of their club or organization and should retain ownership of the club or organization's decisions, goals, activities, and overall direction.

Student leaders are responsible for:

- Ensuring the club or organization complies with University policies and procedures.
- Planning and implementing meetings, events, and activities.
- Managing club or organizational operations and communications.
- Recruiting, engaging, and retaining members.
- Managing budgets, funding requests, and expenditures.
- Conducting meetings and overseeing club or organizational business.
- Delegating responsibilities and holding members accountable.
- Maintaining club or organizational records and facilitating leadership transitions.

- Assuming responsibility for the club or organization's successes and challenges.

Advisors serve as mentors, resources, and institutional partners to student leaders. Advisors provide guidance, perspective, and support but do not manage the club or organization's day-to-day operations. Student leaders should work with their advisors when questions or concerns arise and utilize the expertise and resources their advisors provide.

All recognized student clubs and organizations, including their members and officers, are subject to the **Regis University Student Code of Conduct** and all applicable University policies and procedures.

Student clubs and organizations are responsible for ensuring that their meetings, events, and activities are conducted in accordance with University policies and expectations.

LEADERSHIP TRANSITIONS

Strong leadership transitions help student clubs and organizations maintain continuity, preserve organizational knowledge, and prepare new student leaders for success. Clubs and organizations should begin planning for leadership transitions before outgoing officers complete their terms.

Outgoing and incoming student leaders should work together to:

- Share important club or organizational documents, records, and event materials.
- Review the club or organization's constitution and governing documents.
- Review the club or organization's budget, financial responsibilities, and any outstanding obligations.
- Share information about ongoing projects, annual events, club or organizational traditions, and important contacts.
- Reflect on the club or organization's successes, challenges, and recommendations for future leaders.
- Complete unfinished projects or clearly communicate next steps.

Incoming student leaders should:

- Review their roles and responsibilities as outlined in the club or organization's constitution.
- Meet with the club or organization's advisor to discuss expectations, goals, and priorities.
- Become familiar with applicable University policies and procedures.
- Review available University resources and support services.

Following a leadership transition, clubs and organizations must ensure that their executive board and advisor information is current with the Student Engagement and Leadership Office.

Clubs and organizations are encouraged to maintain organized records and develop future leaders throughout the academic year to support successful transitions from one leadership team to the next.

LOSS OF UNIVERSITY RECOGNITION

Student clubs and organizations that do not complete the annual re-registration process by the published deadline will lose University Recognition. Clubs or organizations that lose University Recognition due to failure to re-register must complete the **New Club and Organization Application Process** to regain recognition.

The Division of Student Affairs reserves the right to withdraw University Recognition from any student club or organization that fails to comply with University policies, procedures, or applicable laws, or whose actions are inconsistent with the mission and values of Regis University.

Clubs and organizations subject to the withdrawal of University Recognition are afforded the community standards process and applicable appeal procedures outlined in the Student Code of Conduct and published in the Student Handbook.

STUDENT CLUBS AND ORGANIZATIONS WITH EXTERNAL AFFILIATIONS

Student clubs and organizations that maintain or seek to establish an affiliation with an external organization must disclose that relationship as part of the New Student Club and Organization Application Process and the annual Student Club and Organization Re-Registration Process.

An external affiliation may include a relationship with a local, regional, or national organization that provides resources, programming, governance, membership, or other support to the student club or organization.

EXTERNAL AFFILIATION DISCLOSURE

Clubs or organizations seeking to establish or maintain an external affiliation must provide the following information:

- Name of the external organization.
- Mission and purpose of the external organization.
- Website of the external organization.
- Contact information for any local, regional, or national representatives, if applicable.
- A description of the relationship between the Regis University club or organization and the external organization, if requested by the Student Engagement and Leadership Office.

MEMORANDUM OF AGREEMENT

External organizations seeking to establish a formal affiliation with a Regis University student club or organization must execute a University-issued Memorandum of Agreement (MOA) before the affiliation is recognized by the University.

The MOA establishes the expectations and responsibilities of the University, the student club or organization, and the external organization.

Regis University reserves the right to approve, deny, suspend, or discontinue an affiliation with an external organization in accordance with University policies and the mission and values of Regis University.

CLUB AND ORGANIZATION SERVICE REQUIREMENT

Student clubs and organizations are encouraged to support the mission of Regis University through meaningful service to the campus and surrounding community. Service provides opportunities for student clubs and organizations to practice leadership, civic responsibility, and community engagement while contributing to the University's Catholic and Jesuit mission.

SERVICE REQUIREMENT

Each recognized student club or organization must complete **one service project per semester**.

Service projects should provide a meaningful contribution to the Regis University community or surrounding community and should be appropriate to the size, membership, and capacity of the club or organization. There is no minimum number of service hours required.

Clubs and organizations are encouraged to consider how their service activities connect with their club or organization's mission and provide meaningful opportunities for members to engage with the community.

SERVICE PROJECT APPROVAL

Before completing a service project, clubs and organizations must submit a **Service Project Planning Form** for approval by the Student Engagement and Leadership Office.

Clubs and organizations must receive approval before beginning their service project. The Service Project Planning Form is available through CampusGroups.

SERVICE PROJECT REFLECTION

Following completion of the service project, Clubs and organizations must submit a **Post-Service Project Reflection Form** no later than the last day of classes for the semester in which the service project occurred.

The reflection provides an opportunity for student leaders and members to consider the impact of their service experience and its connection to their club or organization's mission and the Regis University community.

SERVICE REQUIREMENT & FUNDING ELIGIBILITY

Completion of the service requirement is connected to club or organizational funding eligibility.

Failure to complete the required service project or submit the required documentation will result in the club or organization becoming **ineligible for funding for the following semester**.

FINANCIAL RESOURCES AND PROCEDURES

The University provides several funding opportunities and financial resources to support recognized student clubs and organizations. Eligibility for funding varies based on the club or organization's classification and the funding source.

FUNDING OPPORTUNITIES

Recognized student clubs and organizations may be eligible for funding through a variety of sources, depending on their club or organizational classification and purpose.

Registered Student Organizations (RSOs) that primarily serve undergraduate students may be eligible to receive funding generated through the Student Activity Fee and allocated by RUSGA.

Some student clubs and organizations, particularly academic and honors clubs organizations, may also be eligible for funding provided through their sponsoring academic department or University office.

Clubs and organizations should consult with the Student Engagement and Leadership Office to identify applicable funding opportunities and requirements.

RUSGA FUNDING

Student clubs and organizations requesting funding from RUSGA must meet the applicable eligibility requirements and funding guidelines established by RUSGA.

Clubs and organizations seeking RUSGA funding must also:

- Ensure that at least one executive board member attends both the Fall and Spring Leadership Summits.
- Ensure that at least one executive board member attends each monthly All Club and Organization Meeting.
- Meet all applicable RUSGA funding requirements, deadlines, and procedures.

FINANCIAL RESPONSIBILITIES

Student clubs and organizations that receive University funds must:

- Maintain accurate records of all club or organizational revenues and expenditures.
- Operate within the budget allocated by the appropriate University authority.
- Deposit and manage all club or organizational funds in accordance with University financial policies.
- Refrain from establishing or maintaining off-campus bank accounts on behalf of the club or organization.

Student leaders are responsible for ensuring that club or organizational funds are used only for approved University and organizational purposes.

MEMBERSHIP DUES

Select undergraduate Registered Student Organizations (RSOs) may collect membership dues.

Eligibility to assess dues is limited to:

- Club sports.
- Recreational clubs or organizations.
- Academic honor societies with required national dues obligations.

Club or organizations that collect membership dues must disclose the amount assessed to members as part of the New Student Club and Organization Application Process and each annual Re-Registration Process.

SPENDING UNIVERSITY FUNDS

All expenditures for recognized student clubs and organizations, regardless of club or organizational classification, must be processed through an approved University purchasing method.

Student leaders should work with the Student Engagement and Leadership Office before making purchases to determine the appropriate purchasing method and obtain any required approvals.

UNIVERSITY PURCHASING CARD (PCARD)

The majority of purchases for recognized student clubs and organizations are made using a University Purchasing Card (PCard) maintained by the Student Engagement and Leadership Office.

All purchases must receive prior written approval from the appropriate approving authority before a transaction is made.

PROCESS FOR RESERVING A PCARD

Because the Student Engagement and Leadership Office maintains a limited number of Purchasing Cards, organizations must reserve a PCard in advance.

Student leaders must contact the Director of Student Engagement and Leadership at least **48 hours** before the purchase is needed.

A University Purchasing Card may be checked out for a maximum of **24 hours**, unless otherwise approved.

When returning the PCard, organizations must submit all original, itemized receipts.

AMAZON BUSINESS

Regis University maintains a centralized Amazon Business account for organizational purchases.

Student clubs and organizations requiring Amazon purchases must coordinate all orders through the Student Engagement and Leadership Office. Prior written approval is required before any purchase is placed.

CHECK REQUEST
Check requests are generally used for contractual obligations, including annual service agreements, entertainers, speakers, honoraria, memberships, and similar payments.

A fully executed University contract or invoice is required before payment can be processed.

EXPENSE REIMBURSEMENT
Expense reimbursements should be used only when an approved University purchasing method is not available.

All reimbursement requests must:

- Receive approval before the purchase is made.
- Include an original, itemized receipt.
- Be submitted promptly to the Student Engagement and Leadership Office.

UNIVERSITY TAX-EXEMPT STATUS
Regis University is a tax-exempt institution. Student clubs and organizations making eligible purchases within Colorado must use the University's Tax-Exempt Certificate.

The University's tax-exempt status may only be used for authorized University purchases and may never be used for personal purchases.

FUNDRAISING & DONATIONS
Recognized student clubs and organizations may conduct fundraising activities to support their programs and organizational operations. **All fundraising activities require prior approval.**

FUNDRAISING
Before conducting any fundraising activity, organizations must complete the Fundraising section of the Event and Space Request Form and obtain approval from the Division of Student Affairs.

When additional approval is required, the Student Engagement and Leadership Office will coordinate with the University Advancement Office.

Door-to-door solicitation is prohibited.

SOLICITATION & DONATIONS
Student clubs and organizations may not solicit advertisements, sponsorships, donations, or other financial support in the name of Regis University without prior approval.

Organizations planning to solicit donations are expected to work closely with the University Advancement Office before contacting prospective donors.

GENERAL POLICIES AND PROCEDURES

Recognized student clubs and organizations must comply with all applicable Regis University policies and procedures. Student leaders are responsible for understanding the policies that apply to their organization's activities and seeking guidance from the Student Engagement and Leadership Office when questions arise.

The policies below highlight important requirements that commonly apply to student clubs and organizations. They are not intended to replace or supersede University policies, procedures, or the Regis University Student Handbook.

ALCOHOL POLICY

Student clubs and organizations must comply with the University's Alcohol Policy, as outlined in the Regis University Student Handbook.

Organizations planning an event or activity involving alcohol must follow all applicable University requirements and receive any required approvals before the event.

CONTRACTS & AGREEMENTS

Student clubs and organizations may not enter into agreements or contracts on behalf of Regis University.

All contracts for recognized student clubs and organizations must be coordinated through the Student Engagement and Leadership Office. Contracts may only be executed by authorized University officials.

Contract requests should be submitted at least **30 days before** the scheduled event or activity.

A contract is generally required for:

- Paid speakers, entertainers, or performers.
- Rental of entertainment equipment or services.
- Outside food vendors, including food trucks.
- Other service providers receiving payment from University funds.

LIABILITY INSURANCE

Individuals or organizations providing services on campus may be required to provide proof of liability insurance naming Regis University as an additional insured.

EVENTS INVOLVING CHILDREN OR VULNERABLE POPULATIONS

Events that are open to the public or involve children or other vulnerable populations may require additional planning and risk management measures.

Depending on the nature of the event, additional requirements may include liability waivers, security measures, background checks, or other University-approved safeguards.

POLITICAL ACTIVITIES

Regis University must comply with applicable federal and state laws governing political activity.

Student clubs and organizations planning political events or activities must work with the Student Engagement and Leadership Office to ensure proposed activities comply with University policies and applicable legal requirements.

TRAVEL POLICY FOR STUDENT CLUBS & ORGANIZATIONS

Recognized student clubs and organizations traveling in an official University capacity must coordinate all travel arrangements through the Student Engagement and Leadership Office.

Student clubs and organizations planning travel must comply with the following requirements:

- **Domestic Travel:** Requests must be submitted at least 30 days prior to departure.
- **International Travel:** Requests must be submitted at least 90 days prior to departure.
- **Code of Conduct:** All participants must comply with the Regis University Student Code of Conduct.
- **Faculty and Staff Chaperones:** Domestic travel must be accompanied by at least one full-time faculty or staff member. International travel must be accompanied by at least two.
- **International Travel Advisories:** University-sponsored travel to Level 3 or Level 4 destinations is prohibited unless prior approval is granted.
- **Pre-Trip Meeting:** Traveling organizations must participate in a pre-trip meeting with the Student Engagement and Leadership Office.
- **Required Documentation:** All required travel forms and documentation must be submitted by the required deadline.
- **Travel Cancellation:** The University reserves the right to postpone or cancel approved travel because of incomplete documentation, advisories, weather, safety concerns, or other circumstances.

EVENT-SPECIFIC POLICIES & PROCEDURES

Student clubs and organizations are responsible for following all applicable University requirements when planning events, programs, and other activities.

Depending on the nature of an activity, additional requirements may apply related to:

- Event and space reservations
- Food and catering
- Contracts and vendors
- Speakers and performers
- Demonstrations and political activities
- Movie and film screenings
- Outdoor events and amplified sound
- Events involving children or vulnerable populations
- Risk management and liability

For detailed event planning procedures, timelines, forms, and requirements, student leaders should consult the **Student Club & Organization Event Planning Handbook** and work with the Student Engagement and Leadership Office.

MARKETING AND COMMUNICATIONS

Marketing and communication are important tools for student clubs and organizations to build membership, promote events, share information, and engage with the Regis University community.

Student clubs and organizations are responsible for ensuring that promotional materials and communications follow University policies, branding standards, and applicable approval processes.

UNIVERSITY POSTING POLICY & MARKETING

Student clubs and organizations must comply with the University's Signage and Posting Policy, which establishes guidelines for approved content, posting locations, acceptable posting methods, and the use of sidewalk chalk on campus.

All flyers and posters intended for display in campus buildings must receive prior approval from the **Student Affairs Office**. Materials intended for display in residence halls must be approved by the Housing and Residential Engagement Office.

MARKETING RESOURCES

The Student Engagement and Leadership Office, RUSGA, and the University Marketing and Communications Office provide resources to assist recognized student clubs and organizations with event promotion.

Available marketing opportunities may include:

- Printed flyers and promotional materials
- Social media promotion
- Inclusion in the Student Engagement and Leadership weekly email
- Tabling in the Student Center
- Promotion through RUSGA communication channels

UNIVERSITY GRAPHIC STANDARDS

The University's Graphic Standards Policy governs the use of University names, logos, trademarks, and other branding elements.

Student clubs and organizations must comply with the Graphic Standards Policy when creating apparel, promotional items, digital content, printed materials, or other items that incorporate University branding.

CLUB AND ORGANIZATION SANCTIONS

Recognized student clubs and organizations are expected to comply with the policies, procedures, and expectations outlined in this handbook, as well as all applicable Regis University policies and procedures.

When a student club or organization, or its members acting on behalf of the organization, engages in conduct that is inconsistent with these expectations, the Associate Vice President and Dean of Student Affairs, or their designee, will determine the appropriate process for review.

Depending on the nature and severity of the conduct, matters may be addressed through the University's Student Conduct Process or another applicable University process.

Applicable procedures and potential sanctions are outlined in the **Regis University Student Handbook**.

Student clubs and organizations may be subject to organizational consequences in addition to any individual consequences that may apply to participating students.

STUDENT CLUB OR ORGANIZATION LEADER RESOURCES

The Student Engagement and Leadership Office provides leadership development opportunities, educational resources, and organizational support to help student clubs and organizations succeed throughout the academic year.

Student leaders are encouraged to take advantage of available resources and connect with the Student Engagement and Leadership Office when they have questions, need guidance, or are looking for additional support.

LEADERSHIP DEVELOPMENT & TRAINING

Leadership development opportunities may include:

- Organization officer training
- Team development and member engagement
- Inclusive leadership and universal design principles

ORGANIZATIONAL GOAL SETTING

Student leaders are encouraged to establish goals that support their organization's mission, engage members, and contribute to the organization's success.

Goal-setting may include:

- Establishing organizational priorities for the academic year
- Identifying programs, activities, or initiatives that support organizational goals
- Delegating responsibilities among executive board members and organization members
- Reflecting on organizational progress and adjusting goals as needed

EVENT PLANNING & RISK MANAGEMENT

Student leaders may receive guidance and resources related to:

- Event planning
- Risk management
- University event policies and procedures
- Planning and coordinating organizational activities

For detailed event planning procedures and requirements, student leaders should consult the **Student Club & Organization Event Planning Handbook**.

ORGANIZATIONAL ADVISING & SUPPORT

The Student Engagement and Leadership Office provides individualized support to recognized student clubs and organizations throughout the academic year. Support may include:

- One-on-one organizational advising
- Assistance navigating University policies and procedures
- Support with organizational planning and development
- Guidance during leadership transitions
- Assistance identifying appropriate University resources and departments

HANDBOOK REVISIONS

This handbook is intended to provide recognized student clubs and organizations with current policies, procedures, and expectations. Regis University reserves the right to modify, amend, interpret, or discontinue any policy, procedure, requirement, benefit, or program described in this handbook at any time, with or without prior notice.

When substantive changes are made during an academic year that directly affect recognized student clubs and organizations, the University will make reasonable efforts to communicate those changes through official University communication channels.

Student clubs and organizations are responsible for reviewing and complying with the most current version of this handbook and all applicable University policies.