

CHAPTER 3: FORMING AND MAINTAINING STUDENT ORGANIZATIONS

3.1 Forming an Organization

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3.3 Constitution Requirements and Recommendations

3.1 Forming an Organization

Step 1: Preparing a Statement of Intent

1. A student representative should pick up an information packet in the Student Senate office, 132 Davies.
2. The group should fill out the Statement of Intent completely and return it to the Student Senate office. The Statement of Intent shall include the following:
 - a. A statement of purpose.
 - b. A statement of the nature of the affiliation, if any, with national or regional organizations.
 - c. A signed statement of interest and support, with campus address and phone number, from faculty or administrative staff member willing to serve as primary advisor. Additional advisors are encouraged and may include other faculty or administrative staff members and community, business, and/or religious leaders. Failure to name and keep an advisor may result in the organization being declared inactive by the Organizations Commission of the Student Senate.
3. The Statement of Intent shall be returned to the Student Senate Program Assistant for signature granting provisional status, thereby giving the petitioning group permission to organize on this campus. The Coordinator for Student Leadership, the Organizations Program Assistant, and Event Services staff will be notified of this permission.
4. The organization will be granted provisional status for six weeks while organizational meetings are held to draft and ratify your group's new constitution. No Statement of Intent will be accepted from, nor provisional status granted to, any group prior to the beginning of any academic year, or later than six weeks prior to the first examination date of any spring semester.

Step 2: Provisional Status and Preparing a Constitution

1. Provisional status means that a student or group of students has petitioned for student organization recognition but has not yet been approved by Student Senate.
 - a. Activities of organizations on provisional status are limited to constitution creation and ratification, membership drives, and fulfilling any other requirements for becoming a recognized organization. Organizations on provisional status may NOT fundraise, host social or educational programs, or host any activities other than those outlined above.
 - b. Organizations on provisional status will be allowed to reserve rooms, tables, bulletin boards or display cases, and publicize only for the purposes of forming an organization as outlined above.
 - c. The organization granted provisional status will be registered by the Student Senate Program Assistant and with Event Services. Upon being granted

provisional status, the proposed organization will be assigned a mail slot in the Student Organizations Complex, 132 Davies. Each organization is expected to check this mailbox weekly for receipt of communications.

- d. Any organization violating their provisional status will have it revoked for a period of four weeks, therefore losing all rights provisional status gives. The decision to revoke provisional status will be made by the Organizations Commission of the Student Senate. The decision of the Organizations Commission may be appealed to the entire Student Senate.
 - e. Provisional status ends as soon as the organization is recognized by Student Senate or after six weeks, whichever comes first.
2. The petitioning student or group has six weeks from the time a petition is submitted to draft a constitution in accordance with the Guidelines for Constitutions and submit five hard copies and an electronic copy on CD of the constitution to the Student Senate Program Assistant. It is recommended that constitutions be submitted at least two weeks prior to the end of provisional status.

Step 3: Constitution Review by Organizations Commission

1. The Organizations Commission of the Student Senate will meet to evaluate the organization's constitution and ensure that all constitutional requirements are included.
 - a. If the constitution does not meet all the requirements, the organization will be provided with a list of changes which must be made in order for the constitution to meet the guidelines. Once the changes have been made, submit five hard copies and an updated electronic copy of the revised constitution to the Student Senate Program Assistant.
2. Constitution is approved by the Organizations Commission
-OR-
2. Constitution is not approved by the Organizations Commission.
 - a. Return to step 3.

Step 4: Constitution Presented to the Student Senate for Approval

1. A representative from the organization may attend this meeting if desired.
2. If approved by the Student Senate, the organization's constitution will be recommended to the Dean for recognition by the University. If the organization is not approved, a representative from the organization will be contacted by Student Senate and appropriate actions will be taken.

Step 4: Constitution Presented to the Dean of Students Office for University Recognition

Step 5: Organization Becomes Recognized as a Student Organization at UW – Eau Claire.

1. Once recognized and organization officers have been elected, complete and submit the organization officer roster to 132 Davies.

3.2 Student Organization Requirements

Requirements of recognized student organizations include the following:

1. All officers and voting members must hold current student status at UW-Eau Claire.
2. The organization must be non-discriminatory in membership and programming, as defined by university policy, local, state, and national statutes.
3. The organization must adhere to university policies and all applicable local, state and federal regulations.
4. The organization must act responsibly as a member of the university community, both on and off campus.
5. Use of the university name in association with the organization's name in no way implies university approval or endorsement of any or all of the organization's activities and conduct.
6. The organization must have a copy and an electronic copy of the organization's constitution and bylaws on file with the Student Organizations Complex. **Constitutions and bylaws need to be reviewed and updated a minimum of every three years.**
7. Student organizations must check the designated mailbox located in the Student Organizations Complex a minimum of once per week.
8. In compliance with University regulations regarding student organizations, each campus organization is to submit a roster of officers to the Student Organizations Complex Program Assistant each time that there is a change of officers. An Organization Officer Roster form may be obtained from the Student Organizations Complex Program Assistant, 132 Davies. Failure to turn in an Officer Roster form will result in the organization being referred to the Organizations Commission of the Student Senate for potential inactive status designation.
9. At the time an organization disbands or becomes inactive, it is to notify the Student Organizations Complex Program Assistant and the Organizations Commission of the Student Senate. If the organization chooses to reactivate, a Statement of Intent to Reactivate must be filled out and returned to the Student Senate office, 132 Davies.

3.3 Constitution Requirements and Recommendations

Every organization on campus is required to have both a hard copy and an electronic copy of their current constitution on file with the Organizations Complex. When amendments are made, the procedures outlined for amendments should be followed.

The following criteria serve as a guide in the formation of your constitution. No point can be excluded for any reason. If you have any questions regarding the importance of any of the following points, or if you need help in formulating your constitution, please contact the Organizations Commission Director (stusen52@uwec.edu) or the Student Senate Program Assistant, 132 Davies. The constitution must be typed in full before it will be reviewed by the Organizations Commission.

Model Constitution

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

Article I: Name and Purpose

Section 1: “The name of this organization is...”

- *An organization’s name may not duplicate the name of any other recognized group. If UWEC or Eau Claire is used in the title, please place it at the end of the organization’s name (i.e. The Jolly Laughers of UWEC).*

Section 2: “The purpose of this organization will be to...”

Section 3: “[Name of organization] will be responsible for the observance of the rules and regulations established by the university.”

Article II: Membership

Section 1: “Members of the organization must be UWEC students, faculty, or staff members.”

- *Information about new membership and honorary membership may be included here.*

Section 2: “Consistent with all applicable federal and state laws and university policies, this organization and its subordinate bodies, officers and members shall not discriminate for or against any person by reason of age, gender, marital or parental status, race, creed or religion, color, sexual orientation, national origin or ancestry, or physical handicap.”

- *This statement must be included word for word.*

Section 3: “The primary control of the [name of organization] rests with the student members.”

Section 4: “[Name of organization] will not use funds collected from member dues, fees, or collaborative fundraising efforts to purchase alcohol that can only be consumed by members who are of legal drinking age and to purchase promotional materials for unofficial event that can only be attended by those of legal drinking age.”

- *This statement must be included word for word.*

Section 5: “[Name of organization] must hold all official meetings and official events requiring attendance in facilities and establishments that allow persons of any age entry.”

Article III: Officers

This section contains:

- A list of the officer positions and their duties available within the organization
- Qualification required for holding office
- Method of electing officers
- When elections are held
- *The holding of office shall be restricted to full or part-time students in good academic standing (cum. GPA of 2.0 or above). Honorary membership may be extended to others on a limited basis.*
- *A fair and democratic procedure must be employed for the selection of officers*
- *Statement of what fraction/percentage of the vote is necessary to establish quorum.*

Article IV: Advisor

Section 1: “The advisor must be a UWEC faculty, academic, classified, or administrative staff member. The advisor shall be appointed by the organization.”

Section 2: “The responsibilities of the advisor are...”

Article V: 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.*
- *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. Constitutions need to be reviewed and updated a minimum of once every three years.*
- *Constitutions on file in the Student Organizations Complex will be deemed official by the university and the Student Senate.*

Bylaws

Bylaws address the following issues:

- Members’ rights, duties, resignations, and expulsions
- 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
- Number of persons constituting a quorum
- Provision for permitting honorary member or officers if group so desires
- A method for amending bylaws (usually a majority vote)
- *The bylaws supplement the constitution by containing more detailed information about each article.*
- *They are written in a similar format as the constitution (i.e. Articles and Sections).*