



University of Western States recognizes the benefits and contributions of student groups, which provide educational, governance, service, professional, and social opportunities that enhance the quality of student life and the university community. Inasmuch as the activities and functions of student groups are considered university activities, the office of student services approves all student groups. Any questions with respect to this policy and procedures should be directed to the office of student services.

Registration/Approval Procedure

UWS approves the formation of student groups with goals and objectives consistent with the university's mission, goals, values, and curricula. Each student group must have an appropriately identifiable group name, a clearly stated mission or purpose, designated officers, and an active advisor. Student group names may not reflect proprietary or named techniques, systems, protocols, or trademarked entities, unless UWS has obtained formal permission to do so. In all such instances, written approval must be obtained from the president or the president's designee before the group assumes such a name.

To be considered for approval, the proposed student group submits an [Application for Student Organization](#) to the office of student services. The application is available on the website under Inside UWS>UDocs. UWS reserves the right to refuse or revoke approval/recognition of any student group that does not adhere to the following criteria:

1. The student group mission/purpose meets a need not presently met by another organization or department at the university.
2. The student group demonstrates its activities contribute to the overall educational mission of the university by promoting the social, moral, cultural, intellectual, spiritual, or physical development of members of the university community.
3. The mission/purpose and activities of the student group are consistent with the mission, values, and goals of UWS.
4. The student group complies with all university policies.
5. Membership privileges are open to all enrolled UWS students.
6. To remain on active status, the group provides evidence of at least eight currently enrolled full-time student members.
7. Meetings are publicized to all students.
8. Student group officers are in good academic and behavioral standing.
9. Prospective members are not denied full participation in group activities on the basis of any legally prohibited discrimination including and not limited to race, color, creed, religion, national or ethnic origin, age, sex, sexual orientation, or disability.
10. Elected student group officers meet with the office of student services to coordinate proposed functions and activities with the academic calendar to assure that these activities do not conflict with scheduled student academic priorities.
11. The student group submits proposed revisions to the group mission/purpose statement or revisions to its governance structure in writing to the office of student services.
12. The student group has a faculty or staff advisor approved by the president or vice president for academic affairs. The advisor may be a full-time, part-time, or adjunct faculty or staff member. The advisor serves as a liaison between the group and the administration through the office of student

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services. **The advisor is required to be present at all group meetings and group-sponsored events and activities.** If the group is formed for the purpose of studying a particular diagnostic and/or therapeutic technique, an appropriately licensed individual approved by the president or the vice president of academic affairs must be present when practice of any regulated technique or procedure is performed.

Use of University Facilities

Approved student groups are eligible to use UWS facilities, including meeting space, media services, and to place approved notices within university publications. To maintain eligibility to use university facilities, group officers are required to attend one Associated Student Body (ASB) meeting per term to report on group activities.

To schedule use of meeting room, submit a [room and event request form](#) no less than two weeks prior to the planned meeting or event. The form is located on the university website under Inside UWS>Request Forms>Room and Event Request Form. The university reserves the right to refuse scheduling use of a room for any meeting or speaker.

Maintaining Active Status

Approved student groups meeting the criteria listed in this policy are considered on active status. Student group officers must notify the office of student services when there is a change in leadership/officers, faculty advisor, or if the group becomes inactive due to lack of student interest (less than 8 FT student members) or student leadership. In such cases, the group will be placed on inactive status. The group may be considered active at a later date with the submission and approval of a new Application for Student Organization through the office of student services.

Guest Speakers

Student groups may invite guest speakers to address group meetings. A student group that would like to sponsor a speaker/s for the entire campus must seek approval in accordance with [Policy 1011 Guest Speakers](#).

Student Group Funding and Fundraising

A student group may not maintain independent bank accounts, or use the name of the university within a bank account.

Once a student group has been registered and approved by the university, the group may request sponsorship funding from the ASB Council through the ASB treasurer. If approved, the group is considered to be a "sponsored group" and may request ASB funding for the group's events and activities.

Note: Student group fundraising activities require **prior approval** from the president or the president's designee. See [Policy 3001 Selling on Campus](#).

Related Policies: [Policy 1004 Nondiscrimination and Anti-harassment](#)
[Policy 1011 Guest Speakers](#)
[Policy 1233 Academic Standing – DC and Undergraduate Students](#)
[Policy 1234 Academic Standing – Graduate Studies](#)

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[Policy 2503 Social Media / and Social Media Guidelines](#)

[Policy 3001 Selling on Campus](#)

[Policy 3601 Acceptable Use of Information and Communication Systems](#)

[Policy 9001 Student Conduct](#)

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