

Student Organization Recognition

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Contact: Associate Director of the Memorial Union for Student Engagement

Contents

Introduction

Policy Statement

Benefits of Recognition

Achieving and Maintaining Recognition

Recognition Requirements

Recognition Classification

-- Campus Organizations

-- Student Organizations

Recognition Tiers - Student Organizations

-- Sponsored Organizations

-- Affiliated Organizations

-- Sorority and Fraternity Organizations

-- Registered Organizations

Confidentiality and Regulation of Material

Termination of Organization's Recognition

Appeals

Resources

Introduction

All student organizations must be recognized with Student Engagement, Division of Student Affairs, in order to be eligible for specific University opportunities, support and services. Recognized student organizations provide a valuable service to the campus community by promoting leadership development, community spirit, activism, public service, and social and cultural interaction; and provide members with beneficial leadership, scholarship, and social opportunities.

The student organization recognition board (SORB) is a team of students and staff that determines the approval or denial of an application for recognition by student and campus organizations. If recognition is approved, the SORB also designates which recognition tier the organization is assigned. SORB members are selected through an application process with objective consideration for broad representation from all student organizations.

Students bring to the campus a variety of interests previously acquired, and they develop many new interests as part of the university community. ISU recognizes that students should be free to organize and join associations to promote their interests and acknowledges the important value that volunteer associations of students have as a part of a student's educational, leadership and social process.

Policy Statement

A recognized student organization at Iowa State University (ISU) is a student initiated, organized and led association of students that may qualify for specific University opportunities, support and services. While they are encouraged to seek advice, ideas, and guidance from members of the broader campus community, student organizations are organized and managed by their student members. Governance, budgetary and programmatic priorities, and decision-making rest with the student organization itself. It is the responsibility of each recognized organization to abide by all local, state and federal laws, as well as the organization's own internal governing documents. Would-be members of an organization are responsible for assessing an organization and its activities and operations before voluntarily electing to become a member. In order to be eligible to receive specified opportunities, support and services from the University, organizations must be recognized by the University, and must abide by all applicable University policies, procedures and rules. This policy identifies the recognition process, the specific benefits that may accompany recognition and the policies, procedures and rules applicable to recognized student organizations.

Benefits of Recognition

Recognition gives organizations eligibility for specified opportunities, support and services. Some of the services or benefits listed below involve charges that the organization must pay. All services and benefits are not available to all recognized organizations since some services and benefits depend on the recognition tier in which the organization is classified and because of additional criteria and processes that may be required by the university department or unit that is responsible for providing the specific service or benefit. Availability of services and benefits may also depend on the organization's conduct/disciplinary record. Services and benefits include:

- Public recognition as a university recognized organization
- Use of the university's trademarks in accordance with the ISU trademark licensing office's policy and guidelines
- Establishment of an account with the campus organizations accounting office and appropriate purchasing privileges in accordance with university guidelines and expectations
- Inclusion in appropriate university publications
- Publication of activities through the university calendar
- Use of information technology services' learning and teaching technologies equipment/services (funded through Student Government)
- Utilization of the student organizations website
- Eligibility, but not the right, to use ISU vehicles in accordance with state and university policies, procedures, guidelines and insurance requirements
- Eligibility, but not the right, to utilize university staff and programming resources
- Eligibility to apply for awards and honors presented to university recognized organizations and members
- Eligibility for use of campus meeting facilities
- Eligibility to apply for Memorial Union student office space and/or storage space allocations
- Eligibility to be considered for Student Government's student fee allocations

Achieving and Maintaining Recognition

In order to exercise the privileges accorded to recognized organizations, organizations must file an online submission through the student organizations website including organizational information, the compliance agreement form, and the organization's constitution and bylaws. Upon receiving this information, Student Engagement staff will review it and submit it to the SORB for consideration.

If approved for recognition, the SORB will determine the classification for the organization (student organization or campus organization).

Change in organization purpose or intention (including but not limited to name change, organization description change, etc.) requires Student Engagement review and approval for all student organizations.

Constitutions and operations manuals are to be reviewed by the organization annually and updated within the Student Organization Database. Organizations are required to update and upload constitutions and operations manuals every four years or more regularly.

Recognition Requirements

An organization is a voluntary special interest group organized and led by its members for educational, social, and/or service purposes. Organizations are distinct legal entities from ISU. Organizations can exist whether or not the university recognizes them pursuant to this policy. Through university recognition, organizations receive eligibility to receive some specified privileges and benefits, as well as have certain responsibilities to the university community. Organizations that request funding from the Student Government or Graduate Professional Student Senate are required to be recognized by the university. Recognition as an organization requires the following:

1. Organizations must be established for purposes that do not violate local, state or federal law and are consistent with the policies, procedures and guidelines of ISU. The university recognizes that some student organizations may have a purpose to advocate for a change in existing law and this provision does not prevent the student organization from exercising its first amendment right to do so.
2. Organizations are required to complete the ongoing online Compliance Agreement process within the Student Organization Database each time there is a change in President, Treasurer, or Advisor.
3. ISU recognizes that a nondiscriminatory environment complements its commitment to academic inquiry, intellectual discourse and personal growth. ISU also recognizes the interests of students to voluntarily organize and associate freely with like-minded students. Accordingly, any individual who subscribes to the goals and core principles of a student organization may participate in and become a member of the organization.

Membership and participation in the organization must be open to all students without regard to race, ethnicity, pregnancy, color, religion, national origin, physical or mental disability, , marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran (disabled, Vietnam, or other), or other legally protected category (collectively, Protected Class).

Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX. Organizations that select their members and/or leaders on the basis of a commitment to a set of core beliefs or principles may limit membership and participation in the organization to students who, upon individual inquiry by the organization, affirm that they support the organization's goals and agree with its beliefs and principles, so long as no student who meets the other criteria for membership or participation is excluded based on that person's status within a Protected Class.

4. The organization must be nonprofit in nature, cannot operate as a business, and cannot be organized to promote a business.
5. New organizations must submit a constitution, operations manual, and other organization details at the time of making their initial request for recognition by ISU.
6. Organizations may be designated as higher-risk organizations based on the nature of their activities and may be required to adhere to additional recognition requirements. The university reserves the right to designate some organizational activities as prohibitively high risk and require the organization to function solely as an Enthusiast Organization.
 - a. An enthusiast organization is defined as an organization that is dedicated to bringing students together to discuss and learn more about their shared common interest or activity. The common interest or activity associated with the organization is one where the risk of engaging with the activity cannot be reasonably remediated.
 - b. Enthusiast organizations are not permitted to engage in higher-risk activity as an ISU-recognized organization. The university will not support or facilitate any engagement in the higher-risk activity. Enthusiast organizations may not utilize university resources for the purpose of engaging in higher-risk activities. These resources include but are not limited to equipment, space, vehicles, club funds, purchasing cards. Enthusiast organizations may not host or participate in events involving the higher-risk activity.
 - c. Enthusiast organizations are otherwise treated as a student organization, with access to all university resources so long as the organization is not engaging in the higher-risk activity.
7. Officers
 - a. The compliance agreement form submitted for recognition shall certify that the student officers listed are currently enrolled, not on conduct probation or academic probation, and have a cumulative grade point average (GPA) of 2.0 and above.
 - b. The organization is required to have a president and treasurer (or parallel leadership positions) and those roles must be held by two distinct individuals. Other leadership positions are optional. The president and treasurer (or parallel leadership positions) are required to complete training annually through the officer training program.
 - c. Each organization must designate and include within their constitution and/or bylaws a risk management officer or define an officer's responsibilities to include risk management. This officer must serve as a member of the organization's executive team. This officer is responsible for developing and maintaining standard operating procedures that are reviewed on an annual basis by the organization and are consistent with university policies.
 - d. The following risk management officer duties must be included in the constitution:
 - help minimize potential risks for club activities

- recommend risk management policies or procedures
- submit documentation to ISU's Risk Management Office
- ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

8. Operations

- a. The president, treasurer (or parallel leadership positions) and advisor(s) of each organization shall agree to inform their membership of ISU's policies affecting their organization and provide an assurance that their organization will comply with these policies. The president, treasurer (or parallel leadership positions) and advisor(s) must further verify that their organization follows all local, state and federal laws.
- b. Each organization must keep current the roster and officer records within the Student Organizations Database including a minimum of president, treasurer (or parallel leadership positions) and each of its advisors. Student organizations must provide three additional student members. Campus organizations must provide three additional members that are current ISU students, faculty or staff.
- c. Since some university services and benefits require knowledge of a student's membership in the organization requesting the service or benefit, all organizations are encouraged to have a full membership roster on file with Student Engagement via the student organization database. For example, if a member of an organization wants to request approval to drive or ride in a university vehicle for an organization event or activity, that member must be listed on the organization's full membership roster.
- d. Organizations may be required to submit annual reporting or other documentation as directed by Student Engagement.
- e. Recognition granted for residence hall associations, residence hall houses, sports clubs, and fraternities and sororities are subject to additional policies administered by the respective office and/or organization: Campus Organizations Accounting Office, Department of Residence, Recreation Services, and the Dean of Students - Office of Sorority and Fraternity Engagement.

9. Fiscal Responsibilities

- a. Organizations are responsible for obtaining any and all funds needed to operate.
- b. Organizations must maintain financial accounts with the Campus Organizations Accounting Office and must conduct all financial matters in a responsible manner. Transactions must be processed through the Campus Organizations Accounting Office in accordance with campus organizations policies and procedures. Student and campus organizations may not hold accounts outside of the university unless authorized by the Campus Organizations Accounting Office and Student Engagement.
- c. Individuals paid by recognized organizations are not considered ISU employees unless those individuals are also employed by ISU in another capacity. However, payments may be processed through Payroll by the Campus Organizations Accounting Office for these individuals as a convenience to the organization. In these instances, the payroll action is processed with the following verbiage, "special conditions: not an ISU employee—on payroll as a convenience; not eligible for ISU benefits."
- d. When purchases/acquisitions are made for sponsored organizations or affiliated organizations, or when certain types of acquisitions, including but not limited to the examples noted below, are made by any recognized organization, the purchases/acquisitions become university property for the benefit of the organization.

The affiliating department/unit will maintain ownership and authority over all equipment that is purchased with University funds and/or funds from an organization's University account. Such equipment will be available for use only by the organization for which it was purchased. The organization and its student members will maintain responsibility for the care and maintenance of equipment and will communicate with the affiliated department/unit and advisor regarding equipment condition and conduct equipment inventories per policy.

Personal equipment purchased by individual student members remains the property of the individual members. Such personal equipment remains the responsibility of the individual student.

Because student organization funds are used for such acquisitions, they must be consistent with university policy, which may include university procurement and Campus Organization Accounting procedures.

Examples of these acquisitions include:

- Equipment items with a cost of \$5,000 or more. All types of boats, watercraft, diving or marine gear
- Ammunition and weapons of all kinds
- Aircraft, gliders and sky diving gear
- Drones, weather balloons and related items
- All types of motorized vehicles and cycles
- Animals and livestock
- Portable buildings and enclosures used by people or animals
- Devices, tools, and small equipment that normally would be used in higher risk activities (construction, welding, mountain climbing, etc.)
- Hazardous materials or chemicals
- Other equipment or services identified by the Office of Risk Management that have liability exposures. When a question exists regarding liability exposures the recognized organization, Student Government or the department should contact the Office of Risk Management.

10. Membership

- a. All organizations must have at least five members not including their advisor(s).
- b. Membership in a **student organization** must be composed primarily of ISU students (minimum 80% student membership) and be controlled and directed by ISU students. Only ISU student members shall have voting rights in a student organization. Membership is not open to children under the age of 18 who are not enrolled ISU students. Community members who are at least 18 years of age may participate in the activities of student organizations (as allowed by the organization) but may not be voting members.
- c. Membership in a **campus organization** is open to university faculty, staff, and students and community. Community members who are at least 18 years of age may participate in the activities of campus organizations and act as voting members, provided at least 80% of voting members belong to the university as defined in this section. Membership is not open to children under the age of 18 who are not enrolled ISU students.

- d. Community college students who have been accepted into the admissions partnership program who have chosen to pay the optional student activities fee shall be considered ISU students. Admissions partnership program participants who do not pay the optional student activities fee shall be considered non-university community members.

11. Advisors

- a. University advisors are required for all recognized organizations. Advisors must be faculty members or Professional and Scientific staff. Merit staff with advising experience and/or relevant expertise may also serve as university advisors upon approval from Student Engagement and the employee's department chair or unit director.
- b. Advisors must be employed at ISU on at least a halftime, continuous basis. The Division of Student Affairs shall have the right to not approve advisors of student or campus organizations which are on disciplinary probation as determined by the Office of Student Conduct (OSC) or Student Engagement.
- c. All advisors will be required to complete the advisor training program as required by Student Engagement and complete the ongoing online Compliance Agreement process within the Student Organization Database each time there is a change in President, Treasurer, or Advisor.
- d. Graduate assistants and post-docs may not serve as official advisors. They may serve as additional advisors in conjunction with university advisor(s) who meet the requirements stated above; however, they will not have signing authority (i.e., financial transactions, etc.).
- e. Advisors help advise and provide guidance to the student organization, but do not manage, supervise, control or operate the student organization.

12. Constitution and Bylaws

- a. All organizations must have and abide by an approved constitution and/or bylaws submitted to the Student Organization Database and approved by Student Engagement staff. Organizations may be required to provide a copy of the constitution and/or bylaws of any organization external to the university with which such group may be affiliated.
- b. Required components of the constitution and bylaws:
 - Organization name, purpose, statement of compliance, non-discrimination statement, membership (types, procedures for disciplining, removing and/or reinstating members), officer and advisor details (positions, selection, impeachment, duties), finance information, and amendment/ratification procedures.
 - All recognized organizations at Iowa State University must include a general statement about membership eligibility, standards, and requirements. For example, "Membership shall be open to all students at Iowa State University." If a student organization selects its membership based on a commitment to a set of goals and beliefs, the constitution and bylaws should clearly identify the goals and beliefs of the organization.
 - All recognized organizations at ISU must include the following statements (or equivalence) in their constitution and bylaws:

The student officers of this organization must meet the following requirements:

1. *Have a minimum cumulative grade point average (GPA) as stated in this paragraph and meet that minimum GPA in the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum cumulative GPA is 2.00.*
2. *Be in good standing with the university and enrolled: at least half time (six or more credit hours) if an undergraduate student during the term of office (unless fewer credits are required to graduate in the spring and fall semesters), and at least half time (four or more credits) if a graduate level student during their term of office (unless fewer credits are required in the final stages of their degree as defined by the continuous registration requirement).*
3. *Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).*

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the campus organizations accounting office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office and Student Engagement). All funds must be deposited within 48 hours after collection. The advisor to this organization must approve each expenditure.

- If an organization's constitution is deemed acceptable after review by Student Engagement, it may be forwarded to the SORB for further review. If a constitution is rejected, the organization has thirty (30) calendar days to revise and resubmit the constitution for approval. top

13. Operations Manual

- a. All organizations must maintain a current Operations Manual. Operations Manuals are submitted to the Student Organization Database and acknowledged by Student Engagement staff. A typical operations manual might include the following: event planning timeline, risk management practices, public relations practices, fiscal management practices, an evaluation methodology, membership recruitment strategies, and campus contacts and resources.

Recognition Classification

All recognized organizations are required to complete trainings, follow procedures, and update the Student Organization Database with Student Engagement in order to be considered active at ISU. There are two recognition classifications: campus organizations and student organizations. Organizations are classified according to who may serve as the officers and who their primary members are.

Campus Organizations

Campus organizations are voluntary special interest groups organized for educational, scholarship, social and service purposes. All campus organizations must be recognized by Student Engagement in order to function within the university and exercise the privileges of recognition. Membership is open to

university faculty, staff, and students and community members. **Membership in a campus organization must be composed of a minimum of 80% ISU student, faculty or staff.**

Non-university community members who are at least 18 years of age may participate in the activities of campus organizations and act as voting members, provided at least 80% of voting members belong to the university as defined in this section. The president, treasurer, and advisor, as well as all officers of a campus organization, must be members of the university community. The university recognizes but does not necessarily support or endorse the purposes of these campus organizations and may not accept responsibility or liability for the activities undertaken by the organization.

In addition to the university resources available to all recognized organizations, campus organizations shall:

- Select an advisor in cooperation with Student Engagement and in accordance with organization recognition requirements. The advisor must be a university employee.
- If connected with a sponsored or affiliated organization or a university department or unit, comply with any rules, procedures, and expectations established by that sponsored and/or affiliated organization or university department or unit.
- Receive only limited support from the university in regard to risk management, legal advice, and contract review as part of the event authorization process or when written university approval is obtained for use of university services or benefits.

Campus organizations may receive third priority consideration for:

- Memorial Union student office space allocations
- Reserved space for events at the Iowa State Memorial Union, other ISU facilities, and outdoor venues through the event management process and other university scheduling processes

Campus organizations may have limited use of university trademarks. Campus organizations will need to follow appropriate criteria and guidelines from each university department or unit to receive these services and benefits.

Student Organizations

A recognized student organization at ISU is any group:

- Whose primary membership consists of students currently enrolled at ISU;
- Formed in order to contribute to the students' personal, educational, social, and/or leadership development; and
- Properly recognized by Student Engagement within the Division of Student Affairs.

All student organizations must be recognized by Student Engagement in order to function within the university. **The officers of the organization must be students. Membership in a student organization must be composed primarily of students (minimum 80% student membership) and be controlled and directed by students.**

Officers must be currently enrolled, not on temporary enrollment, not on conduct probation and have a cumulative GPA of 2.0 or above.

Recognition Tiers- Student Organizations

Each student organization granted recognition by ISU is recognized as **sponsored, affiliated, sorority and fraternity, or registered**. The recognition tier is determined by assessing the student organization's relationship to the university, the purpose and scope of its activities, the university population served, and the perceived potential risk to participants and the university.

Sponsored Organizations

Sponsored organizations are those considered significant to the mission and culture of the university and work in partnership with a university department or office. These organizations are closely linked to the university because of their role representing ISU or in presenting events of broad appeal that are considered a significant part of the campus community. Sponsored organizations routinely present events for the campus and broader community, and typically work in a collaborative relationship with a university department or office. The organization's purpose and effect are to serve a broad segment of the campus community, not just its membership.

Once recognized, the events and activities presented by the organization should accurately and positively reflect the mission, vision, goals and culture of the university, as well as the rules and standards of the institution. The recognition process requires action by both student leaders and the university. As such, this process creates a mutually beneficial relationship between student organizations and the university.

In addition to the university resources available to all recognized organizations, sponsored organizations shall have:

- A full-time professional staff or faculty member whose job description designates them as the primary advisor to the sponsored organization in accordance with organization recognition requirements. These advisors are considered experts within the respective organization's area of interest.
- A university department or unit must provide university level oversight and authority over the organization and its activities.
- Routinely presented events of broad appeal for the campus and community. Organization operations and event planning are complex and the majority of the events/programs are university-wide. Sponsored organizations routinely present events for the campus and broader community and are expected to work closely with the appropriate university department or office in the planning of these events.

Because of higher complexity, sponsored organizations may receive first priority consideration for:

- Memorial Union student office space allocations
- Reserved space for university-wide annual events at the Iowa State Memorial Union, other ISU facilities, and outdoor venues through the event management process and other university scheduling processes
- Use of university trademarks
- Support from the university with respect to generalized risk management and contract review.

Sponsored organizations will need to follow appropriate criteria and guidelines from each respective university department or unit to receive these services and benefits.

Affiliated Organizations

Affiliated organizations are those that serve the broad interests of students and the general public, not just its members. They contribute to the mission, vision, goals and culture of the university by routinely presenting events for campus and their related department's members and invited guests. A university department or unit must provide university level oversight and authority for the organization and its activities. Affiliated organizations may also be directly associated with an academic class or class requirement.

In addition to the university resources available to all recognized organizations, affiliated organizations shall:

- Select an advisor in cooperation with Student Engagement and in accordance with organization recognition requirements. The advisor will be employed by the related university department or unit congruent with the student organization's purpose, or approved by the affiliating department/unit director, and knowledgeable of the proposed activities of the organization. The advisor must be a university employee.
- Comply with any rules, procedures, and expectations established by the responsible university department or unit.
- Affiliated organizations may receive second priority consideration for university resources.

Sorority and Fraternity Organizations

Student organizations that are associated, but not affiliated, with the Office of Sorority and Fraternity Engagement must comply with Office of Sorority and Fraternity Engagement policies and procedures regarding their recognition, status, and activities.

In addition, Sorority and Fraternity organizations shall:

- Select an advisor in accordance with organization recognition requirements. The advisor must be a university employee.
- If connected with a sponsored or affiliated organization, comply with any rules, procedures, and expectations established by that sponsored and/or affiliated organization.
- Receive limited support from the university in regard to risk management, legal advice, and contract review as part of the event authorization process or when written university approval is obtained for use of university services or benefits.

Sorority and Fraternity organizations may receive third priority consideration for university resources.

Registered Organizations

Registered organizations are those that are consistent with the mission, vision, goals, and culture of the university and primarily engage in activities that benefit their membership. These organizations are primarily interest groups capable of functioning with minimal support. The university recognizes but does not endorse the purposes of these registered organizations and does not accept responsibility or liability for the activities undertaken by the organization.

Registered organizations shall:

- Select an advisor in accordance with organization recognition requirements. The advisor must be a university employee.
- If connected with a sponsored or affiliated organization, comply with any rules, procedures, and expectations established by that sponsored and/or affiliated organization.
- Receive limited support from the university in regard to risk management, legal advice, and contract review as part of the event authorization process or when written university approval is obtained for use of university services or benefits.

Registered organizations may receive third priority consideration for university resources.

Confidentiality and Regulation of Material

Student Engagement maintains a database of recognized organizations. The Student Organization Database displays currently recognized organization names, descriptions, constitutions, officers, and advisors.

Student Engagement complies with laws governing confidentiality of student records. Student members of the leadership of a recognized student or campus organization may request that their names and contact information not be released to the public and be used only within the university for student organization purposes on a "need to know" basis.

Complete rosters of members of recognized organizations are recommended but not required for recognition. However, use of some university resources, services, and benefits will require membership to be listed on the student organizations' roster.

Groups that have questions about the recognition process should seek the assistance of Student Engagement staff.

Termination of Organization's Recognition

An organization's recognition is granted and governed by the SORB. The SORB is governed by the Division of Student Affairs - Student Engagement. Recognition may be terminated for the following reasons:

- Submission of material for recognition known or determined by Student Engagement to be false
- Failure to follow university policies and procedures, the organization's own governing documents, and/or local, State and federal laws
- Upon notification by the organization's national, regional, or other parent entity with which it is affiliated that the organization has failed to follow the rules, policies, or guidelines of the organization's national, regional, or other parent entity
- Failure to follow the ISU Student Code of Conduct and other applicable policies and procedures.

Student Engagement will reach out to any sponsoring, affiliating, or tier-connected departments for their input on a termination decision.

In some cases, Student Engagement shall file a report and recommendation of misconduct with the Office of Student Conduct (OSC) under the ISU student disciplinary regulations (see Resources below) for OSC review.

Except in cases of emergency, the organization will be given ten business days' notice and an opportunity to be heard before termination. The organization shall have the right to appeal the termination decision. See the Appeals sections below.

Appeals

There are a variety of circumstances in which decisions made by the SORB, Student Engagement, or individual organizations may be appealed. Permissible appeals are detailed below. An appeal provides a limited review of the original decision. It is not an opportunity to present the evidence again or to re-evaluate credibility. If an error has been made, in most cases the matter will be returned to the SORB, Student Engagement, or the student organization so that the error may be corrected.

The associate director of the Memorial Union for student engagement will act as the appeal administrator. The director of the Memorial Union will act as the appeal administrator if the associate director is unable to serve due to conflict of interest or absence. The appeal administrator will reach out to any sponsoring, affiliating, or tier-connected departments for their input on the appeal request.

A written appeal stating the grounds for appeal must be filed with the appeal administrator within ten business days of the decision being appealed. In general, the appeal should include a description of the circumstances leading up to the decision, an explanation of processes that have taken place to date, the grounds or reason for the appeal, and any other information the appellee believes to be helpful. The appeal administrator will provide a written decision within ten business days of receipt of the appeal. An appeal of this decision may be taken within ten business days to the senior vice president for student affairs or their designee.

Termination of Recognition

Organizations whose recognition is terminated for the reasons stated above may appeal the termination decision to the appeal administrator.

The appeal administrator will decide one of the following:

- Uphold the original decision
- Grant the appeal and permit the organization to remain recognized

Loss of Recognition Due to Membership Requirements

Organizations may request a temporary exemption and postponement of the loss of recognition due to any of the following requirements:

- All organizations must have at least five members not including their advisor(s)
- Membership in a student organization must be composed primarily of ISU students (minimum 80% student membership)

The appeal request must include the following:

- Explanation of organization's current situation
- What circumstances have led to the current membership challenges?
- What is the plan for recruitment?
- What support is the organization receiving from advisor(s), any ISU departments or offices they are affiliated with, and/or national organizations (if applicable)?
- What is the proposed timeline for remedying the current membership challenges?

The organization is required to have a president and treasurer (or parallel leadership positions) and these roles must be held by two distinct individuals.

If granted, the exemption will extend through the Friday of finals week of the current semester. Exemptions are limited to a maximum of two consecutive semesters. A second appeal may be submitted before the current exemption has ended.

Recognition Tier Decision

An organization has the right to appeal a tier designation decision or the determination by Student Engagement to change or modify an organization's recognition tier.

The appeal administrator will decide one of the following:

- Uphold the original decision
- Modify the recognition tier

Individual Membership Decision

An individual has the right to appeal the membership or participation decision of a student organization. Prior to submitting an appeal request, the individual should review and utilize any applicable policies and procedures contained in the organization's governing documents. The individual may also wish to enlist the help of the organization's advisor in resolving the matter.

Depending on the concern of the appeal, other university grievance channels may be exercised beyond the appeal administrator (i.e., Dean of Students Office-Student Conduct, Office of Equal Opportunity, Senior Vice President for Student Affairs or designee).