

# New Student Organization Guide

## 2016

University of Wisconsin—Stevens Point



Student Involvement and Employment Office  
University of Wisconsin-Stevens Point

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## Student Organization Checklist

There are 7 steps to become a recognized student organization:

1. Meet with the Program Assistant in the Student Involvement and Employment Office to discuss your idea for a new organization.
2. Obtain at least five other students who are willing to serve as officers or members in your organization. **It is mandatory to have a President and Treasurer.**
  - a. Temporary Recognition allowing prospective organizations to hang posters/flyers and reserve space on campus to garner interest can be granted for up to 30 days prior to the deadline for applications. Applications for Temporary Recognition may be requested via email to [sieo@uwsp.edu](mailto:sieo@uwsp.edu).
3. Find a 75% FTE faculty OR staff member to be your adviser.
  - a. We recommend an adviser who is willing to participate in your organization's executive meetings and attend all or some of your general meetings.
4. Fill out the New Student Organization Registration on SPIN ([spin.uwsp.edu](http://spin.uwsp.edu)) (see instructions in this guide) and write your constitution and if needed, a set of bylaws. (See sample constitution in this guide).
  - a. Attend to emails sent by the Student Involvement and Employment Office in case changes need to be made to the constitution or questions need to be answered before moving on to the next step.
5. After all paperwork is reviewed and completed, attend the scheduled new recognition meeting.  
\*\*Please note that TWO officers must be in attendance at this meeting.
6. Upon completion of the recognition meeting, the Program Assistant will email the President of the organization and the Student Government Association (SGA) Speaker of the Senate to notify that you are ready for your final step.
7. You will be contacted by the Speaker of the Senate (after receiving the above email) to attend an SGA Senate meeting. They will ask you a few questions and vote. If they vote yes, you are a new permanent student organization. If they vote no, you will not be considered as a valid student organization.

## Recognition of Student Organizations

Student organizations accept the following obligations as conditions under which they must operate in order to be recognized. Recognized student organizations must:

- Maintain officers of at least 1 President and 1 Treasurer, plus a minimum of 3 additional members; officers must be in good academic and conduct standing.
- Secure a faculty/staff adviser who holds at least 75% FTE status and submit an electronic Adviser Contract Form for each adviser working with the student organization.
- Send two organization representatives to the fall and spring re-recognition training. Attend additional required meetings called by the Student Involvement and Employment Office.
- Update officer and adviser information in the UW- Stevens Point Involvement Network (SPIN).
- Submit the organization constitution (at least every three years) via SPIN. Organizations due for a constitution update will be contacted by the Program Assistant.
- Provide a current on-campus mailing address for the organization. Organizations can request a mailbox in the Student Involvement and Employment Office.
- Complete the fall and spring registration forms including annual risk assessment survey.
- Conduct their activities according to state, municipal, and University regulations.
- Not allow instances of reckless conduct to occur during activities sponsored by the organization. Reckless conduct is defined as an act which: creates a situation of unreasonable risk, carries a high probability of causing bodily harm to another, and/or demonstrates a conscious disregard for the safety of another and a willingness to take risks recognized as having a high probability of causing an injury and is otherwise considered reckless conduct by the Student Involvement and Employment Office.
- Develop budget management procedures to assure fiscal responsibility. Financial statements must be provided to the Student Government Association or Student Involvement and Employment Office, upon request. Refer to constitution guidelines for specific instructions of how finances will be handled.
- Present a written annual report of the group's accomplishments, upon request.
- Be reviewed periodically by the Student Government Association (SGA) and/or the Policy and Advisory Committee for Student Organizations (PACSO), for the purpose of:
  - Gaining information about the status of each recognized organization.
  - Helping organizations increase their potential for success and contribution to the University.
  - Allowing SGA to review annual budget plans and materials to determine whether they are current.
  - Determining whether information submitted for initial recognition is still valid for the activities, structure, and purpose of the organization.

## How to Find an Adviser

Every student organization needs an adviser. However, an adviser is not just someone who signs your paperwork. They are someone who works with you. The following are hints to keep in mind when looking for an adviser.

- Ask around. You may find a permanent staff member (faculty OR staff) that has an interest in your group. Talk to permanent staff and faculty members outside of the classroom.
- Find out why they are interested in becoming an adviser. We encourage you to connect with an adviser who shares your interest in the subject matter.
- Is your prospective adviser familiar with the university's inner workings (who to speak with about depositing money, what forms to fill out, etc.), or is willing to learn?
- Ask them how they want to be involved.
- Is your prospective adviser willing to put in a little extra time to come to some of your meetings?
- Tell your prospective adviser the benefits of being an adviser.
  - Becoming more involved with students on campus
  - Learning more about campus activities
  - Meeting students who may keep in touch with them after they leave (relationship building)
- Ask SIEO staff members if they know of anyone who may be willing to be an adviser.
- Ask other organizations. Find out how they found their adviser.
- Be clear in your expectations of an adviser.

### Also, Advisers must:

- Sign the annual adviser contract
- Attend an adviser training if they are new to advising and then re- train every three years.

### Qualities of Successful Advisers:

#### Successful:

Attends organization meetings  
Attends adviser training  
Familiar with subject matter  
Provides advice and support  
Understands University policies and procedures

#### Less Successful:

Signs a contract and does not participate  
Not available to attend any meetings  
Does not know members

# Constitution Template

**\*\*PLEASE PAY SPECIAL ATTENTION TO THE HIGHLIGHTED AREAS BELOW WHICH MUST BE STATED IN YOUR CONSTITUTION IN ORDER TO BE GRANTED PERMANENT RECOGNITION.**

An organization's constitution is a written document which incorporates the organization's basic principles and rules, and defines the way in which it will be governed. All constitutions must include:

**THE PREAMBLE:** The preamble states the purpose of the organization and regulations and makes clear that the purpose and activities of the organization are lawful and not in conflict with University policies. (Affiliation with an extramural organization should not, in and of itself, affect recognition of an organization.)

**ARTICLE I – NAME OF ORGANIZATION:** An organization name may not duplicate the name of any other recognized group. If UWSP or Stevens Point is used in the title, please place it at the end of the organization name (i.e., Jolly Laughter's of UWSP).

**ARTICLE II-MEMBERSHIP:** Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex. Please state that: Membership within the organization will be open without regard to age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation or political affiliation.

NOTE: Participating membership will include at least five (5) students in good academic standing (GPA of 2.0 or above cum. and for the most recent semester).

**If non-student members are accepted, your constitution must state the following:**

Non-students may join our organization. However, they may not hold office in it, nor may they handle our finances, ride in University vehicles, or act as agents of the state for our organization. Because the University's self-funded insurance covers only UWSP students, our non-student members may wish to arrange for their own liability insurance to cover them for any activities they engage in as members of our organization.

**ARTICLE III – OFFICERS:** This section should contain:

- a list of the officer positions available within the organization;
- qualifications required for holding office;
- method of electing officers;
- when elections are to be held; and
- a description of officer duties when not otherwise addressed.

NOTE: Please state that the holding of office shall be restricted to full- or part-time students in good academic standing (GPA of 2.0 or above cum. and for the most recent semester). Honorary membership may be extended to other persons on a limited basis.

**ARTICLE IV – EXECUTIVE COMMITTEE** – This section states

- the makeup of any executive committee, board or council which is formed; and
- the method of selection and term of office for members of any such committee, board or council. Provisions for filling vacancies in offices and other executive positions may

be included in a section under this article.

**ARTICLE V – MEETINGS** – This section states regular meeting time and makes provisions for calling special meetings. If meetings cannot be held regularly; authority to call meetings may be stated here. **NOTE: Must meet at least once a semester.**

**ARTICLE VI – FINANCES** – This section provides for membership dues and establishes the procedure to be used for disbursement of funds in the event the organization is dissolved.

**\*\*Please state that if Student Government Association (SGA) funds are allocated, those funds will be returned to SGA upon the organization's dissolution AND explain how remaining SFO funds should be distributed.**

**ARTICLE VII – AMENDMENTS** – This section contains information about how to make amendments to the constitution. Making an amendment requires that previous notification be given to members, in writing, and also a two-thirds or three-fourths affirmative vote of members voting for its adoption.

**ARTICLE VIII – RATIFICATION** – How many members are needed to ratify the document—two-thirds vote, majority of active members, etc.? If more than a majority of those present is desired, a special article should be included.

**ARTICLE IX – DATE OF CONSTITUTION** – When date was first ratified and most recently reviewed by your group.

**\*\*Amending the constitution should not be too easy, and the constitution should always carry the date it was last reviewed. It is a good idea to insert in parentheses the dates of which amendments are passed. Please state that the Constitution will be reviewed and updated a minimum of once every three (3) years. Constitutions on file in the Student Involvement and Employment Office will be the constitution deemed official by the University.**

#### **BY-LAWS**

By-Laws deal with:

1. members' rights, duties, resignations and expulsions;
2. initiation fees, dues, assessments, delinquencies; names and duties of standing committees and methods for choosing chairpersons and members of them; provision for rules of order or parliamentary manual to be used, such as ROBERT'S RULES OF ORDER REVISED;
3. number of persons constitution a quorum;
4. provision for permitting honorary members or officers if group so desires; and
5. a method for amending by-laws (usually a majority vote).

**\*The process of amending the by-laws should be easier than the one for amending the constitution. Again, insert date amendment was passed in parentheses.**

## Completing the Registration

To access the registration, log in to SPIN (<https://spin.uwsp.edu>). Click on Organizations in the top black bar, and click on Register on the right side of the page.

Previews of the registration form pages are included below. These can be used to plan ahead as each required field will need to be completed before the form will go to the next section.

Started forms can be re-accessed by clicking on your name in the top right corner, selecting involvement, clicking on the Submissions tab, and clicking on Organization Registrations OR by going to <https://spin.uwsp.edu/involvement/registrationsubmissions>.

Instructions

### Registration Instructions

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If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in [My Involvement](#).

The New Organization Packet can be downloaded [here](#). This will assist you in completing this form.

**The deadline for new organization registrations in February 22, 2017 at 4:00p.m. The new organization recognition meeting will be March 1, 2017 at 4:00p.m. in 374 DUC.** Two officers should attend. Following this meeting, the new organizations will be referred to the Student Government Association Speaker of the Senate who will invite you to a SGA Senate meeting in the following weeks.

Please contact the Student Involvement and Employment Office by email ([sieo@uwsp.edu](mailto:sieo@uwsp.edu)) or phone 715-346-4361 with any questions.

## Organization Profile

Provide some basic information about your organization.

### General Information

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**\* Official Name**

REQUIRED FIELD

**Acronym/Nickname**

**\* Organization Description Summary**

REQUIRED FIELD

*240 characters remaining*

### Organization Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and other text formatting options.

**\* Organization Web Site URL**

REQUIRED\_FIELD

[https://spin.uwsp.edu/organization/REQUIRED\\_FIELD](https://spin.uwsp.edu/organization/REQUIRED_FIELD)

## Organization Category

### Organization Category

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**By UWSP's definition, a "Club Sport" is "an organization that focuses on extra-curricular sports with a large degree of physical interaction or competition. These can include tournaments, sporting events, or some degree of assessed risk." (from SIEO Handbook- Application for Permanent Recognition)** The Club Sports staff, coordinator and SIEO office members have the right to refuse recognition of any club requiring extensive funding, facilities or which do not properly represent the University of Wisconsin – Stevens Point student body.

Once an organization is deemed a 'Club Sport' by the SIEO office, all administration & oversight will fall into the management of the Club Sports office within UWSP's Recreation & Sports Facilities department. After the initial SIEO recognition process- every student club must attend mandatory re-recognition EACH SEMESTER through the club sports office to remain an active student organization as well as to meet the compliance requirement set forth by the UWSP Club Sports Office.

**\* Based on the above definition, would you qualify your organization as a Club Sport organization**

- Yes
- No

## Non-Club Sports

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**\* Please select the category which best describes your organization.**

- Academic & Career **i**
- Arts **i**
- Communications **i**
- Honorary **i**
- Multi-Cultural **i**
- Religious **i**
- Service **i**
- Special Interest **i**

## Organization Roster

Select members to fill the Positions in your Organization.

### View Organization Roster Requirements

Fulfill your Organization's Roster Requirements

At least 1 Primary Adviser



At least 1 Treasurer



At least 1 President



## Add New Members and Assign Positions

Add new members or assign positions to your roster.

Add individual Members or Positions

Add multiple Members in bulk

Position

Primary Adviser

\* Email

First Name

Last Name

ADD

## Review Roster

Review, Remove, or Edit Position Assignments within your Roster.

REMOVE



	Email	First Name	Last Name	Positions	
<input type="checkbox"/>	mmiller@uwsp.edu	Michelle	Miller	Member Primary Adviser	EDIT POSITION ASSIGNMENT
<input type="checkbox"/>	slebow@uwsp.edu	Susan	LeBow	Member Treasurer	EDIT POSITION ASSIGNMENT
<input type="checkbox"/>	ljentz@uwsp.edu	Leigh	Jentz	Member President	EDIT POSITION ASSIGNMENT

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## Roster Requirements

Does your Organization Roster meet all Position requirements?

At least 1 Primary Adviser



At least 1 Treasurer



At least 1 President



Organization Interests (Optional). Organization interests will match your organization with students who have identified similar interests.

Select interests that represent your organization.

## Organization Interests

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### Select Interests

- Academic/ Pre- Professional
- Art
- Campus Health Promotion
- Communication
- Culture
- Environment/ Nature
- Faith & Religion

### Rank Interests

[< PREVIOUS](#)

[NEXT >](#)

Risk Management Survey

# Risk Management Survey

## Basic Information

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The purpose of this questionnaire is to assess the appropriate risk category for your student organization. This process is an important component of the proactive risk management plan to ensure that UWSP student organizations sponsor and host events in which everyone involved has a safe and fun experience.

From this questionnaire, each organization will be assessed on their risk level in the following categories: Travel, Alcohol at Events, Food Sales & Production, Activities & Events, and Adviser Involvement. Your candid responses will assist in providing a comprehensive review of your organization and its activities. Please answer all questions as completely and accurately as possible.

Please note: Answers should be completed with information specific to this academic year and the following summer.

New Organization Constitution

# New Organization Constitution

## Skeleton Constitution

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Please download the skeleton constitution [here](#). This document will assist you in creating your constitution on the next page.

**\* I wish to:**

- Upload the constitution as a word document or pdf
  - Complete the constitution in a form template
-