

# **Recognized Student Organizations**

## Institutional Handbook



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- Apollo Tax

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## Section 1: Overview

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As a university student, it is important to acknowledge that the value acquired during one's education journey lies in the lessons learned, inside and outside of the classroom. Participating in, or starting a student organization or club, is a great way to enhance the university experience and have fun while doing it!

Through active participation in one or more of the University's officially-recognized honor societies, professional associations, academically-focused organizations, or service/philanthropic organizations, actively attending students are afforded the opportunity to significantly enhance their educational experience. Engagement in one or more of the University's "Recognized Student Organizations" will provide students with further opportunities to cultivate their leadership ability, increase their psychological development (Foubert & Grainer, 2006), develop their professional knowledge and skills (Huang & Chang, 2004), improve their educational learning outcomes (Graham & Gisi, 2000), develop their career plans (Holzweiss, Rahn, & Wickline, 2007), build personal and professional relationships through networking with fellow students and among their communities (Holzweiss, Rahn, & Wickline, 2007), and enhance their overall college experience (Wyatt, 2011).

### What is a Recognized Student Organization?

A Recognized Student Organization is wholly initiated, installed/chartered, led, and maintained by students enrolled at University of Phoenix (UOPX) under the general guidance of a volunteer Campus Liaison. Recognized Student Organizations participate in an application, approval, and annual renewal process to receive and maintain formal recognition and related benefits, but they are not official units of UOPX. Recognized Student Organizations must demonstrate that they comply with the University's *Student Organization Policy*, the related *Policy Conditions of Affiliation*, and all institutional policies and procedures. The scope of these policy requirements includes all student-based organizations that desire campus- and/or institutional-level recognition by University of Phoenix.

### Benefits to Registering a Student Organization

- **University of Phoenix & Student Organization Co-Branding** – Upon approval, Recognized Student Organizations are encouraged to brand their organization as an officially recognized student organization at University of Phoenix. (See additional requirements and guidelines on page 17.)
- **PhoenixConnect® Prominence** – Recognized Student Organizations will be provided a dedicated space on PhoenixConnect® with a badge indicating it is an official group. (See additional requirements and guidelines on page 23.)
- **Virtual Student Union on eCampus** – Recognized Student Organizations will be added to the University's Virtual Student Union. (Proposal Under Development).
- **University Facilities** – Recognized Student Organizations may request use of University of Phoenix classroom facilities at no additional charge to the organization for eligible/official

Student Organization-related meetings. For events that require a paid room reservation, the University offers a discounted rate to Recognized Student Organizations. (See additional requirements and guidelines on page 22.)

- **Campus Bulletin Boards** – Recognized Student Organizations may use their participating campus’ bulletin board space in break areas to post official marketing and organization-related information. (See additional requirements and guidelines on page 22.)
- **Institutional Assistance for Determining Member Eligibility** – For those student organizations (e.g., honor societies) that require members to meet minimum academic performance levels as a prerequisite to membership, the University’s Office of Admissions and Records may be asked to provide assistance in identifying and contacting eligible candidates.
- **Inclusion in the UOPX Index for Recognized Student Organizations** – The University maintains a list of Recognized Student Organizations on Phoenix.edu and an internal list available to staff and faculty for dissemination to students interested in becoming more involved.

### Application Process Overview

The steps below outline the general application process. If you have questions about the process, contact the Office of Institutional Effectiveness by sending an email to [student.organizations@phoenix.edu](mailto:student.organizations@phoenix.edu).

#### 1. Establish a Founding Students Committee

This Committee is established by the founding students and is responsible for soliciting support from the Campus/Campus Director, working with the Campus to secure an approved Campus Liaison, recruiting the required minimum number of student members (10), appointing the appropriate minimum student governance positions (i.e., president, treasurer, secretary, or equivalents), developing and submitting the Recognized Student Organization Application, and responding to University inquiries and decision outcomes as appropriate.

#### 2. Review the Student Organization Handbook

The Founding Students Committee should review the Student Organization Handbook, which will provide information on the University’s Policies, Conditions of Recognition, additional requirements and obligations, information about the various recognition types, benefits, and general operational guidelines for requesting, maintaining, renewing, and/or dissolving a student organization as appropriate.

#### 3. Verify student demand at your campus site

To ensure the long-term sustainability and growth of your student organization, the University recommends that the Founding Students Committee evaluate student demand at your site prior to submitting an Application for Recognition.

4. Confirm campus support

The Founding Students Committee must secure approval of the Campus Director (or Online Campus equivalent) prior to submitting an Application for Recognition. A Campus Commitment Petition can be found in Appendix A.

5. Secure a Campus Liaison

Each student organization must have a University-approved, voluntary Campus Liaison. Criteria for approved Campus Liaisons are provided in this Handbook (pp. 11-12). The Founding Students Committee should coordinate with the Campus to identify a qualified and eligible candidate. If required, the Founding Students Committee should work with the Campus Liaison to solicit a University Sponsor.

6. Obtain a New Recognized Student Organization application

Upon review of the Recognized Student Organization Handbook and successful completion of steps 1-5, the Founding Students Committee may request an application. To obtain an application, please download the Recognized Student Organization Application from PhoenixConnect® or contact the Office of Institutional Effectiveness by sending a request to [student.organizations@phoenix.edu](mailto:student.organizations@phoenix.edu).

7. Complete the New Student Organization application

Please complete all fields of the application including the appropriate signatures. Use this application as a planning tool to develop your organization. An incomplete application may result in processing delays or rejection of the application. Send questions to [student.organizations@phoenix.edu](mailto:student.organizations@phoenix.edu).

8. Submit the New Student Organization application

Attach the completed application and supporting documentation to an email and return it to [student.organizations@phoenix.edu](mailto:student.organizations@phoenix.edu). The participating Campus Director, Campus Liaison, and appropriate dean (if applicable) must be copied on the emailed submission of the completed application.

9. Respond to the University's approval request decision

Upon receiving a completed application, the University's Office of Institutional Effectiveness will acknowledge receipt, review it for completeness, and verify that the Student Organization is in compliance with all policy-related Conditions of Recognition and additional items listed in the Handbook. Subsequently, the request will be reviewed by the University's Academic Council for approval. Finally, an email will be sent to the Founding Students Committee and Campus Liaison informing them of the outcome of the review. Possible decision outcomes are as follows:

1. *Approved* – Congratulations, the University has determined your request to be in compliance with University Policies and the Conditions of Recognition and has approved your application. A welcome packet includes a number of items to help you get started including a copy of your University-issued student organization recognition notification for

- your approved Student Organization and information about your official student organization email address.
2. *Conditionally Approved* – The University has determined your request to be generally in compliance with the Conditions of Recognition. As such, your request has been conditionally approved; however, there is at least one outstanding item that must be addressed satisfactorily prior to finalizing the student organization’s recognition status. Further instructions will be included.
  3. *Deferred* – When a student organization is found to be in noncompliance with several of the Conditions of Recognition, the University may defer any action until a later date (usually within 12-24 months) pending remedial action and/or receipt of additional information. The reasons for the deferral will be stated in writing by the University. A deferral is, in effect, a ruling of no action at this time, and therefore cannot be appealed. This action differs from “Conditionally Approved” in two main respects: 1) the noncompliance areas are extensive; and/or 2) adequate information was not included in the New Recognized Student Organization Application. In either case, a new application must be submitted when eligible.
  4. *Denied* – The University has determined that the request does not align with the goals and objectives of the University, its students, and/or its key stakeholders. As such, recognition status will not be granted.
10. Renew recognition status annually

Recognition status will expire one year from the date of the most recent approval. Thirty (30) days prior to expiration, a request for recognition renewal must be submitted. An Application for Recognition Renewal may be requested by sending an email to [student.organizations@phoenix.edu](mailto:student.organizations@phoenix.edu).

### **Policy**

It is the policy of University of Phoenix (UOPX) to provide our students with opportunities to form student organizations that are recognized under the University’s Conditions of Recognition for Student Organizations (RSO).

### **Conditions of Recognition for Student Organizations**

The University has established the following minimum criteria that each student organization must meet to be recognized by, and to function within, the UOPX community:

- Recognized Student Organizations are independently installed, organized, and managed by students enrolled and actively attending at the University.
- All student members of a University Recognized Student Organization must be enrolled in and must have posted positive attendance within the last 90 days.
- Recognized Student Organizations must operate under the appropriate bylaws and/or policies to ensure that their student members remain in good academic and financial standing with the University and are free from code of conduct violations and related disciplinary action.

- Recognized Student Organizations are recognized by, but not official units of UOPX or Apollo Education Group, Inc.
- Recognized Student Organizations must have a published purpose/mission, operate under a formal leadership/governance structure, and maintain membership rosters, financial statements, meeting minutes, etc. Said items shall be submitted upon initial application and upon annual review or more frequently, as required or requested.
- Recognized Student Organizations must have a University-approved Campus Liaison. The role of the Campus Liaison is voluntary and intended to serve as a liaison between the campus-based student organization and the University and to provide general guidance related to installing, organizing, leading, managing, and sustaining a healthy and productive student organization. If it becomes necessary for a student organization to be dissolved, the Campus Liaison will provide guidance/support to ensure a seamless exit strategy for the participating students, student organization, and the University. (*Information pertaining to the minimum UOPX Campus Liaison criteria is provided on pages 11-12*).
- Recognized Student Organizations may not possess any financial ties or result in any financial impact to University of Phoenix or any other subsidiaries of Apollo Education Group, Inc.. All expenses related to installing, organizing, leading, managing, and/or sustaining a student organization are the sole responsibility of the student organization.
- The tax status of the University does not extend to student organizations. Student organizations must follow all local, state, and federal guidelines. Student organizations have sole responsibility for securing, maintaining, or demonstrating that they operate under the appropriate nonprofit tax exemptions (i.e., 501(c)7) or tax employer identification numbers, as appropriate. Under no circumstances are student organizations allowed to utilize the federal tax numbers or designations of University of Phoenix or any other subsidiaries of Apollo Education Group, Inc..
- Consistent with the UOPX Mission, Recognized Student Organizations must strive to enhance the student experience, the University culture, and their communities as demonstrated with the organization's purpose/mission and charter.
- Recognized Student Organizations must meet all *Conditions of Recognition* and agree to abide by all University of Phoenix regulations, policies, and procedures. This includes, but is not limited to, all academic catalog policies, campus safety policies, consumer information policies, public relations policies, marketing/advertising guidelines, privacy policies, and the student, faculty, and staff codes of conduct.
- Recognized Student Organizations must be open to all students who meet the membership requirements. Recognized Student Organizations may not limit membership based on race,

color, gender, age, religion, disability or perceived disability, veteran status, sexual orientation, gender identity, national origin, or any other category protected by federal, state, or local law.

- Student organizations must submit a Recognized Student Organization Application to the University of Phoenix Office of Institutional Effectiveness and be approved by the University to receive formal recognition status and recognition-related benefits. Formal recognition and access to the recognition-related benefits will not be granted until an application is reviewed and approved.
- Recognized Student Organizations must submit for renewal 30 days prior to the anniversary of their initial recognition approval date. Upon approval, recognition status and benefits will be renewed for one year. This ensures proper maintenance of each student organization recognition and continued compliance with regulatory, policy, and procedural changes.
- Student Organizations that are academically oriented or request to install an institutional-level chapter/charter must receive approval from the appropriate Institutional Sponsor (i.e., College/School Dean or Director-level representative in UOPX Central Administration), as appropriate.
- The bylaws and/or policies for any student organization must meet the minimum standards outlined in the Recognized Student Organizations Handbook.
- Recognized Student Organizations must meet one of the University's approved Student Organization Types and Recognition Statuses as defined below.

### **Student Organization Types**

- **Academic excluding Honor Societies** - Academic organizations are generally intended for students pursuing a particular field of study and/or students who are interested in academic engagement and support beyond the classroom.
- **Honor Societies** – Honor Societies are generally geared toward students who demonstrate a high level of academic achievement. Membership in honor societies (e.g., Delta Mu Delta) is typically by invitation and criteria-based.
- **Professional** –Established professional associations are generally intended for students with a specific program, interest area, and possibly occupational aspirations in a professional field (e.g., Project Management Institute [PMI®], Society for Human Resource Management [SHRM®]).
- **Service** – Service organizations are generally intended for students seeking opportunities to participate in community service and/or philanthropic activities.

### Student Organization Recognition Statuses

- **University-Level Recognition** – Student organizations, which have been approved by the University and the participating student organization’s corporate office to install an institutional-level charter/chapter under which all local campus sites would operate. For example, UOPX installed the Delta Mu Delta Lambda Sigma institutional charter in 2009, under which all campus sites are eligible to apply to install a local area co-chapter.
- **Local Campus-Level Recognition** – Additional local campus sites that have been approved by the University to operate under the governance/oversight of the institutional-level charter/chapter. For example, the Boise Campus has been approved to install a “co-chapter” which operates under the University’s Delta Mu Delta Lambda Delta institutional-level charter.
- **Single Site Recognition** – Student organizations which have been approved by the University and the participating student organization’s corporate office to install a charter/chapter to operate separately and independently at one of the University’s local campus sites.
- **Non-Standard Recognition** – Student organizations, which do not fit any of the other recognized affiliation statuses, may apply for affiliation under this status. These requests are considered on a case-by-case basis.

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## Section 2: Starting and Running Your Organization

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In addition to the University's current policy and Conditions of Recognition, student organizations must demonstrate compliance with a number of additional general and organization-specific requirements in order to achieve and maintain eligibility as a Recognized Student Organization.

### Bylaws

Bylaws are a set of rules that organizations adopt to govern the internal affairs of the organization. These typically outline the formal leadership structure of the organization, its characteristics, and requirements. In accordance with the Conditions of Recognition, all Recognized Student Organizations will be required to adopt bylaws and/or a constitution that formalizes the organization. There are a number of options available for new groups:

- **Existing Parent/Corporate Organization Bylaws.** For some student organizations, there is already an independent corporate office in place providing general infrastructure and resources to its member chapters. Under these circumstances, the student organization should make use of, and follow, all existing requirements already provided by the corporate office including adoption of any existing bylaws and/or constitution requirements.
- **Sample Bylaws Format.** A sample bylaws template has been provided in Appendix B for your convenience. However, the sample bylaws format is only a sample and must be customized to fit your organization's needs.
- **New Bylaws and/or Constitution.** Some student organizations may prefer to draft their own bylaws. Below are some important items your organization should include:
  - General Information – Student organization name, mission/purpose, and location
  - Membership – General information, benefits, guidelines, obligations, and requirements
  - Organization & Structure – Organizational structure, leadership, roles, responsibilities, qualifications, scope of authority, elections, and relevant information including, but not limited to, filling vacancies and term provisions/limitations
  - Standing Committees – Outline requirements for standing committee structure, responsibilities, and scope of authority
  - Meeting Requirements – Frequency, member notice requirements, quorum requirements, and documentation
  - Amending Bylaws/Constitution – Provide process information for establishing and/or amending the bylaws/constitution
  - Financial Governance Requirements – Provide information for managing the organization's fiscal resources

### Bylaws – Minimum Requirements

Organizations must adopt minimum standards in their bylaws or a series of policies to help protect the Organization's Board of Directors, members, and the University.

- **Compensation:** Serving in a student organization is a volunteer activity. As such, no director, officer, member, Campus Liaison, or Campus Sponsor shall receive compensation for time or services provided to a recognized student organization. Although, they may receive reasonable reimbursement for expenses incurred during performance of organizational duties which have been approved by the Board of Directors or appropriate governing body.
- **Conflict of Interest:** Directors, officers, members, Campus Liaisons, and Campus Sponsors shall disclose any actual or perceived conflict of interest to the Organization's Board of Directors, Campus Liaison, Campus Sponsor and members.
- **Confidentiality:** Directors, officers, members, Campus Liaisons, and Campus Sponsors may be exposed to personal or confidential information about the organization or its members during the course of club business. Examples of confidential information may include, but are not limited to, financial information, membership information, and information regarding club business that has not been released to members and/or the public. Anyone who has access to this information is obligated to protect it from unauthorized disclosure and ensure the information is secure.
- **Non-Discrimination:** Consistent with all applicable federal and state laws and policies, student organizations and its officers, members, advisors, and subgroups will not discriminate for or against any person for reason of age, ancestry or national origin, class or socio-economic status, color, creed or religion, ethnicity or race, gender expression or gender identity, marital status, mental or physical disability, parental status, sex, or sexual orientation.
- **Agree not to Sue:** The student organization and all its members will agree to not sue or hold liable in any manner any Board Member, Campus Liaison, Campus Sponsor, the University of Phoenix and/or any of its employees, and Apollo Education Group and/or any of its employees. If the student organization is holding an event, the organization should anticipate risks and precautions should be taken to minimize any risks and if appropriate, waivers of liability signed by the participants.
- **Immunity from Liability:** No Board Member, Campus Liaison, Campus Sponsor, University of Phoenix, Apollo Education Group, or its employees shall be held liable for the actions of the organization. The University of Phoenix and Apollo Education Group do not accept responsibility or liability for the student organizations and its members. It is the responsibility of the student organization to understand the risks that are involved in any activity and any financial consequences that may result from their actions. Any claims against the student organization would be the responsibility of the student organization.
- **Member Conduct:** All student members of the organization must remain in good academic and financial standing with the University and free from code of conduct violations and disciplinary action.
- **Removal of Officers/members and Vacancies:** The Student Organization members and officers can vote to remove an officer by a quorum vote or an officer can resign voluntarily. If there is cause for removal such as a code of conduct violation or the officer/member is no longer in good standing either academically or financially, the officer/member may resign voluntarily, the student organization may remove the officer/member by quorum vote, or the University as part

of the disciplinary process may seek removal. A vacancy is then declared for the officer's position and the organization will elect another officer to fill the position through its process.

- **Dissolution of the Organization:** The Student Organization will be dissolved by a quorum vote to do so or when the Student Organization fails to complete the University process for renewal. Additionally, if members of a student organization or students representing the organization violate the University's Code of Conduct, disciplinary action may be taken against the organization, its officers or individual members by the University.

### **Student Organization Viability – Minimum Threshold**

Recognized Student Organizations must maintain a minimum membership level of ten (10) active members to be considered a viable student organization. Recognized Student Organizations are required to maintain a plan for sustaining minimum level membership requirements through recruitment of new members to promote a healthy organization. Failure to maintain the minimum number of members may result in suspension of the organization's recognition.

### **Membership Roster**

Recognized Student Organizations must maintain a current and complete membership roster. At the minimum, a membership roster must include each member's first name, middle initial, last name, UOPX-issued email address, current program of study, and original member induction date. All data collected by student organizations must be stored and maintained in a secure location to ensure member privacy/confidentiality. Any information that is no longer required should be destroyed promptly and in a secure manner.

### **Organization Records**

Recognized Student Organizations must collect and maintain all business-related records in a secure location. At the minimum, all student organizations are required to maintain the following items as appropriate:

- Current Membership Roster
- Meeting Agendas & Minutes
- Current Schedule of Membership Fees
- Financial Statements & Budgets
- Financial Audit Records
- Bylaws and/or Constitution
- Member Code of Conduct

Copies of these items will be reviewed during the University's initial recognition and annual renewal process for Recognized Student Organizations, as appropriate. Justification is necessary if any of these items are not provided during initial or recognition renewal approval.

## Meetings

Recognized Student Organizations are required to meet (virtually or in person) on a regular basis (at least once per year). It is the responsibility of an organizational officer to preside over official meetings. The following are some helpful tips to keep meetings productive and efficient:

- Send out a call for agenda items in advance
- Create and post an agenda in advance
- Ensure all participants are aware of the meeting date, time, and location in advance
- Assign a time keeper prior to meeting kick-off
- Use [Robert's Rules of Order](#) or other defined protocol to increase likelihood of meeting effectiveness and efficiency
- Ensure guests and guest speakers are well informed with all necessary meeting information

## Governance

Recognized Student Organizations must appoint/elect officers, identify and secure approval of a volunteer Campus Liaison, and work with their volunteer Campus Liaison to identify a University Sponsor (if/when applicable). These positions will play important roles in the overall success of the organization. Building a strong governance structure will help your organization meet its goals and support its membership. Student organization candidates must address the following governance requirements to be recognized:

1. Identification and assignment of a University Sponsor (if/when applicable, see policy and Conditions of Recognition on page 4)
2. Identification and assignment of a volunteer Campus Liaison
3. Identification of a Student Executive Committee consisting of student officers for the organization
4. In some instances, governance may also extend beyond the University and/or student organization to a corporate/parent organization if one exists. Under these circumstances, please defer to the corporate/parent organization's requirements/guidelines.

The following section outlines the specific requirements, roles, and responsibilities of the various governance areas:

### **Student Organization - University Sponsor**

Some Recognized Student Organizations require prior identification and assignment of a University Sponsor from Central Administration in Phoenix, AZ.

#### *Qualification Requirements*

- The appropriate college/school dean must serve as the University Sponsor for all Honor Societies, Academic Clubs, and those Professional Associations that are associated with their respective college/school, regardless of status (e.g., institutional, site-specific).

- A director-level (or higher) staff member representing Central Administration in Phoenix, AZ must serve as the University Sponsor for all other types of Recognized Student Organizations that maintain an institution-wide presence. In this capacity, the director-level (or higher) staff member representing Central Administration will maintain recognition approval authority and institutional responsibility for oversight of the Student Organization Recognition.
- University Sponsors are required to complete a brief training activity for student organizations within 30 days of their appointment.
- University Sponsor candidates are required to divulge all existing or potential conflicts of interest prior to being appointed as a University Sponsor (e.g., candidate enrolled as student). These existing or potential conflicts of interest may impact candidate eligibility.

#### *Roles and Responsibilities*

- The University Sponsor is required to sponsor all institutional-level recognitions and site-specific honor societies, academic clubs, and most professional associations. In addition, the University Sponsor will provide oversight of institutional chapter/charter installation and maintenance. A University Sponsor is not typically involved in the day-to-day campus activities once the institutional-level chapter/charter installation is complete.

#### *Recruiting*

- Students should work with their Campus Liaison to determine if a University Sponsor is required. If a University Sponsor is required, the Campus Liaison will coordinate with Central Administration to identify the most appropriate candidate.

#### **Student Organization - Campus Liaison**

The volunteer Campus Liaison is a full-time University of Phoenix campus employee who is volunteering time beyond their staff responsibilities with the University to serve a Recognized Student Organization. A Campus Liaison should be considered the Recognized Student Organization's primary point of contact in their capacity as the liaison between the University Sponsor (if applicable), the participating campus, and the Recognized Student Organization.

#### *Qualification Requirements*

- A full-time faculty member (e.g., Campus College Chair, Director of Academic Affairs/Associate Director of Academic Affairs, or equivalent) at the campus must serve as the Campus Liaison for all Honor Societies, Academic Clubs, and those Professional Associations that are associated with their respective college/school.
- A manager-level (or higher) staff member representing the participating campus must serve as the Campus Liaison for all other types of Recognized Student Organizations at that local site.
- Campus Liaisons are required to complete a brief training activity for student organizations within 30 days of their appointment.

- Campus Liaison candidates are required to divulge all existing or potential conflicts of interest prior to being appointed as a Campus Liaison (e.g., candidate enrolled as student). These existing or potential conflicts of interest may impact candidate eligibility.

#### *Roles and Responsibilities*

- Campus Liaisons are responsible for providing general guidance on a number of matters including installing, organizing, managing, and sustaining the student organization.

#### *Recruiting*

- It is the responsibility of the students to collaborate with the campus to recruit a qualified Campus Liaison. Selection of a qualified Campus Liaison must be a collaborative decision including the requesting Recognized Student Organization, Campus, and Campus Liaison candidate.

### **Student Organization – Student Executive Committee & Executive Officers**

The Student Executive Committee is the group of elected student officers who provide general leadership, strategic direction, and management of the day-to-day operations for their Recognized Student Organization. In the instance that a proposed student organization is initially starting, the officers of the Student Executive Committee may have to be appointed on an interim basis until the University has granted recognition approval and elections can be held.

#### *Student Executive Committee Requirements*

- The Student Executive Committee should, at the minimum, be comprised of three elected officers, most commonly a president/chairperson, vice president, treasurer, and/or secretary . Additional positions are encouraged as needed.
- Student organizations that have a parent organization, corporate office, or international chapter should defer to any predefined requirements of the Student Executive Committee structure/positions.

#### **Student Executive Committee Officer Requirements**

- Student Executive Committee Officers must be enrolled in and actively attending a program at University of Phoenix within the last 90 days to be eligible to serve as an executive officer. If a Student Executive Committee Officer graduates while serving, they may complete their current term or 1 year, whichever is less.
- Student Executive Committee Officers must be in good academic and financial standing with the University and their respective college/school at all times. Students must also remain free of code of conduct violations or disciplinary action.
- Student Executive Committee Officers must have and maintain a minimum cumulative program GPA of 3.0 to serve as a Student Executive Committee Officer.

### *Roles & Responsibilities*

- Student Executive Committee Officers are responsible for ensuring that their Recognized Student Organization is familiar with and adhering to all elements of the University's institutional policies as outlined in the Student Catalog, Student Organization Policy and Conditions of Recognition, and those requirements and obligations outlined in the University's Student Organization Handbook.
- Student Executive Committee Officers are responsible for abiding by and carrying out their organizational mission, goals, and objectives in accordance with their organization's approved constitution, bylaws, and governing documents.
- Student Executive Committee Officers are responsible for providing general leadership, management, and support of organization-related activities including, but not limited to, meetings, fundraisers, social gatherings, and presentations, etc.
- Student Executive Committee Officers are responsible for behaving in an ethical and legal manner at all times while taking all appropriate measures necessary to mitigate unnecessary risk to their student organization, organization members, and the University.
- Each of the three primary elected officer positions will include several roles and responsibilities. A list of some of the responsibilities the organization will need to cover can be found below:
  - Chairperson to function as the organization's chief officer with primary responsibility of providing general leadership, strategic direction, carrying out student organization business, facilitating meetings, and ensuring ongoing organization compliance with the University's policies, Conditions of Recognition, and those requirements and obligations outlined in the Student Organization Handbook.
  - Finances - Responsibilities in this area include general financial management using responsible financial policies and practices. This includes accurate and transparent development, maintenance, and storage of all financial documentation, reporting, and auditing activities as appropriate.
  - Administrative - Responsibilities in this area include developing, maintaining, and archiving all organizational records including, but not limited to, constitution/bylaws, meeting agendas, meeting minutes, and membership lists.

### **Student Organization – Members**

#### *Qualification Requirements*

- Student members must be enrolled in and actively attending a program at University of Phoenix to be eligible to participate in a Recognized Student Organization.
- Student members must be in good academic and financial standing with the University and their respective college/school to actively participate with their Recognized Student Organization.
- All members agree to comply with the organization's established bylaws and or policies.

## Student Organization Types

The University of Phoenix has identified four categories of *organizational types* that are eligible to be considered for formal recognition status. These options are defined within the University's policies and Conditions of Recognition for Recognized Student Organizations. However, there are additional requirements, obligations, and guidelines that have been developed to support the unique nature of each type of Recognized Student Organization.

### Academic (Excluding Honor Societies)

All recognized academic student organizations (excluding honor societies) must adhere to the following additional requirements:

- Organizational mission must align with University of Phoenix Mission, Purposes, and values.
- Organizational mission must align with the mission of the appropriate University College/School.
- The installation of a University-level recognized academic student organization (excluding honor societies) requires the appointment of a University Sponsor, which must be the appropriate college/school dean.
- The installation of local campus- or single site-level recognized academic student organization (excluding honor societies) requires the appointment of a Campus Liaison at each branch (main) campus location.

### Honor Societies

All recognized honor societies must adhere to the following additional requirements:

- Honor Society mission must align with University of Phoenix Mission, Purposes, and values.
- Honor Society mission must align with the mission of the appropriate University College/School.
- The installation of any recognized honor society requires the appointment of a University Sponsor, which must be a college/school dean.
- The installation of a local campus- or single site-level recognized honor society requires the appointment of a Campus Liaison at each branch (main) campus location.
- Recognition by the Association of College Honor Societies (ACHS) is preferred. More information regarding ACHS and the related standards can be found at <http://www.achsntl.org/>.

### Professional Associations

All recognized professional organizations must adhere to the following additional requirements:

- The professional association's mission must align with University of Phoenix Mission, Purposes, and values.
- The professional association's mission must align with the mission of the appropriate College/School.
- The installation of a University-level recognized professional association requires the appointment of a University Sponsor, which must be a college/school dean (or designee).

- The installation of a local campus- or single site-level recognized professional association, which does not operate under an institutional-level chapter/charter, requires approval by the appropriate college/school dean (or designee).
- The installation of a local campus- or single site-level recognized professional association requires the appointment of a Campus Liaison at each branch (main) campus location.

### **Service/Philanthropic**

All recognized service/philanthropic organizations must adhere to the following additional requirements:

- All service/philanthropic-based organizational missions should align with the University's Mission, Purposes, and values.
- The installation of a University-level recognized service/philanthropic organization requires the appointment of and approval by a University Sponsor, which must be a director-level staff member from Central Administration in Phoenix, AZ.
- The installation of a local campus- or single site-level recognized service/philanthropic organization, which does not operate under an institutional-level chapter/charter, requires approval by a University Sponsor, which must be a director-level staff member from Central Administration in Phoenix, AZ.
- The installation of local campus- or single site-level recognized service/philanthropic organization requires the appointment of a Campus Liaison at each branch (main) campus location.

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## Section 3: Promoting Your Organization

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Letting other students know that your Recognized Student Organization exists and highlighting all of the benefits and activities they are missing is the first step in recruiting new members to your organization and encouraging membership growth. There are many fun and creative ways to publicize your organization. This section will provide some basic information to assist in promoting your student organization.

### Naming Convention

Student organizations may not include the University of Phoenix name as part of the club name. In order to distinguish a student organization at one location from a student organization at another location, student organizations may indicate that the organization is at University of Phoenix, and indicate the specific campus. For example, “Chess Club at University of Phoenix, Boise Campus” is acceptable. However, “University of Phoenix Chess Club, Boise Campus” is not acceptable, because “University of Phoenix” may be seen as part of the club name.

### Promoting a Recognized Student Organization

Student organizations may promote their organization and/or events on campus and online so long as they meet a number of conditions.

- All groups:
  - Only officially Recognized Student Organizations may use the nomenclature above on any promotional material. Use of these items is subject to the additional terms and conditions outlined below.
  - Must include the group name followed by the following statement: “A Recognized Student Organization at University of Phoenix”. If your organization uses the University of Phoenix name, you must also include the following disclaimer “The University of Phoenix name and/or logo are trademarks of University of Phoenix and are used with permission of University of Phoenix.”. (See the *Use of University of Phoenix Name* section below for additional information.)
  - Special events must be approved prior to any marketing. (See the *Events and Event Planning* section on page 24 for more information.)
- Guidelines for promoting/marketing at a ground campus:
  - Posters, banners, or signs may be posted within campus break rooms and on campus bulletin boards with permission of the Campus Director or designee. All items should be approved by the Campus Director or designee prior to posting.
  - A booth/table may be set up during recruiting drives with permission of the Campus Director or designee. Once approved, student organizations should work with campus personnel to determine an appropriate location, hours, and approve any promotional materials.

- Guidelines for promoting/marketing on PhoenixConnect® (See additional information in the *Virtual Facilities* section on page 23):
  - Recognized groups may respond to related posts in forums on PhoenixConnect® directing students to their PhoenixConnect® community or to their organization’s email address for more information.
  - Groups should comply with all Community Guidelines including spamming groups/conversations, restrictions on commercial use including soliciting funds, and academic dishonesty.
  - Recruiting is NOT allowed in PhoenixConnect® communities or groups outside of those run by the Recognized Student Organization. Groups who fail to abide by this rule may be subject to disciplinary action including suspension of recognition. It is acceptable for members to set up a signature block indicating group membership and a link to where users can get more information.
  - Groups must comply with all moderator requests.
  - Groups must comply with the UOPX and eCampus Terms of Use

### **Use of University of Phoenix Name**

Recognized Student Organizations are granted limited ability to use the University of Phoenix name in their group’s communications. The name may be used as follows:

- A reference to location
- To note the recognizing body of the organization
- As part of an approved event

Groups who use the University of Phoenix name within their communications must include the following statement in a visible location: “The University of Phoenix name and/or logo are trademarks of the University of Phoenix and are used with permission of University of Phoenix. [Student Organization Name] is solely responsible for the delivery and content of this message.”. The University of Phoenix name may not be used in any way that may suggest institutional endorsement of any product, service, message, or activity. Failure to follow these guidelines constitutes grounds for suspension or revocation of recognition status and related benefits.

### **Use of Logo/Co-Branding**

Recognized Student Organizations may create their own logos or use a logo provided by a parent organization. In addition to this, groups may co-brand to indicate their recognition by the University of Phoenix. However, there are some restrictions with co-branding. Recognized Student Organizations may not use any official University logos or display their own custom logo in such a way that implies the group is an official unit of the University. Use of the term “University of Phoenix” should be independent from the logo and only used as a location identifier as previously outlined.

Student organizations may use a co-branded logo on their email communications, printed communications, and web pages. Any time this logo is used, the following statement should be included

and clearly visible on the page: "The University of Phoenix name and/or logo are trademarks of the University of Phoenix and are used with permission of University of Phoenix." The logo may not be used in any way that may imply affiliation or endorsement of a third party that is likely to cause confusion about the origin of the message.

The logo should not be printed onto business cards, regular publications, clothing, or accoutrements without the express written consent of University of Phoenix. To protect the University's many partnership agreements, student organizations may not use the logo in conjunction with any third party without approval.

### **Websites**

Recognized Student Organizations may create a website for their members to obtain more information. If an organization chooses to create such a website, they must provide the URL to the University. All websites should also display a statement stating that they are a Recognized Student Organization at the University of Phoenix, XYZ Campus.

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## Section 4: Financing Your Organization

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For many Recognized Student Organizations, raising funds to support the group's operations and mission will be an important part of the leadership group's responsibilities. This section outlines some of the best practices and guidelines that should be present in all student organizations that have collected money from their fellow students. Transparency should be a central theme to the fiscal policies adopted by all Recognized Student Organizations. All Recognized Student Organizations that have a parent institution or a national chapter (such as an Honor Society) are encouraged to check with their parent organizations to see if they have established guidelines that should be followed.

### **Funding Your Recognized Student Organization**

Recognized Student Organizations are allowed to raise and retain funds to support their mission and operations with some restrictions. Organizations should take great care in planning an annual budget around their projected activities while maintaining a sufficient reserve for any unexpected expenses or cost overruns. Groups are encouraged to open an account at a local financial institution to secure funds and assist in record keeping. Under no circumstances may an organizational officer, member, or Campus Liaison receive any compensation for duties performed from group funds.

### **Dues/Fees**

Recognized Student Organizations may collect dues or fees when new members join and on a regular basis. For organizations that collect dues or fees, members may be expected to pay a one-time fee for lifetime membership, a regular fee to maintain membership, or possibly a combination of the two. Organizations that collect dues or fees must ensure there is a process in place to record details each time a member makes a payment. Recognized Student Organizations must also ensure there is a transparent process that outlines what the dues or fees will be used for. This should be available to all current and potential members of the organization.

### **Fundraising**

Organizations may wish to raise funds in support of operations or in support of local charitable organizations. Student organizations engaging in this type of activity are responsible for obtaining and maintaining any tax-exempt status as required by law. Groups should also be aware that fundraising may not be permitted under some tax statuses. Student organizations are also responsible for maintaining and reporting proper records.

### **Reporting, Audit, and Records Requirements**

All student organizations must maintain and periodically audit a ledger containing organization financial data. Additionally, all organizations must prepare and file any tax returns required by law. Any Recognized Student Organization that operates under the tax status of a parent organization should check with them to determine if they need to file a tax return or submit any records to the parent

organization. Organizations should establish policies and procedures to ensure that any and all returns are timely filed and that records are maintained to support these filings on audit.

Once a year, the organization must perform an audit to verify accuracy and submit a report with their application for renewal. If no formal process or guideline exists for audits from a parent organization, Recognized Student Organizations should convene an audit committee with a minimum of three members not related to organization finances. These committee members are responsible for reviewing and certifying the organization's financial statements.

### **Tax Status**

The tax status of the University does not extend to Recognized Student Organizations. Under no circumstances are organizations allowed to utilize the University's federal tax identification number. No student organization may cause any tax liability to the University of Phoenix. All organizations must follow local, state, and federal guidelines. It is the responsibility of the student organization and its officers to know and follow these guidelines.

Groups that collect dues or fees or otherwise receive funds must have a federal tax identification number. In addition, a federal tax identification number will be required to establish accounts at local financial institutions. How this federal tax identification number is obtained will depend largely on how the parent institution (or national chapter) is organized. Examples of how a federal tax identification number might be obtained are listed below:

- Certain parent institutions may have an umbrella federal tax identification number that can be used by the local chapter.
- Certain groups may be required to obtain a federal tax identification number as part of the process of becoming recognized by the parent institution.
- If not otherwise provided or obtained, local groups may need to request a federal tax identification number from the IRS.
- If the purpose of the organization is to raise funds for an existing non-profit, the organization should make all funds payable to and immediately delivered to the non-profit.

In certain circumstances, groups may apply for non-profit status (typically a 501c(3) or 501c(7)). The organization is responsible for completing the required IRS forms and maintaining the status.

### **Spending**

Recognized Student Organizations are expected to use their funds solely for expenses related to running and sustaining their organization or philanthropic mission. Such expenses may include, but are not limited to, promotional materials, graduation expenses (such as stoles, cords, or member events), initiation expenses, group events, or equipment for use by club members and approved by the organization's officers. Expenses that organizations may not spend their funds on may include, but are not limited to, any salary/stipends/fees/monetary awards/prizes/loans to officers/advisors/club members, equipment not for general use by the student organization, expenditures designed for the

personal gain of individuals and not the organization as a whole, or other expenses not approved by elected officers.

Philanthropic initiatives should be limited to known organizations with a mission consistent with University of Phoenix and the participating Recognized Student Organization's values.

### **Securing Organization Funds**

Student organizations are expected to follow a number of best practices relating to securing their organization's funds. All Recognized Student Organizations are encouraged to adopt a set of best practices to promote transparency in the group's finances and spending. Organizations with a parent institution/national chapter may have a set of best practices provided for them. For organizations that do not have them, a few are provided below.

- All student organizations should adopt an annual budget at the beginning of the year. After the year has finished, the organization's leadership or a committee within the organization should review the spending documented in the ledger and prepare a budget statement showing actual spending vs. projected spending. This helps promote transparency and helps members understand where their funds were spent.
- Recognized Student Organizations should establish policies stating who is authorized to sign contracts and checks on behalf of the organization. Once established, organizations should ensure the list of authorized signers is kept up to date with any financial institutions.
- Student organizations are encouraged to adopt policies requiring all members to disclose previous relationships or conflicts of interest with any outside vendors used, so the group can evaluate appropriately and make ethical decisions.

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## Section 5: Facilities and Virtual Facilities

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### Facility Usage

One benefit of Recognized Student Organizations is the ability use University of Phoenix facilities to hold meetings when facilities are available. Generally speaking, access to facilities is limited to regularly scheduled club meetings.

Groups must schedule facilities through the local Student Resource Center, following the established campus process. Facilities should be left clean and ready for use by the next group. Tables, chairs, and other furniture should not be moved except with permission from the Campus Director or Director of Operations. The Campus Director or designee has final authority over the use of all facilities at the campus.

Use of facilities is subject to the following restrictions:

- Facilities may not be available or organizations may be “bumped” for a number of reasons including, but not limited to, University of Phoenix classes, paid room reservations, or University-sponsored events.
- Use of facilities must not cause damage to any University property. Groups utilizing the facilities are responsible for any damages caused by their group.
- Groups may not conduct any activities that cause a foreseeable risk of harm to group members, students, staff, faculty, or any building occupants. Some examples may include activities that involve running through a facility where slips, trips, and falls may occur or swinging/throwing objects where someone may be hit or property damaged.
- University of Phoenix facilities may not be used for commercial activities.
- All activities are subject to the approval of the Campus Director or designee.

Groups may also seek permission to set up a table/booth within public areas of the campus during recruiting drives if space is available, and with permission from the Campus Director or designee. All materials and displays must be approved by the Campus Director or designee prior to setup.

While groups are welcome to utilize the campus facilities, groups may not use University of Phoenix WebEx accounts, phone/teleconference lines, or corporate network in support of their group. These tools are to be used for official business by University of Phoenix and Apollo Education Group employees and in accordance with all Apollo Education Group policies regarding information technology.

### Campus Bulletin Boards

If a campus has a break area with a bulletin board or other designated space for communications, Recognized Student Organizations may post materials to these areas with approval of the campus.

**Facility Rental for Events**

Recognized Student Organizations that conduct events at the campus not covered under normal facility use may rent the facilities at a discounted rate. Groups interested in renting should contact the Student Resource Center at the campus for information about paid room rentals and the discount available to Recognized Student Organizations.

**Virtual Facilities**

Virtual Facilities at University of Phoenix encompass PhoenixConnect® and other electronic communications systems. Student organizations agree to abide by the posted terms of use when using these systems.

**PhoenixConnect®**

Recognized Student Organizations will be provided with a group on PhoenixConnect® where they may conduct their organizational activities. Organizations will need to designate one person as the group manager who will be responsible for leading discussions, answering member questions, and organization of the group. Organizations are responsible for ensuring that their group postings are in-line with the *Student Code of Conduct* and the *PhoenixConnect® Community Guidelines*.

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## Section 6: Events and Event Planning

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Events can be a fun and exciting way for members of an organization to get together outside of regular meetings, host a fundraiser, or conduct an activity. To ensure a safe and fun event, University of Phoenix has established a few guidelines for Recognized Student Organizations that wish to host an event.

### **What is an event?**

An event is an occasion outside of regularly scheduled meetings in which a Recognized Student Organization has a large number of invited guests, is conducting activities outside the course of normal club business, or is conducting commercial activities such as fundraising. These may include events both on campus and off campus.

### **Planning an Event**

All student organizations wishing to conduct any type of event must request approval through the Campus Director. All requests should be submitted for approval by the campus director to the Apollo Education Group Ethics and Compliance department a minimum of 45 days prior to the event. In accordance with University of Phoenix policies, no student organization may serve alcohol at any event.

### **Insurance**

Groups conducting an event at a campus with elevated risk for injury or damage (i.e. large groups of people) or whose event does not qualify as part of a regular meeting will be required to purchase additional insurance. This additional insurance must name the University of Phoenix as an additional insured and contain at least a \$1,000,000 liability provision.

### **Contracting**

Recognized Student Organizations may not under any circumstance sign a contract on behalf of University of Phoenix, represent University of Phoenix, or imply that the group represents University of Phoenix. If a Recognized Student Organization chooses to enter into a contract, the group and its members assume full legal liability for fulfilling the obligations of the contract.

### **Liability Waiver**

All high-risk activities require all participating members to complete a liability waiver as part of registration for such an activity. Factors that may cause an item to be designated an high-risk might include the potential for damage to property, risk of injury to the participant or another party, or group travel. University of Phoenix reserves the right to prohibit events deemed high risk from its campuses and facilities.

**Alcohol Service**

In accordance with University of Phoenix policies, no Recognized Student Organization may serve alcohol at any event on campus.

**Graduation Regalia**

All graduation events will be conducted following the University's Official Academic Regalia Standards. No accoutrements may be worn indicating membership in any student organization covered under this policy. An exception to this is University-recognized Honor Societies. Honor Societies recognized under this policy may apply to wear their approved accoutrements at graduation ceremonies.

**Hazing**

In accordance with section 15 of the *Student Code of Conduct*, no student organization may conduct hazing of any kind. Hazing constitutes grounds for immediate suspension of the group's affiliation and possible ban. It may also result in academic sanctions against any members of the group involved in the actual hazing or who failed to report it. Groups should consult the *Student Code of Conduct* for additional information on the University of Phoenix hazing policy.

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## References

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## Appendix A: Letter of Campus Commitment

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**University of Phoenix**  
**Recognized Student Organizations**  
*Campus Letter of Commitment*

This *Campus Letter of Commitment* is being submitted by \_\_\_\_\_  
Campus Name

in collaboration with \_\_\_\_\_.  
Student Organization Name

The intent of this *Campus Commitment Letter of Commitment* is to acknowledge this student organization's desire to receive formal institutional recognition from University of Phoenix. Additionally, it is to affirm the campus' commitment to providing active, sustainable, and long-term support of the Organization's student membership in fulfilling its mission in conjunction with the University's policies, procedures, and Conditions of Recognition for Student Organizations.

Furthermore, the signatures below affirm that the participating campus has reviewed and agrees to comply with the University's policies, procedures, and Conditions of Recognition for Student Organizations.

\_\_\_\_\_  
Campus Director

\_\_\_\_\_  
Volunteer Campus Liaison

\_\_\_\_\_  
Founding Student Organization Officer

\_\_\_\_\_  
Date

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## Appendix B: Sample Bylaws

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### Bylaws of (Name of Student Organization)

#### Article I.

##### Name and Purpose

- Section 1. The name of this organization shall be (insert name here)
- Section 2. (Name of Organization) shall be organized for the purpose of (insert organization mission/purpose here)
- Section 3. The primary place of business for this organization shall be the (Campus Name/Online) Campus

#### Article II.

##### Board of Directors

- Section 1. *Governing Structure:* The (insert name here), a student organization, will be governed by a board of directors composed of elected members and a University Liaison.
- Section 2. *Officers and Duties:* The board of directors shall be comprised of a President, Vice President, Secretary, Treasurer, Three (3) Members at Large (May also be a representative if the organization has regions), an Activity Manager, and a Communications Manager. These officers shall fulfill the following duties and responsibilities:
- a) President: Responsible for calling meetings to order and chairing the meetings. Maintains order and enforces rules during meetings. Represents the organization as its figurehead. Possesses signing authority for checks.
  - b) Vice President: Assists the President with his/her responsibilities. The vice president shall fill the role of President in the President's absence.

- c) **Secretary:** Responsible for ensuring meeting are scheduled, organized with an agenda, and takes minutes detailing decisions and discussion items. Maintains list of organization members, ensures all regulatory requirements are met, reserves meeting space/sets up meetings, and coordinating with the Communications Manager on communication and correspondence. Responsible for keeping all non-financial records. May assist with cash handling dues collection but should not keep financial records.
- d) **Treasurer:** The Treasurer shall be responsible for maintaining general financial oversight, maintaining financial records, advising the President and Board of Directors on the organizations fiscal status and strategy, completing year end fiscal statements, ensuring completion of tax returns, managing bank accounts, controlling assets, and preparing/advising on budgets. The Treasurer shall not handle cash, dues, or possess signing authority for checks.
- e) **Member at Large:** Represents member issues to the executive committee. Responsible for meeting regularly with represented membership to ensure concerns are addressed.
- f) **Activity Manager:** The activity manager shall be responsible for coordinating all activities and events approved by the Board of Directors. This is a non-voting member of the Board.
- g) **Communications Manager:** The Communications manager shall be responsible for maintaining the organizations website, social media communication, email communications, monthly newsletter, and reporting feedback to the Board of Directors as needed. This is a non-voting member of the Board.

Section 3. *Officer Qualifications:* To be eligible for election to the board of directors, members must meet the following minimum criteria:

- a) Must be a currently enrolled student
- b) Have a minimum GPA of 3.0
- c) Must be enrolled in a (insert program name here)

Section 4. *Elections:* Elections shall be held annually at a regular meeting of active members during the month of March. Eligible candidates shall be nominated by their peers. Elections shall be decided by a majority vote of members present. Newly elected officers shall take office 30 days election.

Section 5. *Vacancies:* Should an office become vacant in the middle of a term, the Campus Liaison shall nominate an outstanding member of the organization. The board of directors shall at the earliest opportunity during a regular meeting vote to accept or reject the nomination.

Section 6. *Removal of Officers:* Officers may be removed from office with just cause including an inability or unwillingness to meet the requirements and duties set forth, failure to

maintain qualification to hold office, violation of organizations ethical principles, breach of duty, any other just cause determined by the board of directors. Any member may submit a petition to the board of directors with signatures of no less than 10% of active members. Upon receipt of a valid petition, the board of directors shall call for a member vote at the next regular meeting. The officer shall be recalled effective immediately upon a majority vote.

- Section 7. *Scope of Authority:* No member, officer, or representative shall have the authority to sign documents on behalf of the club except for the President or Vice-President. This includes financial documents, checks, purchases, or contracts
- Section 8. *Term Limits:* No member shall serve more than 2 terms in any one office or more than 4 terms in all offices. Members appointed to an office during a term shall not have this count against any term limit.
- Section 9. *Compensation:* No member or officer shall receive compensation for their volunteer service however they may be reimbursed for reasonable expenses incurred during the course of their duties if approved by the Organization.

### **Article III.**

#### **Membership**

- Section 1. *Requirements:* Membership shall be comprised of qualified members elected to join by the Board of Directors. Candidates and members must meet the following requirements to remain eligible for membership:
- a) Must be a student actively enrolled in a University of Phoenix (Insert program name here)
  - b) Must have a cumulative GPA of 2.5 or higher
  - c) Have paid all dues in full and have no outstanding financial obligations to the organization.
- Section 2. *Election to Join:* Interested Candidates who have solicited group leadership to join and organization must be elected to join by a majority of the Board of Directors.
- Section 3. *Removal of Members:* The Board of Directors may vote to remove members from the origination for the following criteria: no longer actively enrolled with the University, change of major to unrelated program, non-participation, failure to pay dues, or code of conduct.
- Section 4. *Member Conduct:* All members and officers of the organization agree to abide by the organizations bylaws, policies, and code of member conduct. In addition, memebers must remain in good academic and financial standing with the University and free from

code of conduct violations and disciplinary action. Members found not to be in good standing may be removed by vote of the Board of Directors.

- Section 5. All organization members agree to indemnify and hold harmless the organization, including its officers, members, and agents for actions that result in damage, injury, death, or other loss as a result of the organization's activities. Furthermore, all members agree to indemnify and hold harmless the University of Phoenix, Apollo Education Group, its subsidiaries and any and all employees from the said entities .

## **Article IV.**

### **Meetings**

- Section 1. *Regular Meetings:* The organization shall have regular meetings on the first Tuesday of each month. The Secretary shall send notice to all members no less than 5 days in advance of a meeting with the location and agenda.
- Section 2. *Special Meetings:* The President or any 2 members of the Board of Directors call a special meeting at the request of any four members of the co-chapter. At least five days' notice of a special meeting shall be sent to each member of the Board with date, time, location, and agenda items.
- Section 3. *Quorum:* A minimum of 50% of all members of the Board of Directors must be present at the meeting to establish a quorum.
- Section 4. *Meeting Process:* Robert's Rules of Order, Newly Revised, shall be the parliamentary authority

## **Article V.**

### **Campus Liaison**

- Section 1. *Selection:* Selection of a University Liaison shall me a mutual selection process with the liaison electing to work with organization and organization approving the liaison. The Board of Directors shall hold a vote requiring a majority to approve the selection.
- Section 2. *Duties:* The Campus Liaison shall advise and guide the Board of Directors in the operation of the organization including ensuring compliance with the bylaws, conformance of the Governing Chapter standards, and assist in verifying member eligibility.
- Section 3. *Special Authority:* The Campus Liaison shall have the special authority to assist in opening a bank account in the organizations name.

- Section 4. *Vacancies:* Should a vacancy arise in the position of Campus Liaison, the Board of Directors shall call a special meeting at the earliest opportunity to identify and solicit potential liaisons from the local campus.
- Section 5. *Compensation:* The Campus Liaison role is a volunteer position conducted outside of the official duties at the University. As a volunteer role, the organization does not compensate the Campus Liaison for their service however it may reimburse reasonable expenses incurred during the course of their duties if approved by the Organization.

## **Article VI.**

### **Committees**

- Section 1. *Committees:* Committees operate under the supervision of the Board of Directors. Members to all committees shall be appointed by simple majority vote of the board. The board may remove any committee member for cause with a simple majority vote.
- Section 2. *Standing Committees:* The following committees shall be permanently established committees:
- a) Finance Committee: The committee shall be composed of three (3) members not sitting on the Board of Directors and not related to any organization finances. Committee members shall perform an annual audit of financial records and provide a report to the Board of Directors.
  - b) Activities Committee: The committee shall be comprised of five (5) members who shall make activity recommendations to the Board of Directors. The committee shall also be responsible for carrying out approved activities.
  - c) Membership Committee: This committee shall be comprised of no less than three (3) members who will be responsible for processing new member applications, conducting member initiations, recommending ways to increase membership, and managing other member affairs.
- Section 3. *Special Committees:* The Board of Directors shall have the Authority to convene Special Committees as needed. A committee may be formed with a simple majority vote.
- Section 4. *Dissolving Committees:* The Board of Directors may also dissolve any special committee through a majority vote. Standing Committees may only be dissolved through a change to the organizations bylaws.

## **Article VII.**

### **Updates to Bylaws**

Section 1. *Procedure:* The Bylaws may be amended at any regular meeting or at any special meeting of Active Members called for that purpose. Notice of any proposed amendments shall first be given to all members not less than fifteen days prior to such meeting and the notice must contain the amendments verbatim.

Section 2. *Vote:* All amendments to bylaws shall be brought to a vote by the Board of Directors with a super-majority (2/3) required to pass.

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## Appendix C: New Officer Checklist

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# New Officer Checklist

To ensure a smooth transition, incoming officers should schedule a meeting with the outgoing officers to get information on responsibilities, duties, plans, strategy, helpful contacts, and other information. This list is intended to help guide the transition but is not exhaustive. Recognized Student Organizations may wish to develop a training or mentorship program to assist new officers.

### Organizational Information:

- Constitution/Bylaws
- Organizational Charts
- Position Descriptions for officers
- Lists and descriptions of all committees including members currently holding committee positions
- Files, historical records, calendars, notes on ongoing projects, and meeting minutes

### Communication:

- List of officers and members with contact information
- List of email accounts, distribution lists, and passwords
- Group webpage logins/passwords
- Administrative rights on PhoenixConnect®

### Financial:

- Financial Records including budgets, account balances, outstanding debts, audit copies, tax records, etc.
- Non-profit status documents
- Account numbers, passcodes, and other information relating to fiscal accounts
  - The exiting officers with access to the account will need to setup a time to have the incoming officers added as authorized users on the account
- Tax ID numbers (if applicable)

### University Processes:

- Update Officer Contact information with the University
- Discuss Annual Renewal Timeline
- Review of Policy, Recognized Student Organizations Handbook, and other materials.

# Appendix D: Other Resources

## Recognized Student Organizations Basic Budget

Organization Name \_\_\_\_\_  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Prepared By \_\_\_\_\_

	Revenue	Projected	Actual	Difference
1	Income from Member Dues			
2	Income from Events			
3	Income from Fundraising			
4	Donations			
5	Other			
6				
7	Balance Forward from Prior Year			
8	<b>Total Revenue</b>			

Add lines 1-7 for each column to get the total for line 8. To get the difference between actual and projected income, subtract the actual from the projected.

	Expenses	Projected	Actual	Difference
9	Parent Organization/National Chapter Dues			
10	Travel Expenses			
11	Member Reimbursement			
12	Food/Banquets			
13	Supplies			
14	Events (Specify each one below):			
15				
16				
17				
18				
19	Other (Specify below):			
20				
21				
22				
23				
24	<b>Total Expenses</b>			

Add lines 9-23 for each column to get the total for line 24. To get the difference between actual and projected income, subtract the actual from the projected.

	Total Income	Projected	Actual	Difference
25	Total Revenue			
26	Total Expenses			
27	<b>Total</b>			

Subtract line 25 from 26 for each column to get the total for line 27.

Year End Review			
While the projected income should be completed at the beginning of the year, the actuals will be completed after the close of the year. This information should be reviewed by an officer of the organization (typically the treasurer), the campus liaison, and a student member. By signing below, each person acknowledges they have reviewed and all information is correct to the best of their knowledge			
Authorized Officer _____		Date _____	
Campus Liaison _____		Date _____	
Student Member _____		Date _____	