

HOW TO START A NEW RECOGNIZED STUDENT ORGANIZATION

1. Contact Campus Activities and Student Engagement to discuss your idea for a new organization to determine if something similar is already on campus.
 - a. If your organization is determined to be unlike anything else on campus, you may request Temporary Recognition. Temporary Recognition allows prospective organizations to hang posters, flyers, and reserve space on campus to garner interest from prospective members. Recognition is granted up to 30 days prior to the 7th week of classes each semester. Applications for Temporary Recognition may be requested via email to case@uwsp.edu.
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. These positions, and all officer positions, must be in good academic standing (GPA of 2.0 or above for the most recent semester and cumulative).
3. Find a 75% full-time employee faculty or staff member to be your adviser (See ***Adviser Guides/Suggestions*** in this guide). 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. Write your constitution and if needed, a set of bylaws (See ***Constitution Template*** in this guide).
5. Fill out the New Student Organization Registration on SPIN (See ***Submission Process*** in this guide).
 - a. Attend to emails sent by the Campus Activities and Student Engagement Office in case changes need to be made to the constitution or questions need to be answered.
6. Two organization members must complete the following trainings:
 - a. Semester's re-recognition training
 - b. Campus SaVE Bystander Intervention Training once per year ([ONLINE LINK](#))
 - c. Diversity and Inclusion Training once per year ([LINK](#))
 - d. Annual Risk Assessment Survey ([LINK](#))
7. After all paperwork is reviewed and completed, complete the online new recognition training sent to you by the Campus Activities and Student Engagement Office.
 - a. TWO officers must complete this training and pass the quiz at the end of the training with 7/10 points. If you do not pass the test on your first try, you can retake it as many times as needed.
8. After all paperwork is completed and reviewed, the Campus Activities and Student Engagement Office will determine if the organization has met the requirements for recognition stated in this policy (See ***Conditions of Recognition*** in this guide). If the requirements are met, the organization will be recognized. The Campus Activities and Student Engagement Office will email the President of the organization to notify you if your organization has been officially recognized by the University.
9. If the Campus Activities and Student Engagement Office denies an organization's request for official recognition, the organization may appeal to the Vice Chancellor for Student Affairs, who will make the final decision on recognition based solely on whether the organization has met the requirements stated in this policy.

ADVISER GUIDES/SUGGESTIONS

Tips on finding an adviser:

- Ask around and try to find a faculty/staff member that has an interest in your group.
- Ask CASE and other university staff members if they know of anyone who may be interested.
- Ask other organizations and find out how they found their adviser.
- Tell your prospective adviser the benefits of being an adviser. (Becoming more involved with students on campus and learning more about campus activities or building relationships with students which may become lifelong connections)

Discussions to have with a potential adviser:

- Find out why they are interested in becoming an adviser and if they share the org's vision.
- 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 willing to learn.
- Ask them how they want to be involved and be clear about both your expectations.
- Ask if your prospective adviser is willing to come to some of your meetings/events.

After you have found and agreed on an adviser:

- The advisor will need to sign the annual adviser contract ([Link Here](#)) and attend adviser training if they are new to advising and re-training every three years.

Adviser Responsibilities and Authority

- Attend meetings of the organization to become familiar with events and of the group and that they adhere to State and University policies.
- Serve as a resource person to the group and teach leadership/management techniques.
- Assist organizations achieve goals by sharing expertise, insight, ideas, and recommendations.
- Know the financial status of the organization and prevent violation of State, University, or community regulations.
- Seeing that funds are reasonably spent, accurately accounted for, and that deficits are paid.
- Discuss problems foreseen with a proposed event or activity and how to resolve them.
- Attend a Risk Management session sponsored by Campus Activities and Student Engagement when beginning of role and once every three years afterwards.
- Authorize payment of debts (from organization funds) incurred by the organization during periods when regularly authorized officers are not available (NOTE: Advisers not employed by the University cannot authorize payment).
- Interpret institution's policies and keep the organizations and institution's best interests in mind.
- Recommend suspended privileges or organizational recognition if the adviser feels plans or activities of the organization will be in violation of state, campus, or local regulations.

CONSTITUTION TEMPLATE

Constitutions will vary according to the needs of each organization. Typically, they include the organization's rules and define the way it will be governed. This sample is to help you think about your organization and its needs.

All language highlighted and italicized is required in your constitution.

ARTICLE 1: 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 organization's name, please place it at the end (Example: Jolly Students Org of UWSP).

ARTICLE 2: OBJECTIVES AND PURPOSES

States the organization's objectives, purpose, and activities of the organization are lawful and not in conflict with state/federal laws and University policies.

The specific purposes and objectives which the Jolly Students Organization shall be organized to pursue include (insert statement of aims and objectives).

ARTICLE 3: MEMBERSHIP

All organizations must include at least five (5) members who are in good academic standing. Good academic standing is having a GPA of 2.0 or higher for the most recent semester and cumulative.

Organizations formed around a core set of beliefs (example: religious or political) may limit membership, officer positions, or participation in the organization to students who support the organization's goals and agree with its beliefs. However, no student can be excluded from membership, officer positions, or participation based on their race, color, creed, national origin, religion, disability, ancestry, age, sexual orientation, marital status, or parental status other than the belief of the organization.

Membership within the Jolly Students Organization will be open to all students without regard to age, race, creed, religion, color, handicap, gender, national origin, ancestry, sexual orientation, or political affiliation.

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

Non-students may join our organization. However, they may not hold office, nor may they handle our finances, ride in university vehicles, or act as agents of the state for our organization. The University's self-funded insurance only covers UWSP students; therefore, 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 4: OFFICERS AND DUTIES

The Officers of the organization typically consist of a President, Vice President, Secretary, Treasurer, and a .75 FTE University staff member to serve as the Advisor to the Organization. However, only a President, Treasurer, and Advisor are required for a new organization.

This section should include:

- Officer positions and their responsibilities
- Qualifications required for holding office
- Method of electing officers, including when elections are held
- Other procedures in case officers are unable to fulfill their duties

Any UWSP undergraduate (full- or part-time) is eligible to be an officer of the organization but that person must be in good academic standing (GPA of 2.0 or above for the most recent semester and cumulative). Honorary membership may be extended to other people on a limited basis.

EXAMPLE POSITIONS AND RESPONSIBILITIES

President/Chair

- Preside over all organization meetings.
- Create and oversee executive committees, if needed, and attend committee meetings
- Appoint additional officers as necessary to help manage the organization.
- Act as the liaison between the organization and the advisor
- Inform organization members of all events of interest.
- Serve as the spokesperson for the organization.

Vice-President/Co-Chair

- Act in the capacity of the President/Chair in the event of their absence or vacancy
- Assist the President/Chair in fulfillment of duties.
- Work with committees or any other group toward the betterment of the organization
- Organize, plan, and oversee organizational events and fundraisers.
- Additional duties, including working with committees and other groups, as assigned.

Treasurer

- Prepare budgets with the leadership team and submit when requested or necessary.
- Reviews, approves, and pays for all organizational purchases.
- Keep proper records of all financial transactions.
- Work with the Secretary in ordering items, paying for conferences, etc.
- Additional duties, including working with committees and other groups, as assigned.

Secretary

- Communicate all information and reports affecting the organization to members.
- Maintain organization materials, records, meeting minutes, and a list of events/activities.
- Update organization memberships and promote events on SPIN network.
- Responsible for reserving rooms on campus for the organization's meetings and all other events
- Forward Membership Report to the organization's advisor
- Additional duties, including working with committees and other groups, as assigned.

Group Member

- Engages in club activities, meetings, events, and provides information
- Assumes leadership roles as opportunities become available and suggests new ideas.
- Participate in discussions and work with members to plan and put on organization activities.
- Act in a way that is inclusive, allows others to be heard, and is respectful of other opinions.
- Additional duties, including working with committees and other groups, as assigned.

ARTICLE 5: EXECUTIVE COMMITTEE

Within this section build upon how the executive committee is made or how each member is selected and the committee's purpose or goal. An example might be, the Event Executive Committee shall oversee, and plan events, special projects, or requests made by the President/Chair.

ARTICLE 6: MEETINGS

Each organization should state when they plan to meet and the necessary steps for calling meetings.

*****All organizations must meet at least once per semester**

ARTICLE 7: FINANCES

State the organization's plan for charging membership dues and establish a procedure to be used for the disbursement of funds should the organization be dissolved.

If Student Government Association (SGA) funds are allocated to the organization, those funds will be returned to SGA upon the organization's dissolution.

ARTICLE 8: AMENDMENTS AND RATIFICATION

Create a plan with information about how to make amendments to the constitution. Making an amendment requires that written notification be given to members. Also, it is required to state how many members are needed to ratify or approve the document. What are the organization's requirements for ratification? Have a two-thirds or three-fourths vote in favor of ratification? If more than a majority of those presents are desired, a special article should be included.

ARTICLE 9: 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.

The Constitution will be reviewed and updated a minimum of once every three (3) years. Constitutions on file in the Campus Activities and Student Engagement will be the constitution deemed official by the University.

BY-LAWS

- Member rights, duties, resignations, and expulsions
- Initiation fees, dues, assessments, delinquencies
- Name/duties of standing committees and methods for choosing chairperson and members.
- Rules of order or parliamentary manual to be used.
 - Most orgs use **ROBERT'S RULES OF ORDER REVISED**
- Number of persons constitution a quorum
- Provision for permitting honorary members or officers if the group so desires.
- 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.

CONDITIONS OF RECOGNITION

1. Maintain officers of *at least*: 1 President, 1 Treasurer, and a minimum of 3 additional members;
 - a. Officers must be in good academic standing (a cumulative and semester GPA of 2.0 or higher).
 - b. If an Officer's cumulative or semester GPA falls below 2.0, they will not be eligible to hold an officer position for the following semester. The student will not be eligible to hold an Officer position until their cumulative and semester GPA is 2.0 or higher.
2. Secure a faculty/staff adviser who holds at least 75% FTE status
 - a. Submit an electronic Adviser Contract Form for each adviser ([Link Here](#))
3. Each organization must attend any meetings called by CASE and upon request, present a written annual report of the group's activity. Each organization must also complete the following:
 - a. Fall and spring re-recognition training.
 - b. Campus SaVE Bystander Intervention Training (online)
 - c. Diversity and Inclusion Training
 - d. Risk assessment survey
4. Update officer, adviser, and roster information in the UW- Stevens Point Involvement Network (SPIN).
5. Submit and update the organization constitution (every three years) via SPIN.
 - a. All constitutions must include the following: a membership clause, grade clause, dissolution clause, and date of initial ratification, including the most recent approval date. Organizations due for a constitution update will be contacted by CASE.
6. Provide a current on-campus mailing address. Organizations can request a mailbox in CASE.
7. Conduct activities according to state, municipal, and University regulations. They may not allow instances of reckless conduct during activities sponsored by the organization. Reckless conduct is defined as, "an act that 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" by CASE.
8. Develop budget management procedures to ensure fiscal responsibility.
 - a. Financial statements must be provided to the Student Government Association (SGA) or CASE, upon request. Refer to constitution for specific instructions of how finances will be handled.
9. 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. (Board of Regents Policy 30-6, adopted 12/8/2006)
10. Student organizations that lose recognition become inactive and will be kept in an inactive file for three consecutive semesters, at which time the group will be considered dissolved.

Decision on Re-Recognition/Appeal:

- CASE will determine if the organization has met the requirements for re-recognition stated in this policy. If the requirements are met, the organization will be re-recognized the President will be notified.
- If CASE denies an organization's re-recognition, the organization may appeal to the Vice Chancellor for Student Affairs, who will make the final decision on re-recognition based solely on whether the organization has met the requirements stated in this policy.