



**University of Arkansas –
Monticello**

***New Student Organization
Handbook***

***Office of Student Programs and Activities
Gibson University Center
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New Student Organization Handbook

Table of Contents

<i>Pre-Recognition Guidelines</i>	<i>Page 1</i>
<i>Recognition Process</i>	<i>Page 2</i>
<i>Membership Requirements</i>	<i>Page 3</i>
<i>Constitution and By-Laws</i>	<i>Pages 4 & 5</i>
<i>Sample of New Student Organization Roster Form</i>	<i>Page 6</i>
<i>Sample of Organization Membership Form</i>	<i>Page 7</i>

A student organization shall be defined as any officially recognized group which admits students of UAM to its membership, whose programs and activities affect the educational process of UAM, student welfare, and uses campus facilities in its operation.

- UAM Student Handbook

Pre-Recognition Guidelines

You want to get started....So now what?

In order to complete the recognition process, a proposed organization must be able to meet and strengthen its membership. Therefore, the Student Programs and Activities office will allow limited publicity and facility requests. Any deviation from the following policies will affect your impending recognition as a UAM recognized organization.

I. Publicity

Posting and Flyers

- (A) All postings must be approved by the Director of Student Programs and Activities, prior to copies being made.*
- (B) All postings must follow the University Posting Policy, as stated in the UAM Student Organization Handbook. Copies of such policies may be obtained in the Student Programs and Activities Office.*

Campus Emails

- (A) All emails must be approved by the Director of Student Programs and Activities, prior to circulation.*
- (B) The exact email message MUST be sent to the Director of Student Programs and Activities via campus email.*
- (C) Approval will be granted to the sender via reply email from the Director of Student Programs and Activities.*

II. Facility Reservations

Requests for ANY facility (including classrooms, outdoor areas, residence hall lounges, and meeting rooms) MUST be made through the Student Programs and Activities Office. Because your organization is not yet recognized, the Student Programs and Activities Office is essentially taking responsibility for your group and must sign off on any facilities request form.

Recognition Process

STEP #1

The following information must be completed through the Office of Student Programs and Activities located in the University Center at the University of Arkansas - Monticello.

- I. The organization must have an on-campus advisor. You may contact the Office of Student Programs and Activities for a list of possible advisors for your organization.
- II. A Constitution and By-laws must be written and approved. Please make reference to pages 2 and 3 of this handbook.
- III. The organization must have at least 10 full time students, Full time students are students who are currently enrolled in 12 or more credit hours from this institution.
- IV. The organization must complete an Organizational Roster Form. For your convenience, a sample form is located on page 6 of this handbook. An original form may be picked up from the Office of Student Programs and Activities.

STEP #2

Official recognition is granted through two (2) processes: (1) approval for the recognized organization to operate at UAM through sanctioning by the UAM assembly, including the Student Affairs committee and the full assembly body; or (2) by establishment of the group by the University as a University related organization, i.e., Cheerleaders, SAB, or Ambassadors. University related organizations have their funds administered by the UAM Division of Finance and Administration and are accountable to the University for those funds. Recognition shall be defined as permission to function on campus and to enjoy certain benefits. This generates neither a contractual relationship nor a property right for the organization. Recognition is granted on a semester basis by each organization reaffirming its intent to operate. An official Officer Roster Form, an official Membership Roster Form, and a current up-to-date Constitution are required to reaffirm intent to operate.

1. Your organization must be approved by the Student Affairs Committee. This committee examines your organizations constitution and its purpose. If there are any questions after the committee has thoroughly examined your information, a representative may be called upon to answer them.
2. The organization must be approved by the University of Arkansas - Monticello Assembly. After the Assembly grants approval, you will be notified that your organization is officially recognized on this campus.
3. After recognition has been received, your new organization will receive a UAM Student Organization Handbook. This Handbook will contain all policies and procedures that all recognized organizations MUST follow.

MEMBERSHIP REQUIREMENTS

Membership in a student organization is open to anyone in the entire student body at the University of Arkansas - Monticello. No organization may discriminate on the basis of race, color, religion, age, handicap, national origin, or sex, except as permitted by Title IX to restrict memb to one sex.

1. (A) Voting membership in recognized organizations shall be limited to students of the University. Accurate membership records must be maintained and available to the faculty advisor at all times.
(B) A minimum number of five members is required to maintain the status of an active, recognized student organization.
2. (A) Officers must be regularly enrolled, degree-seeking full time students. To be eligible to serve as an officer in a recognized student organization, a student must not be on disciplinary or academic probation either at the time he/she petitions for the office or during his/her term of office. It shall be the responsibility of the on-campus advisor to validate their officer's eligibility.
(B) When an election is held in a recognized student organization, the names of the new officers must be sent to the Director of Student Programs and Activities within one week. (C) Officers must maintain a 2.00 grade point average. Officers must be full-time students enrolled in at least twelve hours each semester during their term of office.
3. Associate, non-voting membership may be offered to University of Arkansas-Monticello faculty and professional or administrative staff.
4. Organizations may, at their discretion and in writing through their constitution, limit membership to full-time students.
5. No campus organization may offer any type of membership to persons not meeting the requirements stated in this section of the handbook.

CONSTITUTION AND BY-LAWS INFORMATION

The Constitution of an organization contains the fundamental principles which govern its operation. The By-laws establish the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

WHY HAVE A CONSTITUTION?

By definition an organization is a “body of persons organized for some specific purpose, as a club, union, or society.” The process of writing a constitution will serve to:

- ❖ Clarify your purpose
- ❖ Define your basic structure
- ❖ Provide the cornerstone for building an effective group
- ❖ Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

WHAT SHOULD BE COVERED BY A CONSTITUTION?

The following is an outline of the standard information to be included in a Constitution. The objective is to draft a document that covers these topics in a simple, clear and concise manner.

Article I	The name of the organization
Article II	Affiliation with other groups (local, state, national, etc.)
Article III	Purpose, aims, functions of the organization
Article IV	Membership requirements and limitations
Article V	Officers (titles, term of service, how selected)
Article VI	Advisor (term of service, how selected)
Article VII	Meetings (frequency, special meetings and who calls them)
Article VIII	Quorum (number of members required to transact business)
Article IX	Referendum and Recall (procedures and handling)
Article X	Amendments (means of proposal, notice required, voting requirements)
Article XI	Ratification (requirements for adopting this constitution)

WHY HAVE BY-LAWS?

The Constitution covers the fundamental principles but does not prescribe specific procedures for operating your organization. By-laws set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs of the organization change.

WHAT SHOULD BE INCLUDED IN THE BY-LAWS?

By-laws must not contradict provisions in the Constitution. They generally contain specific information on the following topics:

1. Membership (selection requirements, resignations, expulsion, rights and duties)
2. Dues (amount and collection procedures, any special fees, when payable)
3. Duties of Officers (powers, responsibilities, specific job descriptions)
4. Executive Board (structure, composition, powers)
5. Committees (standing, special, how formed, chairperson's role, meetings, duties, and powers)
6. Order of Business (standard agenda for conducting meetings)
7. Parliamentary Authority (provisions for rules of order)
8. Amendment Procedures (means of proposals, notice required, voting requirements)
9. Other specific policies and procedures unique to your organization necessary for its operation.

PUTTING YOUR CONSTITUTION TO USE

Remember the reasons for having a Constitution and By-laws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. By-laws only require a simple majority for passage. Once you have developed your Constitution and By-laws, review them often. The needs of your group will change over time and it is important that the Constitution and By-laws are updated to reflect the current state of affairs.

Make sure every new member of the organization has a copy of them. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-laws should be a part of officer training and transition.

The Constitution and By-laws information has been adapted from Cornell University's "Intent to form a new Student Organization" policy to fit the needs of the University of Arkansas at Monticello.

University of Arkansas at Monticello
New Student Organization Officer Roster Form
Academic Year _____

Please give full names. You may print or type this.

Today's Date: _____ **Name of Organization:** _____

Faculty/Staff Advisor: _____
Local Mailing: _____
Address: _____
Local Phone Number: _____
E-mail address: _____

President: _____ **S.S.#** _____
Local Mailing Address: _____
Local Phone Number: _____
E-mail address: _____

Vice President: _____ **S.S.#** _____
Local Mailing Address: _____
Local Phone Number: _____
E-mail address: _____

Secretary: _____ **S.S.#** _____
Local Mailing Address: _____
Local Phone Number: _____
E-mail address: _____

Treasurer: _____ **S.S.#** _____
Local Mailing Address: _____
Local Phone Number: _____
E-mail address: _____

S.G.A. Representative: _____ **S.S.#** _____
Local Mailing Address: _____
Local Phone Number: _____
E-mail address: _____

Current Number of Members: _____

Types of Membership: (check one) Student Only___ Faculty Only___ Students/Faculty___

Organization Classification (check one):		
<input type="checkbox"/> Honor	<input type="checkbox"/> Service	<input type="checkbox"/> Religious
<input type="checkbox"/> Social (non-Greek)	<input type="checkbox"/> Music/Cultural	<input type="checkbox"/> Fraternal
<input type="checkbox"/> Academic Department	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Political
	<input type="checkbox"/> University Related	